

**CONSTITUTION OF THE
NATIONAL COLLEGE OF CHEST PHYSICIANS (INDIA)**

(Registered under societies Registration Act of 1860)
(Registration No. S/1421)

MEMORANDUM OF COLLEGE

1. Name :

The name of the Organisation is "The National College of Chest Physicians (India)" hereinafter called the "College".

The term Chest Physician for the purpose covers disciplines like Respiratory Medicine, Cardiology, Thoracic Surgery, and all other allied clinical and basic medical sciences pertaining to Chest.

2. Office:

The registered office of the College shall be located for the present Vallabhbhai Patel Chest Institute, Delhi University Campus, Delhi-110 007

3. Objects:

The objects and purposes of the College shall be :

- (a) to advance knowledge, stimulate scientific and practical interests, promote research and disseminate knowledge and recognise merit among individuals and organizations in the speciality of Chest Diseases.
- (b) to act as a liaison body between Indian and International workers in the field.
- (c) to do and perform all other acts, matters and things that may assist ip or be necessary for the fulfilment of the above aims and objects of the College.

4. Methods:

For the attainment and furtherence of these objects, the College may :

- (a) hold periodical conferences of the members of the College and the medical profession in general.
- (b) arrange, from time to time, congresses, conferences, lectures, refresher courses, discussions and demonstrations on any aspect of the medical and allied sciences concerned in the speciality.
- (c) publish and circulate a Journal which shall be the official organ of the College of a character consistent with the objects of the College.
- (d) maintain a library and an office,
- (e) publish from time to time transactions and other papers embodying medical researches conducted by the members or under the auspices of the College,
- (f) encourage research in medical and allied sciences through grants out of the funds of the College, by the establishment of scholarships, prizes or awards, and in such other manner as may, from time to time, be determined by the College,
- (g) to arrange and provide instruction and education to the medical profession, and to take whatever steps that are expedient for the assessment of the knowledge acquired,
- (h) purchase, take lease of or otherwise acquire, hold, manage, let, sell, exchange, mortgage or otherwise dispose of movable or immovable property of every description and all rights or privileges necessary or convenient for the purpose of the College and in particular any land, building, furniture, household or other effects, utensils, books, newspapers, periodicals, instruments, appliances, apparatus, fittings, conveyance, and accommodation

and when deemed necessary and desirable in the interest of the College, sell, demise, let, hire out, mortgage, transfer, or otherwise dispose of the same,

- (i) to recognise merit by awarding Fellowships in accordance with the regulations framed for the purpose by the Governing Council,
- (j) to erect, maintain, improve or alter and keep in repair any buildings for the purpose of the College,
- (k) borrow or-raise 'money in such manner as the College may think fit and collect subscriptions and donations for the purpose of the College,
- (l) invest any money of the College not immediately required for any of its objects in such manner as may from time to time be determined by the college,
- (m) assist, subscribe to or cooperate or affiliate or be affiliated to or amalgamate with any other public body whether incorporated or registered and having altogether or in part objects similar to those of the College,
- (n) do all such other things as are cognate to the objects of the College or are incidental or conducive to the attainment of the above objects.
- (o) the affairs of the College shall be managed by a Governing Council (here in-after called the "Council") constituted in accordance with the rules and regulations of the College,
- (p) The property movable and immovable belonging to the college shall be vested in the Council of the College,
- (q) the Council shall have the power to purchase, construct or acquire on lease or in exchange or hire or by gift or otherwise any real or personal property and any rights or privileges necessary or convenient for the purpose of the College and to improve, develop, manage, sell, lease, mortgage, dispose turn to account or otherwise deal with all or any part of the property of College,
- (r) if upon the dissolution of the College there shall remain after the satisfaction of all its debts and liabilities any property whatsoever the same shall not paid to or distributed among the members of the College or any of them but shall be given or transferred to association or associations, institution institutions having objects similar to any of the objects of the College to determined by the votes of not less than four-fifth of the members pres personally or by proxy in meeting at or before the time of the dissolution in default thereof by the Court of Judicature at Delhi in its ordinary original jurisdiction,
- (s) to recognise the work of scientist of excellence by awards:
 - 1. Parke Davis/NCCP(I) Chest Oration
 - 2. Raman Viswanthan Memorial Leacture
 - 3. Young Scientist A ward of NCCP(I)

These awards will have a certificate or any other form of presentation as decided by the Govering Council of the College:

1. Parke Davis/NCCP(I) Chest Oration:

This was instituted in 1972 as "Warner Chest Oration" with the purpose promoting scientific research in the field of Chest Diseases, and in particular in field of allergy. The name of the award changed to Parke Davis/NCCP(I) CI Oration after amalgamation of the host company "Warner Hindustan Ltd." in Parke Davis India Ltd.

