

RULES OF THE ASSOCIATION

Definitions:

In these Rules and the Bye-Laws made thereunder, unless the context otherwise requires:

- a) 'Association' means the Indian Medical Association.
- b) 'Central Council' means the Central Council of the Indian Medical Association as constituted under the Rules.
- c) 'Conference' means the Annual All Indian Medical Conference organized under the auspices of the Indian Medical Association.
- d) 'Direct Local Branch' means a Local Branch of the Association attached to the Headquarters office of the Indian Medical Association.
- e) 'Headquarters' means Headquarters office of the Indian Medical Association.
- f) 'Journal' means the Journal of the Indian Medical Association.
- g) 'Journal' means (i) Journal of the Indian Medical Association (ii) "Your Health", (iii) "Apka Swasthya" or any other publication of the Association so defined.
- h) 'Local Branch' means a local branch of the Association formed under the rules.
- i) 'Rules and bye-laws' means rules and bye-laws of the Association.
- j) 'State/Territorial Branch' means a State/Territorial Branch of the Association as formed under the Rules.

CONSTITUTION

Constitution:

1. The Association shall consist of members whose names are on the Register of the Members of the Association at the time when these revised Rules and Bye-laws come into operation and of subsequent members, who shall be those persons who, being eligible, shall, after the date of adoption of these revised Rules and Bye-laws of the Association, be duly elected in such manner and upon such conditions as may be prescribed from time to time by the Rules and Bye-Laws.

Headquarters and Journal Office:

2. The Headquarters of the Association shall be at the IMA House, Indraprastha Marg, New Delhi - 110 002, and the office of the Journal of the Association shall be at IMA House, 53, Creek Row, Calcutta-700014. The office of the other Journal, periodicals etc., shall be located at places decided by the Central Council.

Register of Members:

3. There shall be a register of all members of the Association which shall be maintained at the Headquarters Office in such manner and showing such particulars as may be prescribed by

the Working Committee from time to time. Similar register of all members of the State/Territorial/Local Branch shall also be maintained at their respective offices.

BRANCHES

Local Branches:

4. The members of the Association shall, whenever possible, group themselves into separate local bodies styled as Local branches.

5. Each Local Branch shall have a local area for its jurisdiction and operations to be finally approved by the Working Committee of the Association on the recommendation of the concerned State/Territorial Branch of that area where the State/Territorial Branch exist as per the Bye-laws.

5-A No two Local Branches shall have overlapping jurisdiction and operations in the same area.

Overseas Branches:

5-B The Overseas Members of the Association may, wherever possible, group themselves into a separate Local body to be named as Overseas Branch of the Association for a Local area in a foreign country as may be determined by the Working Committee of the Association.

State/Territorial Branches:

6.(1) There shall be a State/Territorial Branch of Association for each State/Union Territory in India which shall have jurisdiction over all Local Branches of the Association within its area provided that where in a State/Union Territory there is only one Local Branch and its membership strength exceeds 100, the same shall be treated as State/Territorial Branch and shall perform the functions of a State/Territorial Branch accordingly.

6.(2) Once a Branch on getting its membership above 100 is treated as a State/Territorial Branch, it shall not have the status of a Local Branch, provided further that all existing State/Territorial Branches shall have jurisdiction over the Local Branches of Association within their respective jurisdiction.

Explanation: For the exercise of jurisdiction over the respective area of State/Territorial Branch, it shall not be necessary that any particular Local/Direct branch was or was not in existence or whether the said local or State/Territorial branch did or did not take part in the formation of the State/Territorial Branch within whose area the said Local/Direct Branch exists.

Direct Local Branches:

7. Wherever there is no State/Territorial branch, a branch below 100 member will be considered as a direct Local Branch and will be attached to the Headquarters Office.

Disciplinary Control Over Branches:

7-A All Branches of the Association namely State/Territorial, Local, Direct Branches and Overseas Branches shall be under the overall control of the Headquarters and governed by Rules and Bye-laws of IMA Headquarters as amended from time to time. Those of the Branches which are individually registered under the Societies Registration Act or under any other Act shall also come under the overall discipline and control of the Headquarters and abide by its Rules & Bye-laws as amended from time to time. (Effective from 30.12.95)

Rules and Bye-laws of Local Branches:

8. (i) There shall be a model set of Rules and Bye-laws to act as guidelines for Local and State Branches approved by the Working Committee. A Local and State Branch shall, however, be free to govern itself in such manner as it shall think fit and for that purpose to make from time to time Rules and Bye-laws as it may think fit and to repeal or alter the same as and when it may consider it expedient. The Rules and Bye-laws so made and for the time being in force, shall be binding on the members constituting the Branch in reference to which they are made: provided that such Rules and Bye-laws are in general conformity with the Rules and Bye-laws of the Association and have been approved by the Honorary Secretary General, subject to subsequent ratification by the Working Committee.

(ii) A local Branch after formation shall send its set of Rules and Bye-laws to the Headquarters office with copy to the State/Territorial Branch Office. The State/Territorial Branch shall forward its comments, if any, to the Headquarters office within 4 weeks from date of receipt. The State/Territorial Branch shall however have no powers to approve or modify the same.

(iii) Till such time the Constitution Rules and Bye-laws of a newly formed branch or those of existing branches, who do not have constitution of their own at present including all amendments/additions etc. are ratified by the Working Committee, the model set of Rules/Bye-laws as prescribed by the Working Committee shall only be operative.

(iv) The Rules and Bye-Laws of the Indian Medical Association shall apply in any matter if not covered by Rules Bye-laws of the State/Territorial or Local Branch already ratified by the Working Committee of Association.

Jurisdiction of State/Territorial Branches:

9. All Local Branches within the jurisdiction of a State or Territorial Branch shall be guided by the latter in all matters subject to the Rules and Bye-laws of the Association.

10. Local Branches within the jurisdiction of a State or Territorial Branch shall refer all matters concerning the State and Central Governments to the State or Territorial Branches for final decisions in such matters. State/Territorial Branches shall likewise refer all matters concerning the Government of India or India as a whole or outside India to the Headquarters for necessary action.

11. The Association shall not be liable for any of the debts or liabilities of any of its Branches nor shall any of its Branches be liable for any of the debts and liabilities of the Association.

ELIGIBILITY OF MEMBERSHIP

Eligibility of Membership:

12. Any person registered with a Medical Council of India on the basis of his/her medical qualification as defined in the Indian Medical Degrees Act 1916(Act VII of 1916) and included in the schedules to the Indian Medical Council Act as amended from time to time shall be eligible for membership.

However all interns having temporary registration, will be eligible to become members of the Indian Medical Association as defined in Rule 13(I).

CLASSIFICATION OF MEMBERS

Honorary Members:

13-A The Association shall have power to elect as Honorary Members such persons and in such manner as the Bye-laws may provide and to admit members so elected to such privileges (other than that of receiving notices of meetings or of voting or holding office) as may from time to time be conferred on them by or under the Bye-laws.

Branch Members:

13-B Persons who are eligible for membership and enlisted as members through a Local Branch as per Bye-laws shall be called Branch Members.

