

# Constitution of the PHILIPPINE SOCIETY FOR PEDIATRIC RADIOLOGY

## ARTICLE 1 *What is a Pediatric Radiologist?*

**1.1** A Pediatric Radiologist is a licensed physician who is an expert in the diagnosis of various illnesses in unborn children (fetuses), neonates, infants, children and young adults utilizing imaging.

**1.2** A Pediatric Radiologist interprets imaging modalities including but not limited to x-ray, ultrasound, computerized tomography (CT), and magnetic resonance imaging (MRI).

**1.3** The Pediatric Radiologist is not only responsible for interpreting the results of these imaging studies, but he/she also makes sure that the appropriate study is performed correctly and safely.

**1.4** A Pediatric Radiologist can also assist and/or perform image-guided interventional procedures. (*Please refer to Article 4.2.4.2 for more details.*)

## ARTICLE 2 *Name, Office and Status*

**2.1** The name of the Society shall be the **Philippine Society for Pediatric Radiology** from here on referred to as the “Society” or “PSPR”.

**2.2** The office of the Society will be located at the seat of the current President. The official address will be at the Philippine College of Radiology Secretariat Office, Unit 807 and 809, Future Point Plaza, 112 Panay Avenue, South Triangle, Quezon City, Philippines 1103.

**2.3** The official language of the PSPR shall be English.

**2.4** The PSPR covers the entire Philippines.

**2.5** The Society is non-stock, non-profit association.

**2.6** The PSPR was formed in the city of Pasig, June 25, 2017.

### **ARTICLE 3 Aims of the Society**

**3.1 General Objective:** To enhance the healthcare of patients under the age of 19 years including the unborn

#### **3.2 Specific Objectives:**

**3.2.1** To promote and advance the subspecialty of Pediatric Radiology in the Philippines, with the use of diagnostic imaging and image-guided intervention in children;

**3.2.2** To disseminate knowledge and information by teaching of and training in the practice of Pediatric Radiology;

**3.2.3** To standardize imaging protocols and clinical practice guidelines for various pediatric diseases and conditions;

**3.2.4** To encourage scientific work and research in pediatric radiology throughout the country and with other countries;

**3.2.5** To assess competency of its members;

**3.2.6** To enhance relationships with the *Philippine College of Radiology* (PCR), its chapters and with the existing subspecialty societies of the PCR, namely *Computed Tomography and Magnetic Resonance Imaging Society of the Philippines* (CT-MRISP), *Ultrasound Society of the Philippines* (USP), *Philippine Society of Vascular and Interventional Radiology* (PSVIR) and *Philippine Radiation Oncology Society* (PROS), and among the other special interest groups, organ- or system-based societies;

**3.2.7** To promote coordination with the *Philippine Pediatric Society* (PPS) and with its many subspecialty societies; and

**3.2.8** To promote a close affiliation with the *Asian and Oceanic Society for Paediatric Radiology* (AOSPR), the *Society for Paediatric Radiology* (SPR), the *European Society of Paediatric Radiology* (ESPR), the *Sociedad Latino Americana de Radiologia Pediatrica* (the Latin Society for Paediatric Radiology; SLARP), the *International Society of Pediatric Thoracic Imaging* (ISPTI) and the *World Federation of Pediatric Imaging* (WFPI).

## **ARTICLE 4 Structure of Membership**

**4.1** The Society comprises of persons authorized and licensed to practice medicine, a member of PCR or of other PCR subspecialty societies and involved in Pediatric Radiology.

**4.2.1 Founding members** are radiologists who participated in person in one of the first three (3) meetings of the PSPR.

**4.2.1.1** Founding members are automatically full members.

**4.2.2 Full Members** are radiologists living and practicing pediatric radiology in the Philippines.

**4.2.2.1** They should have undergone a formal, organized or accredited Pediatric Radiology training program for a minimum of six (6) consecutive months, and

**4.2.2.2** They have passed the eligibility examination given by the PSPR.

**4.2.3 Honorary (International) Members** are pediatric radiologists practicing outside the Philippines who have supported and contributed to the PSPR in an exceptional way. They need not apply but will be decided upon by the PSPR Board of Directors.