A note in about 150 words, the achievements of the nominee in relation to research and professional work done by him in the above mentioned field should also be v the recommendations of the committee, which consists of the President and V President of the Asthma Bronchitis and Cancer lung Foundation of India, and President and Secretary of the National College of Chest Physicians (India). The decision of the Committee is to be communicated to the Secretary, ABC L Foundation of India who will meet the expenditure of the Award.

2. Raman Viswanathan Memorial Lecture:

Raman Viswanathan Memorial Lecture was started in 1989, to honour and perpetuate the memory of Late Col. Raman Viswanathan, founder Director, V.P. Chest Institute, a great scientist and doyen in the field of Chest Diseases. This honour will be conferred upon an eminent chest specialist or eminent scientist in the field of chest diseases. The selection will be made by a Committee called as "Raman Viswanathan Memorial Oration Committee" consisting of the Fellows who have already delivered the Raman Viswanathan Memorial Lecture. The membership of the committee will be limited to five and subsequently the senior most member will retire from the committee.

3. Young Scientist Award of NCCP(I):

To encourage research in young scientists, a cash prize of Rs. 1000/- will be given to the best paper presented by him in the annual Conference of the College. He should be the first author in the paper and should be less than 35 years of age. The selection will be made by President, Secretary and two nominees attending the Conference.

The office bearers of the College shall be duly elected by the electoral College, according to the rules and regulations of the College.

RULES OF THE COLLEGE.

1. Membership:

The College shall consist of Ordinary Members, Life Members, Fellows and Honora Fellows.

- (a) *Ordinary Members* :- Any person possessing a medical degree recognis⁴ by the Indian Medical Council Act, as amended in 1957 or a postgraduate / Doctorate degree in basic medical sciences and who is in active practice (or has shown scientific or practical interest in the speciality may be propose for membership of the college. They should be preferably in possession. postgraduate qualifications.

Applications for admission to membership shall be made to. the Secretary of the College in the prescribed form together with enrolment and annual fees and shall be the signatures of two Fellows Members who are prepared, from personal knowledge to support the candidature. The fees after deducting incidental charges will I refunded in case the application is rejected or as approved by the Governing Council of the Collage.

- (b) *Life Members*:- Any person who is eligible for ordinary membership may be, if he so desires, made a Life Member on the payment of a lumpsum equivalent to 10 years of annual subscription in lieu of annual subscription provided all conditions as laid down for Ordinary Membership are satisfied.

- (c) *Fellows* :- Such members of the College as have distinguished themselves in the speciality for at least 5 years after postgraduation are eligible tl consideration of the award of Fellowship. The award of Fellowship shall be decided by the Credential Committee governed by the Regulations framed by the Council from time to time. All Fellows are entitled to suffix FNCCP(I) to their names during their active fellowship of the Colleg.
- Fellowship is considered only after becoming life member of the College.**

- (d) *Honorary Fellows*:- The number of Honorary Fellows shall be limited to 100 and they will be persons elected in recognition of their knowledge of, or contribution to the study of the speciality. They will be recommended by the Council for approval by the College at the annual General Body Meeting.

They will however not have the right to Vote. Not more than 3 such fellows shall be elected in anyone year.

2. Subscription:

The annual subscription for the present payable by each member is Rs. 150/- only due in advance on 1st of April each year. The enrolment fee will be Rs. 100/- only. Life members shall pay a lumpsum equal to ten years subscription (i.e. Rs. 1500/-) in lieu of annual subscription. These may be modified from time to time.

Members elected as Fellows will pay Rs. 1500/- as Fellowship fee in addition to all other subscriptions, on admission as Fellows or as may be modified from time to time.

Annual subscription for the Journal (from non-members) shall be as fixed from time to time by the Governing Council.

3. College year:

- (a) The year of the College shall correspond to the financial year as defined by the Government of India, i.e. 1st April to 31st March, or as modified from time to time.
- (b) The financial year will also be the same (1st April to 31st March).
- (c) There shall be a register in which the names of all the Members and Fellows of the College shall be entered.
- (d) The College will publish a Directory of Fellows/Members after every 5 years consisting name, address, qualifications and other details.

(e) **Arrears:**

The annual subscription received from any fellow/member after 31st March for preceeding financial year will be treated as payment of arrears and will not be entitled for any publication (Journal etc.) of the College for the preceeding year. Any fellow/member who pays the annual subscription late, but during the same financial year, is entitled to the publication only after the date of his payment.