Direct Members:

13-C Persons who are eligible for membership and reside or practice or are employed in place where no Local Branch exists, when enlisted shall be called Direct Members. If there is a State or Territorial Branch in the State or Territory such Direct Members shall be attached to the State or Territorial Branch concerned. Direct Members not residing or practicing within the jurisdiction of any State or Territorial branch shall be attached to the Headquarters.

Life Members

13-D Members who pay a lump sum in lieu of yearly subscription according to the Bye-laws laid down for the purpose shall be life Members.

Special Members:

13-E The Association shall have power to elect as Special Members such persons and in such manner as the Bye-laws may provide and to admit members so elected to such privileges (other than that of voting or holding office) as may from time to time be conferred on them by or under the Bye-laws.

Associate Members:

13-F Members of one Branch who are elected as Associate member of another Branch according to Rules and Bye-laws of the Branch enjoying all the privileges of membership of Branch except that of voting or holding office, shall be called Associate Member.

Attached Members:

13-G The medical personnel of armed forces of India, who are eligible for the membership of the Association, will become members attached to the Headquarters and shall be called Attached Members.

Affiliated Members:

13-H Members from affiliated bodies as per Rules 36A and 36B shall be Affiliated Members on terms and conditions to be decided upon and laid down from time to time.

Intern Members:

13-I All interns otherwise eligible and registered temporarily with the various State Medical Councils under Indian Medical Council Act, may be enrolled as intern members for the period of their temporary registration. These members will be considered for regular membership on their obtaining full registration after completion of internship. Intern members may have all the privileges or membership of a local branch except (I) right of voting (II) right of holding any elected office in the branch and representing the branch in any outside body in any capacity.

Overseas Members:

13-J Non-resident Indians possessing medical qualifications included in the schedules to the Indian Medical Council Act as amended from time to time and residing and/or practicing in any foreign country. When listed as members of IMA, shall be attached to the Headquarters and called "Overseas Members".

ASSOCIATION YEAR**Association Year:**

14. The Year of the Association and all its branches for financial purposes shall be from the 1st April of one year to the 31st March of the following year. For the purposes of HFC the financial year may be divided into two half year periods viz. 1st April to 30th September and 1st October to 31st March (Effective from 1.4.1998).

14-A The administrative year of the Association and all the branches for the purpose of administration shall be from 28th December of one year to 27th December of the following year.

SUBSCRIPTIONS

Fees and Subscription:

15. The members of the Association shall pay admission fee, re-admission fee and membership subscription as provided in the Bye-laws,

15-A Every newly formed Local Branch and a suspended Local Branch seeking revival, shall pay formation/revival fee as provided in the Bye-laws (Effective 1.10.94).

Headquarters Fund Contribution from Branches:

16. Every Local Branch shall pay Headquarters Fund Contribution (H.F.C.) to the State or Territorial Branch or the Headquarters as the case may be and each State/Territorial Branch shall pay Headquarters Fund Contribution to the HQs as provided in their Bye-laws.

PRIVILEGES OF MEMBERSHIP

Privileges of Membership:

17-A Payment of each year or half year subscription shall entitle the member for that period to all privileges of membership of the Association and to those of the branch through which he is a member.

17-B A member shall be entitled to receive a copy of the Journal of the Association and of other publications of the Association either free of charge or at rates as the Association may fix from time to time.

17-C All life members shall have the right to enjoy the privileges of membership of the Branch within whose jurisdiction they may happen to reside or practice or be employed for the time being.

17-D All life members shall have the right to attend and take part in discussion at all general and clinical meetings, lectures and demonstrations organized by the Association or its Branches of which they are members.

17-E All members shall have the right to attend Medical Conferences organized by the Association or any of its Branches on such terms as laid down in the Bye-laws.

17-F All members shall enjoy any other privileges that may hereinafter be conferred by the Association.

17-G On termination of membership, a person shall automatically cease to hold such office or appointment as he may be holding in the Association or in a branch or in any body as Association's nominee.

CENTRAL COUNCIL

Management of the Association

18. The general control, management and direction of the policy and affairs of the Association shall be vested in a body styled as the "Central Council".

Composition of the Central Council:

19. The Central Council shall be composed of the following members of the Association:

(A) Ex-Officio Members (All Office Bearers shall be considered as Ex-Officio Members)

- (i) The National President of the Association
- (ii) The Past National Presidents
- (iii) Four Vice Presidents
- (iv) The Honorary Secretary General
- (v) Six Honorary Joint Secretaries
- (vi) Two Honorary Assistant Secretaries
- (vii) The Honorary Finance Secretary
- (viii) Two Honorary Joint Finance Secretaries
- (ix) The Editor of the Journal
- (x) Two Associate Editors of the Journal
- (xi) The Honorary Secretary of the Journal
- (xii) The Honorary Secretary of each State or Territorial Branch or in the absence one of the other Secretaries
- (xiii) Such members of the Working Committee who are not members of the Central Council
- (xiv) The Editor of 'Your Health'
- (xv) The Editor 'Apka Swasthya'
- (xvi) National President, Elect
- (xvii) Four Vice-Presidents-Elect
- (xviii) Past Honorary Secretaries General
- (xix) Dean, IMA College of General Practitioners
- (xx) Honorary Secretary of the IMA College of General Practitioners
- (xxi) Three Hony. Joint Secretaries of the IMA College of General Practitioners
- (xxii) Chairman, IMA Academy of Medical Specialties
- (xxiii) Vice-Chairman, IMA Academy of Medical Specialties
- (xxiv) Honorary Secretary, IMA Academy of Medical Specialties
- (xxv) Three Honorary Joint Secretaries, IMA Academy of Medical Specialties
- (xxvi) Hony. Secretary 'Your Health'
- (xxvii) Hony. Secretary 'Apka Swasthya'
- (xxviii) Hony. Assistant Secretary, JIMA
- (xxix) *Hony. Director, IMA AKN Sinha Institute
- (xxx) *Hony. Executive Secretary, IMA AKN Sinha Institute
- (xxxi) *Chairman, IMA NSSS
- (xxxii) *Hony. Secretary, IMA NSSS

Note - 1: The inclusion of the above 4 post () in the composition of Central Council and Central Working Committee of IMA mentioned at S. Nos. xxviii, xxix, xxx and xxxi was proposed and approved at the 187th meeting of the Central Working Committee of IMA held at Srinagar on 26-27 May, 2001, confirmed at its 188th meeting held at Mahabaleshwar on 25-26 May, 2002 and ratified by the Central Council at its 63rd Annual Meeting held at Thiruvananthapuram on 19-20 July 2002.*

(B) Representatives of Local Branches:

(i). The total number of members of the Local Branches on whose behalf HFC has been received in full by 31st March shall form the basis of determining the representation of Local Branches on the Central Council.

(ii). Branch representatives from the Local Branches and from Direct Members shall be in the following scales : 20-100 Members One representative. After 100 Members-one additional representative for every 100 members or part thereof.