**4.2.4 Associate Members** are radiologists working in the Philippines with an active interest in pediatric radiology, practices radiology in a pediatric hospital, or practices in a general hospital with significant pediatric population, but has not undergone a formal, organized or accredited Pediatric Radiology training program.

**4.2.4.1** Associate members can become full members, in any of the following conditions:

**4.2.4.1.1** Continuous attendance to any of the Pediatric Radiology activities for a minimum of five (5) years;

**4.2.4.1.2** Has significant scientific, academic or clinical contribution to the Society;

**4.2.4.1.3** Undergoes a formal Pediatric Radiology Training;

**4.2.4.1.4** Other guidelines may be added by the Membership committee, and subsequently ratified by the Board of Directors.

**4.2.4.2** Radiologists who perform image-guided interventional procedures may apply for Associate membership.

4.2.4.2.1 They should have undergone a formal, organized or accredited Interventional Radiology training program in a pediatric hospital, or in a general hospital with significant pediatric population.

**4.2.4.3** The Membership committee will recommend qualified Associate Members to the PSPR Board of Directors.

**4.2.4.4** Approval to Full membership will be decided upon by the PSPR Board.

**4.2.5 Members-in-training** are residents and fellows who are undergoing a formal, organized and accredited radiology training program.

**4.2.5.1** Interested trainees may submit the following:

**4.2.5.1.1** Letter of intent addressed to the PSPR President and Secretary

**4.2.5.1.2** Letter to verify trainee status from the Head of Department and Training Officer or Program Director

**4.2.5.2** Once training has ended, they are encouraged to apply for Full or Associate Membership.

**4.2.5.3** Membership fees are waived for members-in-training.

**4.2.5.4** There will be coordination with the Residency Training Council (RTC) of the PCR and of the PSPR.

**4.2.6** All industry partners are considered friends of the Society.

### **4.3 Voting**

**4.3.1** Only Founding and Full members who are in good standing (*refer to Article 5*) will be accorded voting rights.

**4.3.2** After due notification, all present during meetings shall constitute a quorum. No absentee or proxy voting will be allowed.

**4.3.3** Votes of at least 50% plus 1 of the quorum will be considered a majority to pass a resolution or to decide on a matter.

#### **4.4 Application for Full and Associate Membership**

**4.4.1** Applicants must submit to the Secretary of the PSPR the following requirements:

**4.4.1.1** Letter of intent addressed to the President and Secretary of PSPR

**4.4.1.2** Recommendation Letter from a Full member in good standing

**4.4.1.3** Diplomate Certificate from the Philippine Board of Radiology (PBR)

**4.4.1.4** Certificate of Training in a Pediatric Radiology Program (for Full membership)

**4.4.1.5** Fully accomplished application form

**4.4.1.6** Payment of the annual membership and one-time induction fees

**4.4.2** Applicants will be decided upon by the PSPR Board of Directors.

#### **ARTICLE 5 Duties and Obligations of Members**

**5.1** A member shall be considered “member in good standing” if the following duties are fully satisfied:

**5.1.1** Founding, Full and Associate Members are obligated to pay an annual membership fee for the Society, the amount of which will be determined by the Board of Directors every after two (2) years;

**5.1.2** Membership fees are waived for Honorary Members and Members-in-training;

**5.1.3** Members must maintain eligibility to practice medicine by regular renewal of their Professional Regulation Commission license;

**5.1.4** Members are expected to adhere to the ethical standards of the Society and of the Philippine College of Radiology;

**5.1.5** Members must attend at least one a year of either a Scientific Meeting, Symposium or Convention tackling the practice of Pediatric Radiology.

## **5.2 Suspension / Termination of Membership**

**5.2.1** A member of any category may resign or may be removed from the roster of members if the member in question does not abide by the rules of the Society. These will be decided upon by the PSPR Board of Directors.

## **ARTICLE 6 The Board of Directors**

**6.1** The administration of the Society shall be entrusted to a Board of Directors, hereinafter called the "Board", to be elected at the annual general meeting.