4. Privileges of Members/Fellows:

- (a) To be entitled to a copy of the Constitution of the College and subsequent amendments and alterations, free of charge.
- (b) To be present and vote at all annual General Body meetings.
- (c) To receive all publications and proceedings of the College.
- (d) To introduce visitors to annual general body and other meetings of the College.
- (e) To use the College Library.
- (f) Honorary Fellows shall be entitled to attend and take part in the Scientific Meetings and receive a copy of the Journal of the College on payment of annual subscription for the Journal of the College.

5. Removal of the Member/Fellow and re-admission:

Any member/fellow may withdraw from the College by signifying his wish to do so by a letter addressed to the Secretary. When any member/fellow shall have omitted to pay the subscription for three successive years, the Treasurer shall send him a registered letter informing the amount due from him and shall have his name struck off the rolls of member/fellow unless the amount is paid within three months of the receipt of such letter.

Any person who has ceased to be a member/fellow due to the above reasons may be made a member/fellow only on payment of fresh enrolment fee, and life membership fee..

Any member/fellow of the College who wilfully disobeys rules or orders of College or the Councilor having unwillingly committed any breach of orders, persists any disobedience or breach of orders after being admonished by the President or if for any reasons, it appears to the Council that the name of a member/fellow should remain on the rolls, he shall be liable to be removed from the College. Whenever there appears cause as aforesaid for the removal of a member/fellow from the College, the Council after due deliberations shall determine by ballot the opinion of the Council and if 3/4th of member/fellow present and voting at such meeting, vote for removal of such member/fellow, he shall be removed from the College. Such member/fellow shall not be eligible for re-election until the expiry of two years. On terminal of membership of fellow for any reason, he shall be debarred from suffixing FNCCJ to their name.

6. Administration and Officers:

The Administration, direction and management of the affairs of the College shall be entrusted to the Governing Council, composed of:

President	1
Past President	1
President Elect	1
Vice-President	1
Secretary	1
Joint Secretary	1
Treasurer	1
Chairmen of Zonal Chapters	1 Each
Elected Councillors	6

7. Formation of Chapters & Branches:

There will be a Chapter for each of the Five Zones, Provided there are at least 15 Fellows/members in the Zone.

Five Zones as recognised w.e.f. 27.7.89 are as follows :

North Zone - Comprising of Jammu and Kashmir, Himachal Pradesh, Punjab, Haryana, Chandigarh and Delhi/New Delhi.

East Zone - Comprising of West Bengal, Bihar, Orissa, Arunachal Pradesh, Sikkim, Assam, Nagaland, Manipur, Mizoram, Tripura.

Central Zone-Comprising of Uttar Pradesh and Madhya Pradesh.

South Zone - Comprising of Tamil Nadu, Kamataka, Pondicherry, Kerala, Andaman & Nicobar and Andhra Pradesh.

West Zone - Comprising of Maharashtra, Gujarat, Goa and Rajasthan.

The Zonal Chairman will be responsible for the promotion of academic and scientific activities in their region. The Chapter will have its own regulations for the proper functioning in the Zone.

Formation of Branch:

A branch can be constituted, if a minimum of at least 5 Fellows are available. The membership of such branches shall consist of the local members/follows of NCCP(I) *only*. There shall be no direct member of 'the branch. The branch can organise state conferences, seminars and update lectures etc. in order to promote the knowledge of chest diseases among their members, under intimation to headquarter. The branch may be entrusted to organise a national conference on chest diseases periodically. The decision of this shall be taken by the Governing Council of NCCP(I). The major decisions shall be taken by the branch in consultation with the G.C. of NCCP(I). The Constitution of NCCP(I) will be followed in all the decisions of the state branches. The name of the branch with zone shall appear under the college name e.g. In all letterheads.

e.g. National College of Chest Physicians (India)
Central Zone-U.P.Branch (Kanpur).

8. Nominations and Elections of office bearers:

All members/fellows of the college shall constitute the Electoral College. Before the expiry of term of the office bearers, the Secretary on behalf of the president or Returning Officer appointed by the G.C will conduct the election as per the procedure laid down below.