(iii). The representative of the local branches to the Central Council should be Life Member (s) and to be elected for two years.*1

(iv). In determining the representation of local branches on the Central Council, the strength of a Local branch shall be determined each year on the member of its members on the Register of Membership of that Branch at the Headquarters on behalf of whom HFC has been received in full at the Headquarters by 31st March. Complete list of Membership as on 31st March shall be sent by each Local Branch so as to reach the Headquarters through the State or Territorial Branch concerned by the 30th April.

(v). Since the representation of the local branch in the central council depends on the strength of the local branch, which is to be determined each year, if the said strength undergoes a change before expiry of term of two years affecting the representation in the Central Council, in that event, the local branch will be bound to take appropriate action. *2

(vi). The Local Branches shall also elect an equal number of alternate representatives who shall be entitled to be sent as substitute in place of a regular representative, as and when occasion arise at the discretion of the President of the Local Branch in which case the President of the Local Branch shall intimate the Headquarters office in advance the name of the alternate member at least two weeks before the meeting and the agenda of the meeting received by the regular representative shall be passed on to such alternate representative.

**1 & *2 Amendment approved at the 197th meeting of the Central Working Committee of IMA held at Bodh Gaya on 14-15 April, 2007 and confirmed at its 198th Central Working Committee meeting held at Bangalore on 13-14 October, 2007 and duly ratified by the Central Council at its 68th annual meeting held at Nagpur on 27-29 December, 2007.*

19-C Representative from members belonging to service such as armed forces or civil medical services and from special organizations may be included in the Central Council in such manner and on such conditions as provided in the Bye-laws from time to time.

19-D All members (including Ex-officio members) who attend the Annual Meeting of the Central Council shall pay to the Headquarters Rs 20/- per annum.

Term of Office of Central Council:

20-A The Central Council shall be a continuous body. Additions/alteration in the list of members of the Central Council maintained at the Headquarters shall be effected each year on or before 30th April. For this purpose, the Local Branches shall intimate the names of their

newly elected regular and alternate representatives who shall be members of good standing of the local branches in that year, to the Headquarters by 31st March at the latest.

Annual meeting of the Central Council:

20-B The Annual Meeting of the Central Council shall ordinarily be held at the time of the Annual Conference and shall finish its work before the first day of the Annual Conference.

Powers and Functions of the Central Council:

21-A The Central Council will administer the Affairs of the Association in accordance with the Memorandum, Rules and Bye-laws of the Association. The Council shall exercise such powers and do such acts and things as may be exercised or done by the Association.

21-B The Central Council shall have the right to delegate all or some of its powers except those relating to change of Rules and other specified reservations to Working Committee.

21-C The Central Council shall have the right to appoint special, ad-hoc and such Committees as it may deem necessary to delegate some of its powers to such Committees.

21-D The decision of the Central Council in all matters not covered by the Rules and Bye-laws shall be final and binding.

Meeting of the Central Council:

22. Ordinarily, the Central Council will meet twice a year, However, the Central Council shall have the following four types of meetings:

- (i) Annual Meeting
- (ii) Ordinary Meeting
- (iii) Special Meeting
- (iv) Requisition Meeting

Annual Meeting of Central Council:

22-A The Annual Meeting of the Central Council shall be held at a convenient place, date and time to be decided by the Honorary Secretary General in consultation with the National President.

22-A(I)Business of the Annual meeting of the Central Council:

The business to be transacted at the Annual Meeting of the Central Council shall be taken in the following order:

(i) To elect, if necessary (in the absence of the National President and the Vice Presidents), the Chairman.

(ii) Adoption of the annual report for the previous year

(iii) Adoption of the audited accounts

- (iv) Consideration of the budget for the year
- (v) Amendment of Rules and/or By-laws, if any
- (vi) Election of 10 persons from amongst its members to serve on the 'Subject Committee' of the ensuing All India Medical Conference.
- (vii) Appointment of Auditors for auditing the accounts of the Headquarters Office and All Other Offices/Wings of the Association.
- (viii) Appointment of Legal Advisers for Headquarters Office and Journal Office
- (ix) Resolutions brought forward by the Working Committee
- (x) Resolutions brought forward by the State or Territorial Branches
- (xi) Resolutions brought forward by the Local Branches
- (xii) Resolutions brought forward by individual members of the Associations
- (xiii) Selection of venue of the All India Medical Conference to be held in the ensuing year
- (xiv) Any other business with the permission of the President/Chairperson
- (xv) Address by the Incoming President

22-A(II) General Rules about the Annual Meeting of Central Council:

- (i) Except with the special permission of the Chairman, no resolution shall be placed before an Annual Meeting of the Central Council that has not been previously given notice of and duly circulated with the agenda of the meeting.
- (ii) Resolutions sponsored by individual members and local branches shall reach Honorary Secretary General through the Local and/or State/Territorial Branches, if any. Individual members and Local Branches, however, shall have the right to send any resolution direct to the Honorary Secretary General of the Association, provided a copy has also been previously submitted to the local and/or State or Territorial Branches.
- (iii) Notice of resolution to be moved at the Annual Meeting of the Central Council shall reach the Honorary Secretary General of the Association at least six weeks before the meeting.

Ordinary Meeting of Central Council:

22-B Ordinary meeting of the Central Council shall be held subsequent to the Annual meeting of the Central Council for purpose of confirmation of the minutes of the Annual Meeting of the Central Council and such other business as brought before it.

Special Meeting of Central Council:

22-C The Working Committee shall have the right to request the Honorary Secretary General to convene a Special Meeting of the Central Council, whenever necessary.

Requisitions Meeting of the Central Council:

22-D A Requisition Meeting of the Central Council shall be held within six weeks on receipt of a requisition signed by at least 50 members of the Council stating the business for which the meeting is required. The time, date and place of such meeting shall be fixed by the Honorary Secretary General in consultation with the National President.

Notice of the Meeting of the Central Council:

23. At least eight weeks notice of the meeting of the Central Council shall be given to all members stating the place, the date and hour of the meeting. The agenda of the business to be transacted there at will be sent along with the notice. The Annual Report, accounts (Audited or unaudited) and Budget with all relevant papers shall be posted by Book Post/Under Certificate of Posting preferably four weeks before the date of the meeting. In emergencies, a shorter notice shall be allowed at the discretion of the Honorary Secretary General in consultation with the National President, but in no case it shall be less than 10 days. A notice may be served on a member either personally or by post under certificate of posting.

Quorum for the Meetings of the Central Council:

24-A The quorum for all meetings of the Central Council other than the Requisition Meeting shall be 25, of which at least 15 shall be other than the office-bearers of the Association. The quorum of Requisition meeting shall be 75.

24-B If a meeting of the Central Council is adjourned for want of quorum, the Council shall meet at the same place on the same day half an hour afterwards or as announced by the National President/Chairman and transact only the business on the agenda of the adjourned meeting. This shall not apply in the case of a Requisition Meeting which shall be declared annulled if there is no quorum.