**6.1.2** Only Full and Founding Members of good standing can be elected to the Board.

**6.2.2** Must not be the current president of any subspecialty society or chapter, or a current member of any certifying board (PBR) under the Philippine College of Radiology;

**6.2.3** Must signify willingness to serve;

**6.2.4** Must be nominated by a member in good standing.

**6.3** The Board shall consist of the following:

### **6.3.1 The President**

**6.3.1.1** shall perform all duties of the Office of President;

**6.3.1.2** shall be the Chairman of the Board and shall call meetings of the Board;

**6.3.1.3** shall be the presiding officer over meetings of the Society and of the Board;

**6.3.1.4** shall execute and sign contracts for and in the name of PSPR with the prior approval of the Board;

**6.3.1.5** shall appoint the Chairpersons of all committees and/or task forces;

**6.3.1.6** shall act as liaison between the Society and the Philippine College of Radiology (PCR) as well with other societies and/or organizations (local and/or international);

**6.3.1.7** shall sign jointly with the Secretary all certificates of membership; and

**6.3.1.8** shall exercise such other powers and perform such other duties as the Board of Directors may prescribe.

### **6.3.2 The Vice-President**

**6.3.2.1** shall assume all duties of the Chairman in the absence or incapacity of the latter for any cause;

**6.3.2.2** shall be the Vice-Chairman of the Board;

**6.3.2.3** shall be responsible for assisting the chairman, and act for and in his behalf upon the President's instructions on matters relating to the relationships and dealings of the Society with PCR and other societies or organizations; and

**6.3.2.4** shall exercise such other powers and perform such other duties as the Board of Directors may prescribe.

### **6.3.3 The Secretary**

**6.3.3.1** shall take and distribute the draft minutes of each meeting to the members of the Board;

**6.3.3.2** shall be responsible for keeping a record of the proceedings of the Society;

**6.3.3.3** shall maintain and update a register of members and process new membership applications;

**6.3.3.4** shall sign jointly with the President all certificates of membership;

**6.3.3.5** shall keep the Society's banner, corporate seal, records and will affix the seal to the documents requiring the said seal;

**6.3.3.6** shall serve such other notices as may be necessary for general meetings of the Society and those of the Board of Directors;

**6.3.3.7** shall make an annual report and update the records of the Society; and

**6.3.3.8** shall perform such other duties as maybe prescribed by the Board of Directors.

#### **6.3.4 The Treasurer**

**6.3.4.1** shall be responsible for collecting, receiving, appropriating and accounting for all funds of the Society;

**6.3.4.2** shall keep a complete and permanent record of all financial transactions of the Society;

**6.3.4.3** shall receive and issue receipts for all monies paid to the Society;

**6.3.4.4** shall deposit in the name of PSPR in such banks as maybe designated by the Board of Directors, all funds of the Society;

**6.3.4.5** shall sign jointly with the President checks when authorized by the Board of Directors;

**6.3.4.6** shall prepare the financial statements to be submitted to the membership, and to the Securities and Exchange Commission and other agencies as required by government; and

**6.3.4.7** shall perform such other duties as maybe prescribed by the Board of Directors.

#### **6.3.5 The Public Relations Officer**

**6.3.5.1** shall issue press releases as authorized by the President and/or Board of Directors;

**6.3.5.2** shall cause the publication of the directory of members of the College; and

**6.3.5.3** shall perform such other duties as maybe prescribed by the Board of Directors.

#### **6.3.6 The Auditor**

**6.3.6.1** shall plan and perform an audit to assure that the financial statements of the Society are free from error or fraud;



**6.3.6.2** shall determine whether the Board of Directors has managed or used the Society's fund, personnel, property and other resources in an effective and efficient manner; and

**6.3.6.3** shall coordinate with the Treasurer and make an annual report based on the above functions.

### **6.3.7 The Board Members**

**6.3.7.1** shall attend meetings of the PSPR and of the Board;

**6.3.7.2** shall replace any of the above-mentioned officers in the absence or incapacity of the officer for any cause;

**6.3.7.3** shall help resolve matters of the Society; and

**6.3.7.4** shall perform such other duties as maybe prescribed by the Board of Directors.

**6.3.7.5** There will be five (5) Board Members.

**6.3.8** The **Immediate Past President** is an ex-officio member of the Board who acts as an adviser to the current Board.