9. Election Procedures:

The following procedures will be followed for the election of office bearers of the College from among the fellows:

- (a) The Council will appoint a Returning Officer only from the fellows of the College and he will not be eligible to contest, propose or second a proposal for any of the office.
- (b) The election will be conducted by secret postal ballot.
- (c) Every voter shall be supplied with a nomination form for proposing the names for different offices by the Returning Officer under certificate of posting, at least four week before the last date of filing the nominations.
- (d) Any person whose subscription is in arrears will not be eligible to contest, propose, second or vote.
- (e) The nomination form should be proposed by a fellow and seconded by a fellow/member (Regular). Subsequently it will be sent to the candidate, to get his consent for the nomination.
- (f) One person will be eligible to contest for only one office.
- (g) One person can propose or second only one candidate for the same (However, one person will be eligible to propose or second the candi, for more than one office.
- (h) A person who has proposed or seconded the candidature of any person for a particular office shall not be eligible to contest election for the same office.

- (i) The treasurer will supply the list of fellows eligible to vote to the Returning Officer on request.
- (j) The contestants will be informed by the Returning Officer about a nominations for their seats within 7 days of the last date for filing nominations and those wishing to withdraw should write to the Returning Officer within three weeks after the last date for filing the nomination. may obtain a list of fellows eligible to vote from the Treasurer on pa] of Rs. 75/-.
- (k) All the specific dates for election will be notified by the Returning 0 in his first circular to each voter and it will be obligatory on the part of a to approach the Returning Officer in case of any omissions or commi5 within one week after the specific date.
- (l) The Returning Officer, if required, will then send the ballot papers to voter to be returned within three weeks.
- (m) The Returning Officer, will also send two envelopes marked 'A' and ' each voter alongwith the ballot paper marked by him. The sealed envelope 'B' will be placed in envelope 'A' alongwith the slip bearing the date, signature and address of the voter. Subsequently envelope 'A' will be posted to the Returning Officer. The Returning Officer will open the ballots, at the prefixed time for counting, in the presence of at least two fe nominated by the Secretary or Returning Officer and the representatives the contestants, if any. The Returning Officer should take strict precautions that identity of voter is not revealed to the representatives of contestants anyone.
- (n) A contestant will be permitted to come personally or send one represent duly authorised in writing, at the time of counting. The counting will be by the Returning Officer within one week of receiving the ballots, and the counting the Returning Officer will convey the results to the Secretary immediately and the Secretary in turn will declare the results in the annual General Body meeting of the College.
- (o) In case the required number of nominations are not received/found valid one or more office of the Council, the election for the particular office be held at the annual general body meeting preferably by secret ballot.
- (p) It was decided that "If a person is elected for a post effective for the current year-and also to a post of President elect or any other post affective from the next year, he should continue on the post affective for current year, he will have to resign from one of the posts next year."
- (q) The Governing Council members who are retiring are eligible for re-election.
- (r) All the fellows/members can obtain a list of fellows/members of the College on payment of Rs. 75/- to the College. However, non-members, if they desire to obtain the list of fellows/members for any other purpose can do so on a payment of Rs. 100/-.

The terms of office shall be one year for President, 3 years for Secretary and Treasurer, two years for Vice-President and for all other office bearers and Councillors. .

To facilitate the work of the College, the Treasurer and Secretary and either the President or Vice-President shall be selected among the fellows from the city where the head office of the College is located for that particular year. .

The Council as constituted in accordance with the rules shall continue in office not withstanding expiry of the period of their office until their successors have been duly appointed.

In the absence of the President, his duties will devolve on *President-elect* or Vice-President of the College. In the case of sudden vacancy of any particular office in the interval between two meetings, the President shall designate one of the members of the Council to hold that office till the post is filled by election according *to* the Rules.

10. The Governing Council

The functions and powers of the Council:

- (a) To manage the affairs of the College for such purpose to make such regulations as may to them appear conducive to the good administration of the College and the attainment of the aims and objects of its foundation; provided always that such regulations be not inconsistent with anything contained in these rules and that they be reported for the information of the members at the next general body meeting.
- (b) Subject to confirmation by the next subsequent general body meeting *to* appoint any salaried officer, clerk or servants, as they may deem necessary, to define their duties, allowances, salaries, gratuities and privileges and to suspend or dismiss them or dispense with their services, as the occasion my require.
- (c) To prepare and submit to the annual general body meeting a report on the general concerns of the Council. Such reports shall set *forth* the i expenditure *for* the previous year, the balance in hand, the debts and assets, estimated income and expenditure of the succeeding year, the pr otherwise of the College, and the progress of the work. The report shall also include an abstract of the proceedings of the Council during the

members, one of whom must be either the President *or* Presideent-Elect or Vice-President shall form the quorum.

- (d) To coopt 2 or 3 Members/Fellows at its discretion to assist it in its work.
- (e) To make regulations and Bye-laws.
- (f) To appoint Committees both standing and adhoc.
- (g) The President shall, have powers to take any action consistent wit and objects of the College, which will be ratified at the next meeting Council.