WORKING COMMITTEE

Working Committee:

25. The Working Committee shall be a continuous body.

Composition of Working Committee:

26. The Working Committee shall be composed of the following:

(A) Ex-Officio Members:

- i) The National President
- ii) The Immediate Past National President
- iii) The National President-Elect (Two)
- iv) The Vice Presidents

- v) The Honorary Secretary General
- vi) The Honorary Joint Secretaries
- vii) The Honorary Finance Secretary
- viii) The Editor of the Journal or in case he is unable to attend, one of the Associate Editors deputed by him
- ix) Dean, IMA College of General Practitioners
- x) The Honorary Secretary of the Journal
- xi) Honorary Secretary, IMA College of General Practitioners
- xii) Chairman, IMA Academy of Medical Specialties
- xiii) Honorary Secretary, IMA Academy of Medical Specialties
- xiv) Chairman, Standing Committee of Finance
- *xv) Hony. Director, IMA AKN Sinha Institute
- *xvi) Hony. Executive Secretary, IMA AKN Sinha Institute
- *xvii) Chairman, IMA NSSS
- *xviii) Hony. Secretary, IMA NSSS

Note-1: The inclusion of the above 4 posts in the composition of Central Council and Central Working Committee of IMA mentioned at S.Nos. xv, xvi, xvii and xviii was proposed and approved at the 187th meeting of the Central Working Committee of IMA held at Srinagar on 26-27 May, 2001, confirmed at its 188th meeting held at Mahabaleshwar on 25-26 May, 2002 and ratified by the Central Council at its 63rd Annual meeting held at Thiruvananthapuram on 19-20 July, 2002.*

(B) State/Territorial Branch Representatives:

(i) The total number of members of all Local Branches under a State/Territorial Branches on whose behalf HFC has been received in full by 31st March, shall form the basis of determining representation of State or Territorial Branches to the Working Committee IMA.

(ii) The State or Territorial Branches shall elect their representatives to the Working Committee from amongst their members who have been members of the Association continuously for at least two years immediately preceding. The scale of representative on the Working Committee shall be as follows:

1-1000 members	- one representative
Every additional 501-1000 members	- one additional representative
For example: 1-1500 members	- 1 representative
1501-2500 members	- 2 representatives
2501-3500 members	- 3 representatives and so on.

The State/Territorial Branch shall not elect any member regular or alternate, to the Working Committee and the Working Committee shall not elect any member to any Standing Committee/Committee to be constituted, who is an ordinary member of a local branch which is suspended. Similarly, an elected member of the Working Committee shall cease to be the

member of the Working Committee if the State/Territorial/Local Branch to which he/she belongs, is suspended.

Ordinary members elected on various Committees of the Working Committee will also cease to be members of such Committee on Suspension of the State/Territorial Local Branch to which they belong.

(iii) The State or Territorial Branches shall also elect an equal number of alternate representatives who shall be entitled to be sent as substitutes, as and when occasion arises at the discretion of the President of the State or Territorial Branch. The agenda of all meetings will also be sent to the alternate representatives.

(iv) They shall assume office after the Ordinary meeting of the Central Council following the Annual Meeting of the Central Council and shall continue to hold office till the end of the Ordinary meeting of the Central Council in the following year or till their successors are appointed by the State or Territorial Branches.

(v) In determining the membership of the State or Territorial Branch for the purpose of representation on the Working Committee, the strength of the Branch shall be calculated each year on the number of members on the register of the Branch at the Headquarters, on behalf of whom the HFC has been paid in full to the Headquarters, by the 31st March. Complete list of such membership on 31st March should reach the Headquarters by the 30th April if not supplied already as per Rule 19(B).

Co-opted Members of the Working Committee:

27-A The National President may co-opt upto 4 members to attend any particular meeting of the Working Committee. The co-opted members will be paid T.A. as per Bye-laws. The co-opted members shall enjoy all the rights and privileges of the regular members for the purpose of the particular meeting for which they have been co-opted.

27-A(1) Immediate Five Past National Presidents and Immediate Five Past Hony. Secretary Generals shall be co-opted members of the Working Committee.*

Invited Members of the Working Committee:

27-B The following members shall stand invited to the meetings of the Working Committee:

1. All Office bearers of IMA who are not members of Working Committee
2. All Past National Presidents of IMA
3. All Past Honorary General Secretaries of IMA
4. Chairman of all Standing Committees, agenda of which are on Working Committee.

In addition to the above, the National President may invite any other members of the Association to attend a particular meeting of the Working Committee. All such invited members may take part in discussion but shall not be entitled to vote or to draw TA from the Association funds.

* *The inclusion of the above 2 posts in the composition of Central Council and Central Working Committee of IMA mentioned at 27A(1) was proposed and approved at the 189th meeting of the Central Working Committee of IMA held at Gandhidham on 1-2 February, 2003, confirmed at its 190th meeting held at Gunthur on 26 December, 2003 and ratified by the Central Council at its 64th Annual meeting held at Guntur on 27-28 December, 2003.*

28 Powers and Functions of the Working Committee:

The Working Committee shall be the executive authority and as such shall have the power to carry into effect the policy and programme of the Association as laid down by the Central Council and shall remain responsible thereto. The Working Committee shall have the right:

A . To make regulations and issue instructions for the proper working of the Association and for the maintenance and administration of the Association rooms, library and properties and for the organisation and maintenance of its publications.

B . To appoint Committees, sub-Committees, as and when necessary. The Standing Committee so appointed shall not consist of more than six members other than Ex-Office members. However, in case co-option is required, not more than one person may be co-opted.

The Chairman, Standing Committee for Finance shall function with such terms of reference as may be specified by the Working Committee for financial management and shall be the Ex-Officio member of the Working Committee and the Central Council.

C .To represent any matter in which they consider the interest of the Association or that of the medical profession are affected, before Government or the public bodies or any properly constituted authority.

D . To receive reports of Standing and Sub-Committees which have met immediately preceding the Working Committee.

E . To consider and decide application for members, resignation of members, suspension of members or branches and the question of taking such disciplinary action as it may deem fit against any member of branch for misconduct, willful neglect or default.

F. To write off the whole or part of the unreasonable arrears of subscription of members or Headquarters Fund Contribution from Branches or other outstanding dues of the Association or its publications, if considered desirable.

G. To appoint or remove salaried officers and servants of the Association.

H. To fix up the rates of travelling allowance to be paid to the office bearers of the Association and the members of the Central Council, Working Committee and other Committees, Ad-hoc Committees and Sub-Committees.

I. To consider all matters and make necessary recommendations, as far as possible, before these are discussed by the Central Council.

J. To amend the Bye-laws as per Rules 39-C.

K. Subject to the provisions of Rules, to exercise in addition to the powers expressly given by Rules and Bye-laws, all such powers and do all such acts and things as may be done by the Association.

29 Meeting of the Working Committee:

A. The Working Committee shall hold meeting as often as necessary.

B. At least forty five days' notice of a meeting of the Working Committee shall be given to all members stating the place, date and the hour of the meeting. An agenda of business to be transacted at meeting shall be sent with the notice. Ordinarily a copy of the notice and the agenda of the meeting shall be sent to all State and Territorial Branches and the Journal office also.