**6.4** All positions except the position of the Immediate Past President are to be elected at each Annual General Meeting.

**6.4.1** The initial term of office on the Board of Directors is three (3) years, and two (2) years thereafter.

**6.4.2** All office-bearers including Board members may be re-elected to the same post for a consecutive term of office.

**6.4.3** An officer or Board member may be re-elected after the 2<sup>nd</sup> consecutive term only if he or she will have a different position.

**6.5** Each director may have only one vote at the meeting of the Board. In the event of a tie, the President will have an additional deciding casting vote. (*Please refer to Article 4.3 for details in Voting.*)

**6.6** The members of the Board of Directors will meet annually, or at the request of the President, or at the request of the majority of the Board of Directors.

## **ARTICLE 7 Scientific Meetings**

**7.1** The Society shall promote a scientific meeting at a place and time designated by the Board of Directors.

**7.1.1** Scientific sessions can be held in association with other national or international meetings.

**7.2** The scientific meeting is to be determined by the Board.

**7.3** The Board of Directors will select the Organizing Chairman of each scientific meeting, who will have overall responsibility for that scientific meeting.

**7.4** The Organizing Chairman shall appoint members to organize the scientific meeting.

**7.4.1** These members shall raise sponsorship, arrange a scientific programme, liaise with the Society and perform all the duties necessary to hold a scientific meeting.

**7.4.2** The Organizing Committee manages and directs the affairs of the scientific meeting.

**7.5** The Annual General Meeting (AGM) of the Society shall be held in conjunction with a scientific meeting, symposium or convention.

**7.5.1** The President shall call and preside over the AGM.

## **ARTICLE 8 Committees and/or Task Forces**

**8.1** The Board of Directors shall establish committees and/or task forces to deal with various facets of the practice of Pediatric Radiology to facilitate the attainment of the objectives of the Society.

**8.1.1** The Board shall appoint committee and/or task force heads who will serve a two (2) year term unless otherwise prescribed by the Board of Directors.

**8.1.1.1** Re-appointment is permissible, as approved by the Board of Directors.

**8.1.2** The heads of the committees and/or task forces can select his/her members for assistance.

**8.1.2.1** The heads and members must be in good standing (*refer to Article 5*).

**8.1.2.2** Replacement/s shall be made in the absence or incapacity of the committee and/or task force head or member for any cause.

**8.1.3** The Board of Directors shall serve as the final executive authority of the committees and/or task forces.

## **ARTICLE 9 Financial Management and Responsibility**

**9.1 Financial Management:** The income of the Society is comprised of funds generated from scientific meetings, courses, donations and individual full membership fees.

**9.1.1** Financial status comprises of income generated and expenses incurred for the calendar year and must be audited / certified by reputable accountant / accounting office.

**9.1.2** Financial reports shall be reported to the general membership during annual membership meeting.

**9.2 Responsibility:** The Board of Directors is not liable for any individual member's behavior.

## **ARTICLE 10 Amendments to the Constitution**

**10.1** A member eligible to vote who wishes to propose a change to the Constitution shall inform the PSPR President and Secretary by a formal letter expressing the proposed change and its rationale.

**10.2** The proposed change will be discussed during the AGM.

**10.3** All present during the AGM shall constitute a quorum. No absentee or proxy voting will be allowed.

**10.4** The Constitution of the Society shall only be amended if it is approved by a majority vote (at least 50% plus 1 of the quorum).

**ARTICLE 11 Miscellaneous**

**11.1** In the event of any question or matter arising out of any point which is not expressly provided for in this Constitution, the Board of Directors shall have power to use their own discretion. (*Please refer to Article 4.3 for details in Voting.*)

**11.1.1** The decision of the Board of Directors shall be final unless it is reversed at an AGM.