11. Publications:

The Indian Journal *of* Chest Diseases and Allied Sciences will cont published under the Joint auspices *of* the College and the Vallabhbbhai Patel Chest Institute.

The scientific activities *of* the College and various Zone/Branches will be published as a "NEWS LETTER" in IJCDS *from* time to time.

12. Power & Duties of Officers:

(1) President:

- (a) To preside at all meetings of the College and of the Council and to regulate the proceedings at such meetings.
- (b) To ensure due effect is being given to these rules and to the regulations made by the Council.
- (c) To be ex-officio member of all committees appointed by the Council
- (d) In case of doubt as to the interpretation of any of these rules, to decide on the interpretation. In such a case the President's ruling shall hold until the next meeting of the Council when the interpretation of the rules should be discussed and finally determined.
- (e) The President shall have powers to take any emergency action consi the aims and objects of College which will be ratified at the next r the Governing Council.

(2) President-Elect:

President-Elect will be an ex-officio member *of* the Governing Co preside at meetings in the absence *or* vacancy *of* the President.

(3) Vice-President:

The Vice-President shall preside at meetings in the absence or vacancy of the President and President-Elect and shall discharge the duties of the President.

(4) Secretary:

- (a) To conduct the correspondence of the College and of the Council. To take minutes of such meetings during the progress and at the commencement of every such meeting, to read the minutes of the previous meeting.
- (b) To prop are for submission to the annual general meeting a list of members/fellows corrected to the close of the previous year.
- (c) To enter or cause to be entered in the minute books, all the proceedings of the College and the Council before the following meetings and to see that all letters and documents of every kind connected with the College are properly filed and preserved.
- (d) To exercise general supervision over the staff and affairs of the College and to assist in carrying out these rules and regulations and orders made by the Council.
- (e) To be ex-officio member of all Committees appointed by the Council.
- (f) To maintain a roster of all office bearers, Members and Fellows alongwith their qualifications, designation, date of birth and address.

(5) Joint Secretary:

Under the general control of the Council the Joint Secretary shall assist the Secretary in the discharge of his duties and will render general assistance in all administrative work. The Joint Secretary may take over the duties of the Secretary completely during the temporary absence of the latter.

(6) Treasurer:

The Treasurer shall receive and hold for the use of the College all money paid to the College and shall keep exact accounts of all such receipts and payments. The Treasurer shall be ex-officio member of committees dealing with accounts. The Treasurer shall prepare a list of the names of those members/fellows who may be in arrears of their subscriptions and shall submit it for the orders of the Council at the next Council meeting.

The Treasurer may incur expenditure for the day-to-day working of the College in consultation with the President/Secretary. The matters related to finances will be decided by the Finance Committee appointed by the G.C. of the College of which Treasurer will be the Convener.

(7) Auditor:

The Auditor will be appointed in the annual general body meeting of the College.

13. Meetings:

The college shall hold at least one regular annual meeting each year at a place determined by the Council. The President or one-third of the Members of the Council or one-third of the Fellows/Members of the College may ask for a meeting, the decision of which shall be subject to ratification at the regular annual meeting.

15 Fellows and/or Members will form a quorum for the annual meeting. In the absence of the quorum the Presiding officer can hold a meeting. No quorum is required for such adjourned general meeting.

Ordinary meetings of the College for academic discussion, lectures etc. may be held at time and place as approved by the President. The Governing Council members will be paid 1st class air and fare to attend the Governing Council's meetings and 2 tier A/C return fare for attending the Governing Council's meetings time of annual scientific conference.

14. Amendments:

An amendment in the constitution can be made if ratified by the General body by 2/3rd majority with a quorum of at least 15 Fellows and/or Members, who have paid their dues up-to-date. Notice of such a resolution is to be sent in advance with the agenda.

15. Annual Scientific Conference:

The College will hold its annual scientific conference independently and time decided by the Council. The President of the College will also be the President of the Conference.

16. Amalgamation of the College etc. :

The property, movable and immovable belonging to the College shall in the Council of the College. Whenever it shall appear advisable to the College to alter, extend or abridge any object or purpose or to amalgamate with either wholly or partially with any other Association, the Council shall propose to the members and fellows of the College in a written or printed form shall convene a special meeting for the consideration thereof. Such proposal shall be sent to the Fellows/Members by post 15 days prior to the special meeting for the consideration thereof. Such proposal shall not be carried unless agreed to by the votes of three-fifths of the Fellows/Members in person or by proxy, and confirmed by the votes of three-fifths of the members at a second special meeting to be convened by the council after an interval of one month after the former meeting.