In emergency a shorter notice shall be allowed at the discretion of the Honorary Secretary General, in consultation with the National President, but in no case it shall be less than 7 days.

A notice may be served on a member either personally through an employee of the Association or by Post under certificate of posting.

C. The quorum for the meeting shall be nine of which at least five shall be members other than office-bearers of the Association.

D. Venue: The meeting of the Working Committee shall be held at a convenient place, the date, time and place to be decided by the Honorary Secretary General in consultation with the National President except that the meeting which will be held at the time of the Annual Conference will be held at the place where the Conference is held.

OFFICE BEARERS

Office Bearers of Association:

30. The following office bearers shall be elected for proper management of the activities of the Association for one year term:

Name of the Post

IMA Headquarters

(a) National Presidents Elect

(b)Four National Vice-Presidents

(C)Hony. Joint Secretary nominated by National President

(d)Hony. Joint Secretary nominated by the Org. Committee at the place of next All India Medical Conference.

JIMA (Kolkata)

(e)Hony. Editor of Journal

IMA CGP (Chennai)

(f)Dean, IMA CGP

(g)Hony. Jt. Secretary to be nominated by Dean

IMA AMS (Hyderabad)

(h)Chairman, IMAMS

(i)Hony Joint Secretary to be nominated by Chairman

IMA Dr. A KN Sinha Institute (Patna)

(j) Hony. Director, AKNSI

The following office bearers shall be elected for proper management of the activities of the Association for a term of Two years only:

(k)Hony. Secretary General	One
(l)Hony. Joint Secretaries stationed at Delhi	Three
(m)Hony. Jt. Secretary stationed at Kolkata (to look after IMA Bldg at Kolkata)	One
(n)Hony. Asstt. Secretaries -Two at IMA HQs, stationed at Delhi -One stationed at Kolkata as Hony. Asst. Secretary, JIMA	Three
(o)Hony. Finance Secretary – stationed at Delhi	One
(p)Hony. Joint Finance Secrearies *	

(one each at IMA HQs, Delhi & Kolkata)	Two
<u>JIMA (Kolkata)</u>	
(q)Associate Editors	Two
(r)Hony. Secretary of Journal	One
<u>Your Health (Kolkata)</u>	
(s)Editor, Your Health	One
(t)Hony. Secretary, Your Health	One
<u>Apka Swasthya (Varanasi)</u>	
(u)Editor, Apka Swasthya	One
(v)Hon. Secretary, Apka Swasthya	One
<u>IMA CGP (Chennai)</u>	
(w)Hon. Secretary, IMACGP	One
(x)Hony. Joint Secretaries,IMACGP	Two
<u>IMA AMS (Hyderabad)</u>	
(y)Vice-Chairman, IMA AMS	One
(z)Hon. Secretary, IMA AMS	One
(aa)Hony. Joint Secretaries, IMACGP	Two
<u>IMA Dr. AKN Sinha Institute (Patna)</u>	
(ab) Hony. Executive Secretary	One
(ac) Hony. Joint Secretaries	Two

*Passed in the 59th meeting of the Central Council held at Daman on 26-29 December, 1997

Term of Office Bearers:

30-A All office bearers of the Association will hold office for one particular post for a maximum of one term of two years (except National President-Elect and National Vice Presidents, Dean, IMA CGP, Chairman, IMAAMS, Director, IMA AKN Sinha Instt. and Editor, Journal of IMA who shall be elected for one term of one year).

Note-1: No member of IMA in receipt of a salary from the funds of the Association shall be entitled to be an office bearer of the Association or a member of the Working Committee.

(i) The election of all the Office Bearers of the Association as specified in Rule 30 will take place through postal ballot from amongst the Central Council members as per Bye Law 43.*

Filling of Mid-term vacancies of office-bearers:

30-B In the event of any vacancy of an office-bearer arising due to resignation or death or any other cause during the term of office, the vacancy so caused shall be filled:

(a) In case the vacancy is of the National President, by the senior of the four Vice Presidents who shall act as the National President for the remainder of the term of office.

(b) In case the vacancy is of the Honorary Secretary General, by one of the Honorary Joint Secretary resident at the Headquarters who shall act as Honorary Secretary General for the remainder of the term of office.

In all other cases, the matter shall be placed before the next Working Committee meeting for its decision for filling the relevant post and meanwhile, the National President shall make interim arrangements in consultation with the Honorary Secretary General.

* *Amendment approved at the 197th meeting of the Central Working Committee of IMA held at Bodh Gaya on 14-15 April, 2007 and confirmed at its 198th Central Working Committee meeting held at Bangalore on 13-14 October, 2007 and duly ratified by the Central Council at its 68th annual meeting held at Nagpur on 27-29th December, 2007.*

31-A IMA College of General Practitioners:

Indian Medical Association will have its College of General Practitioners located at Chennai (Tamil Nadu) w.e.f. 29/12/2007, which will be governed as per its Rules and Bye-Laws approved by the Working Committee.

31-B IMA Academy of Medical Specialties:

Indian Medical Association will have an Academy of Medical Specialties located at Hyderabad (Andhra Pradesh) w.e.f. 29/12/20007, which will be governed as per Rules and Bye-laws approved by the Working Committee.

31-C IMA Service Doctor's Wing:

The Indian Medical Association will have a Service Doctor's Wing, which will be governed as per Rules and Bye-laws approved by the Working Committee (Effective-from 30.12.95)

31-D IMA Women Doctors' Wing:

Indian Medical Association will have a Women Doctors' Wing which will be governed as per Rules and By-Laws approved by the Working Committee. (w.e.f. 30-12.1995)

32. Dr. A.K.N. Sinha IMA Health Research Foundation:

The Indian Medical Association will have an IMA Health Research Foundation to be named as Dr. A.K.N. Sinha IMA Health Research Foundation located at Patna (Bihar) w.e.f. 29/12/2007, which will be governed as per Rules & Bye-Laws (Effective 1.10.1994)

33. Journal of the Association:

The Journal of the Association shall be under the charge of the Editor who shall be assisted by the Journal Committee.

34. IMA Benevolent Fund:

The Association shall maintain IMA Benevolent Fund as per Bye-laws made for the purpose.

34-A IMA National Social Security Scheme:

The Association shall have an IMA National Social Security Scheme for members of the Association which shall be governed as per Rules and Bye-laws approved by the Central Council (Effective 30-12-95)

ALL INDIA MEDICAL CONFERENCE

35 All India Medical Conference:

There shall be organized an All Indian Medical Conference every year or as the Central Council may decide, under the auspices of the Association. The Branches of the Association shall have the privilege of inviting the Conference. The place and time of the Conference shall be decided upon by the Central Council of the Association.

AFFILIATION WITH OTHER BODIES

36-A Affiliation of the Association with Medical Associations of other Nations:

For the furtherance of the objectives of the Association, the Association shall have the right to affiliate or be affiliated with other national or International Medical Association or other scientific bodies on terms mutually decided upon and approved by the Working Committee and the Central Council.

36-B Affiliated Bodies:

Any medical Association, union, society or scientific organization either in India or abroad may be affiliated to the Association on terms and conditions to be mutually decided upon and approved by the Working Committee and the Central Council.

VALIDITY OF PROCEEDINGS

37. Validity of proceedings:

The proceedings of the Central Council or the Working Committee, Sub-Committee or other body acting under the Rules and Bye-laws of the Association or any of its Branches shall not be invalidated by any accident omission to give any notice thereby required or by any vacancy among the members or by any defect in the election or qualification of any of their members.

38. Delegation of Authority:

Where by or under the Rules or the Bye-laws, any act or thing is required to be done by the Association, the same may be done by such office bearer, officers or member or members of the Association as the Central Council or the Working Committee may appoint for the purpose.

AMENDMENTS TO THE MEMORANDUM, RULES AND BYE-LAWS

39-A Memorandum:

Proposal for change in the Memorandum of the Association as and when necessary, shall be considered at a meeting of the Central Council specially convened for the purpose. Amendments should reach the Headquarters office latest by 20th August and may be proposed by individual members, local branches, State/Territorial Branches and Headquarters of the Association which should be circulated to the Branches for opinion at least two months before the date of the Special Meeting. Due notice* of the proposed change must be given in the agenda of the Special Meeting of the Central Council. No such Proposal shall be carried into effect unless it is agreed to by the votes of 3/5th of the members present and voting at the Special Meeting and confirmed by 3/5th of members present and voting at a second Special meeting convened for the purpose.

39-B Rules:

Proposals for change to Rules shall ordinarily be considered only at an Annual Meeting of the Central Council, Amendments should reach the Headquarter office latest by 20th August and may be proposed by individual members, local branches, State/Territorial Branches and Headquarters of the Association which should be circulated to the branches for opinion at least two months before the Annual Meeting of the Central Council and due notice* of it must be given in the agenda of the Annual meeting of the Central Council. Rules can only be changed by a 2/3rd majority of members present and voting.

Any additions to modifications or repeal of the Rules shall be considered to have come into force only after the proceedings of the meeting at which they were passed, have been confirmed at the ordinary meeting of Central Council for purpose of confirmation of minutes of the Central Council.

39-C Bye-laws:

(i) Amendments should reach the Headquarters office latest by 20th August and may be proposed by individual members, Local Branches, State/Territorial Branches and Headquarters of the Association which should be circulated to the Branches at least two months before the Annual Meeting of the Central Council. After the circulation to the Branches Bye-laws can be amended or/and altered at the Annual Meeting of the Central Council.

* *Due notice shall mean that the actual words of the proposed alteration of the Rules shall be included in the agenda of the meeting of the Central Council.*

(ii.) In anticipation of the approval of the Central Council, the Working Committee may amend the Bye-laws provided the proposed amendments have been circulated to the Branches and provided two thirds of the members of the Committee present and voting at the meeting, vote for the amendments. Immediate effect may be given to such amendments if the Working Committee so decides.

ELECTION AND OTHER DISPUTES

40. In case of an election dispute, an Election Tribunal shall be constituted as under:

(A) Election Disputes at IMA (HQ) Level:

(i) For election disputes at the Indian Medical Association level, the tribunal shall comprise of the National President of the IMA and two Immediate Past National Presidents of the IMA; if any of the Past National President is unable to act or refuses to act or even otherwise interested or party to the dispute, his place shall be taken by the next available Past National President. If the National President himself is involved or party to the dispute, he will not act as member of the tribunal, and in his place another Past National President shall act as member of the tribunal. All proceedings of the Tribunal shall be held at Delhi unless the Tribunal otherwise decides. The decision of the Tribunal shall be final.

(ii) Records of the election, shall be maintained for one year.

(iii) No election shall be called in question except by an election petition presented to the National President within 15 days of declaration of election result

(iv) The National President shall refer the petition within 7 days to the Election Tribunal as provided in the rules. The Election tribunal shall meet within three weeks of such a reference. The Tribunal shall give opportunity both to the petitioners and defendants

concerned to be present at the hearing. No non member shall have the right to represent any party at these hearings.

(v) The election Tribunal shall hold its hearings at the IMA Headquarters or at a convenient place determined by the National President, IMA.

(vi) The election disputes, if any, will fall under the jurisdiction of the court in place of action.

(vii) Administrative assistance shall be provided by the IMA Headquarters.

(viii) The Honorary Secretary, IMA will act as the Secretary of the Tribunal.

(B) Election disputes at State/Territorial Branch and Local Branch Level:

(i) In case of election disputes in the State/Territorial or Local Branches, an Election Tribunal shall be constituted. For disputes at the State/Territorial levels, the Tribunal shall comprise of the National President of the IMA and two immediate Past National Presidents of the IMA. For disputes at the Local Branch level, the State/Territorial Branch President and two immediate Past Presidents of the State/Territorial Branch under whose jurisdiction the Local Branch falls, shall form the Tribunal.

(ii) In case the President or a member of the tribunal is himself involved in any way in such a dispute, or is unable to act or refuses to act, or even otherwise interested, he will not be a member of the Tribunal and his place shall be taken by another Past President. When there is a difference of opinion amongst the members of the tribunal, the opinion of the National President, IMA or Chairman of the Tribunal for election disputes at the State/Territorial level and that of the State/Territorial President or Chairman of the Tribunal for election disputes at the Local Branch level, shall be final.

(iii) If any of disputing parties is not satisfied with the Tribunal at State/Territorial level, it may appeal to the National President of the Association, who if he feels that a prima facie case for appeal exists, will refer it to a Tribunal as provided in Rule 40(A). The decision of the Tribunal shall be final and binding on all concerned.

(iv) Records of the election shall be maintained till one year after declaration of the result.

(v) No election shall be called in question except by an election petition presented to the National President, IMA, in case of an election dispute at the State/Territorial Branch level, or to the President of the State/Territorial Branch concerned in case of dispute at the Local Branch level, within 15 days of the declaration of the election results.

(vi) No election petition shall be entertained unless accompanied by an application fee of Rs 300 (non-refundable) by Cash/Demand Draft.

(vii) National President IMA/President State/Territorial Branch as the case may be, shall refer the petition within 7 days to the Election Tribunal as provided in the rules. The Election Tribunal shall meet within 3 weeks of such a reference. The Tribunal shall give

opportunity both to the petitioners and defendants concerned to be present at the hearing. No non-member shall have the right to represent any party at these hearings.

(viii) In case of an election dispute at the State/Territorial Branch level, the Election Tribunal shall hold its hearings at IMA Headquarters or at a convenient place determined by National President IMA or Chairman of the Tribunal. In case of election dispute at the Local Branch level, the Election Tribunal shall hold its hearings at the Headquarters of the State/Territorial Branch or Chairman of the Tribunal.

(ix) The election dispute, if any will fall under the jurisdiction of the court in place of action.

(x) Administrative assistance to the election Tribunal in respect of election dispute at the state/Territorial Branch level, shall be provided by IMA Headquarters, while administrative assistance to the election Tribunal in the case of election dispute of the Local Branch level shall be provided by Headquarters of the State/Territorial Branch.

(xi) The Hony. General Secretary IMA shall act as Secretary of the Tribunal in the case of election dispute relating to the State/Territorial branch, while Hony. Secretary, State/Territorial branch concerned will act as Secretary of the Tribunal in case of Election Tribunal relating to Local Branch.

(c) Legal proceeding, if any, where the Headquarters of the Association is a party, will fall under the jurisdiction of the court at Delhi, while in other cases, the jurisdiction of the court shall be at place of action.

(d) The parties Concerned in an election dispute shall bear equally the travel and other expenses of the members of the Election Tribunal.

Arbitration:

41. Any disputes or differences, solution for which is not otherwise provided between (i) a member of IMA State/Territorial/Local Branch and (ii) the Indian Medical Association shall be decided by the Working Committee of Indian Medical Association. Any party raising such disputes shall give at least six weeks notice of the same to the Headquarters of IMA and the same shall be placed on the agenda of the following meeting of the Working Committee. The Working Committee may regulate its own procedure for the purpose.

Notices:

42. All notices required to be sent under the Rules or Bye-laws regarding election dispute and/or Arbitration shall be deemed to have been sufficiently given by addressing at the last available address in the records of the Association and sending it by registered post acknowledgement due. The service shall be complete whether the registered cover is received back with the endorsement "refused" not found, left without address or with any other endorsement. It shall be the duty of the party to furnish the address in writing if notice is desired to be sent at an address different from that with the Association.

SUSPENSION

43-A Suspension/Revival of Branches (Local and Direct)

After due notice to the Direct or a local Branch and on the recommendation of the Headquarters in the case of a Direct Branch and the state/territorial branch in the case of a Local Branch under their jurisdiction, the Headquarters shall have the right to suspend a local branch for nonpayment of HFC in full by due date, in case the Branch does not have any life members or the number of life member of the Branch is less than the minimum number of members required for formation of a Branch.

The life members of suspended branch, if any, will be attached as direct members of the Headquarters Office or of the State/Territorial Branch as a case may be.

A suspended branch shall be revived on receipt of revival fee and all other dues and the life members will revert back to their respective Direct or Local Branch as the case may be.

The suspension/revival of the Branch shall be reported to the Working Committee at its next meeting (Effective 1-10-94)

43-B Suspension of Membership of the Association:

The Local/Direct Branches shall suspend all membership privileges of such of their members and for such periods on account of nonpayment of branch subscription. Such membership will be revived on receipt of all dues. Such suspension will not affect life members of the Association.

PART-III BYE-LAWS OF THE ASSOCIATION MEMBERSHIP

Branch Members:

1(a) Every candidate for membership of the Association through a Local Branch shall fill up a Membership Application Form (M.A. Form) in the manner prescribed by the Association and the Branch concerned and submit it to the Branch Secretary or Treasurer along with the required admission fee, **Headquarters Fund Contribution (HFC)** and subscription of the Branch.

1(b) The Local Branch shall consider the application **will keep a photocopy** of the application M.A. form and forward the **Original M.A Form** and its recommendations to the respective State/Territorial Branch along with the prescribed HFC either for the whole or half year as the case may be, and State/Territorial Branch and Headquarters share of admission fee in respect of the new member, within a month of the receipt of the application.

1(c) If the State/Territorial Branch accepts the application, the Secretary of the State/Territorial Branch **will keep a photocopy of the M.A. Form** and forward the **Original**

M.A. Form and Headquarters quota of admission fee and HFC to the Headquarters Office at New Delhi within a month of receipt of the application.

1(d) In the case of a Direct Branch, the Direct Branch **will keep a photocopy of the M.A. Form** and submit the **Original M.A. Form** with its recommendation directly to the Headquarters Office along with the prescribed HFC either for the whole or half year as the case may be and the Headquarters as well as State Branch share of admission fee, in respect of the new members.

1(e) The membership of the applicant will begin after the Honorary Secretary General IMA has approved the application. The Honorary Secretary General shall intimate the Journal office at Calcutta the name and address of the new member and forward one copy of the application form for their records.

Conversion of Annual Member to Life Member:

1(f) The Local Branch Secretary should get filled new M.A. form (all four copies) from the member. The Local Branch Secretary should on top of each form on all four copies write in red: "Conversion from Annual Member to Life Member. His Serial Number from general list is"

Direct Members:

2-A A person eligible to be Direct Member attached to the Headquarters or any of the State/Territorial Branches shall also fill in the M.A. Form of the Association and forward his/her application along with the admission fee and subscription for the Association year or half year concerned to the respective office. If the applicant is admitted as Direct member, the Secretary concerned shall forthwith give due notice to the Journal Office and the new member concerned.

2-B The Headquarters of the State/Territorial Branch shall conduct elections for the representative or representatives on the Central Council on the scale laid down in the Rule from amongst the Direct members attached respectively to the Headquarters and State/Territorial Branch (Effective 1-10-94)

Associate Members:

3. Persons eligible to be Associate members of a Local Branch shall not have to fill in M.A. Form, but shall have to apply to the Local Branch and to pay the subscription fixed by it for associate members. They would enjoy all the right and privileges of the Branch except that of voting and of holding office. They will be entitled to receive only one copy of the Journal of the Association as Branch Members.

Honorary Members:

4. The names of the Honorary Membres shall be proposed by at least 100 members of the Association or 25 members of the Central council wherein the merits of the candidate for such honour shall be set forth by the proposers. The election shall take place at a meeting of

the Central Council, voting being done by ballots. No discussion shall be permitted on the merits of the person proposed. The person shall be considered elected if two thirds of the members present vote in his favour. Even Honorary member shall cease to be such a member upon a resolution of the council to that effect passed by a majority of not less than two-thirds of members present and voting.

Attached Members:

5. Attached members, as per rule 13-G shall pay the same subscription as Direct Members and shall also be eligible to get themselves attached to any Local Branch under whose jurisdiction they might be posted for the time being, without their having to pay any other subscription. These attached members shall have all the privileges of the members of such Local Branches except the right of voting or holding office. Such members shall also be governed by Bye-laws 1 and 2 as regards the procedure of selection as members and shall be entitled to receive the Journal of the Association.

Affiliated Members:

6. Members from the affiliated bodies as per Rules 13H and 36B.

FEE AND SUBSCRIPTIONS

Admission Fee

6-a Every candidate for Membership of the Association, as a Branch member or as a Direct and Attached member or as Life Member or as Overseas member, as the case may be shall pay an admission fee as under:

Single member:	Rs. 30/-
Couple Member:	Rs. 45/-
Single Overseas Member	Rs. \$ 10/-
Couple Overseas Member	Rs. \$ 15/-

BRANCH MEMBERS

Subscription:

7(i) Branch Members shall pay their subscription to their Local Branch according to the scale fixed by that Branch yearly. The Local Branch shall pay the Headquarters Fund Contribution (HFC) through the respective State or Territorial Branch, if it exists, at the rate of Rs 391/- or any amount that is fixed by Working Committee in future from time to time per heads per year for all members on its rolls (as per Membership Register maintained at the Headquarters). The HFC shall be increased by 25% every fourth year, i.e. after completion of every 3 year and shall be distributed proportion as prescribed in these Bye-laws, the next increase being due on commencement of the year 2016-17 (effective from 01-04-2016).

7(ii) Such contribution shall become due on the 1st April and shall be paid in the case of all existing members, in one lump sum for the full year not later than the following 30th

April, Branch or Branches which do not pay their HFC in full on date on the mentioned above are liable to be suspended with regard to privileges of membership on the recommendation of the State/Territorial Branch or the Headquarter in case of Direct Branches. For new members joining the Association through a Local Branch, the Branch shall pay Full Year's Headquarters Fund Contribution if the members join in the first half of the Association year of Half Year's Headquarters Fund Contribution, if the members join in the second half of the Association year.

Amendment approved at the 197th meeting of the Central Working Committee of IMA held at Bodh Gaya on 14-15 April, 2007 and confirmed at its 198th Central Working Committee meeting held at Bangalore on 13-14 October, 2007 and duly ratified the Central Council Meeting at its 68th annual meeting held at Nagpur on 27-29 December 2007.

7(iii) The HFC in the case of Life Members shall be 15 times that the Annual Members.

8. Alternative methods for the collection of the HFC may be made by agreement entered into by the Headquarters with the State/Territorial or Local Branches at the request of the State/Territorial or Local Branch concerned.

8-A State Branches may add or fix any additional amount for charging from the members of the Local Branches under their jurisdiction for state Journal or any other special activity as per the rates approved by the State Council.

Direct Members and Attached Members

9. Direct Members and Attached members shall pay the subscription as may be fixed by the Working Committee as per year from time to time which shall become due on 1st April every year. The rate of annual subscription effective from 1st April, 2013 being Rs 391/- for the Direct/Attached Single Members annually and Rs 586/- for the Direct/Attached Couple Members. New Direct and Attached Members joining the Association in the second half of the Association year shall pay only half of the yearly subscription for the half year. (Effective from 01-04-2013)

Associate Members:

10. Associate Members shall pay the subscription fixed by the Local Branch concerned for Associate Members, but the Branch shall not charge such associate members more than fifty percent of the subscription payable by members of the same Branch. The Branch shall not be liable to pay any Headquarters Fund Contribution on account of its Associate members.

Life Members:

11(i) Direct Life Members shall pay a lump sum in lieu of yearly subscription to the headquarters direct at such rate as may be fixed by the Working Committee from time to time, the current rate effective from 1st April 2013 being Rs 5865/- for individual Life Members and Rs 8790/- for couple Life Members (Effective from 01-04-2013)

(ii) The Working Committee will fix the amount of HFC for life membership from time to time, the present rate being Rs 5865/- for Single Life Member and Rs 8790/- for Couple Life

Members, which will be distributed under the various heads as per Bye-laws 17 to 22 (Effective from 01-04-2013)

(iii) The Local Branches shall have the privileges of fixing their share of Life Membership in case of their Branch Life Members which will commensurate with the subscription charged from the Annual Members of the Branch.

11-A A Life Member or Couple Life Member going to a foreign country shall continue as Life Member or Couple Life Member as the case may be, for a period of five years without payment of any additional subscription, but shall be required to pay additional postal charges for mailing of the Journal at overseas address, for the period not exceeding five years.

11-B Overseas Members:

(a) Non-resident Indian who are residing and/or practicing in any of SAMA Country namely Bangladesh, Bhutan, Maldives, Nepal, Pakistan and Sri Lanka or an affiliated Association on any other country shall pay Life Subscription of US \$ 50 for a Single Life Member and US \$ 60 for a Couple Life Members.

(b) All other overseas members shall pay life subscription of US \$ 250 for a Single Life Members and US \$ 300 for couple life members.

(c) All subscription shall be payable in foreign currency (Effective from 01-10-1994)

Collection and Distribution of Subscription:

12. All subscriptions and contributions are due in advance from 1st April, every year subject to Bye-Laws to 7 to 10.

13. If the subscription or contribution on behalf of any member is in arrears, action may be taken as laid down in Bye-laws.

14. If a Branch member leaves the area of his Branch permanently and goes to another Branch, he must clear all dues of the previous branch and shall pay the subscription of the new branch for the remaining period of the Association year according to the rule of the new Branch and the Headquarters Fund Contribution shall be paid by the Branches proportionate to the period of membership of each branch counting it in half year. On no account the new Branch shall accept the intimation of transfer from any members, unless a clearance certificate is produced from the previous Branch showing that all the dues have been paid up. The fact of transfer shall be notified by the Branches to each other and to Headquarters and Journal Office through the State or Territorial Branch or Branches concerned.

15. In case of husband and wife both being members of the same Branch, the couple shall pay between them one full subscription and one half subscription for the full Association year, and half of this amount, if the couple joins in the 2nd half of the Association year and shall be entitled to one copy of the Journal between them. The Headquarters Fund Contribution for the couple shall be in the same proportion i.e. one and a half times.

16. A member enrolled at any time shall pay subscription for the full year if the member is enrolled in the first half of the Association year or subscription for the second half if he joins in the second half of the Association year irrespective of the date of enrolment.

Distribution of Fees:

16A The admission and re-admission fees of members shall be equally distributed among the Local Branch . States/Territorial Branch and Headquarters as given below:

- 1/3rd for Local Branch
- 1/3rd for State Branch
- 1/3rd for IMA Headquarters

(Effective from 01-10-1994)

HFC received from Local Branches under State/Territorial Branch:

17. The membership Fee (HFC) of Rs.391/- for Single Member and Rs 586/-Per couple for full year shall be distributed as follows as per new rate of H.F.C. w.e.f. 1st April, 2013.

Particulars		Existing rate of Annual Membership Fee w.e.f. 1st April, 2010		Proposed rate of Annual Membership Fee w.e.f. 1st April, 2013	
		AM (Rs.313/-)	CM (Rs. 469/-)	AM (Rs. 391/-)	CM (Rs.586/-)
Headquarters	30	94	141	117.00	231.00
State/Territorial Branch	28	88	131	109.00	164.00
Journal Office	28	88	131	109.00	109.00
IMA Benevolent Fund	3.5	11	16	14.00	20.00
Your Health of IMA	2	6	9	8.00	12.00
Apka Swsthya of IMA	2	6	9	8.00	12.00
IMA News	2	6	9	8.00	12.00
IMA International Activities	2	6	9	8.00	12.00
IMA Spl. Contribution Fund	2.5	8	12	10.00	14.00
Total	100	313.00	469.00	391.00	586.00

18. The Membership fee (HFC) of Rs 391/- per Member received from (a) Direct Member attached to Hqrs. and (b) Direct members attached to State/Territorial Branch shall

be distributed as follows – HFC Distribution table, as per new rate of H.F.C. w.e.f 1st April, 2013.

Particulars		Existing rate of Annual Membership Fee w.e.f. 1st April-2010		Proposed rate of Annual Membership Fee w.e.f. 1st April, 2013	
		AM	AM	AM	AM
		Direct/Attached Single Member attached to Hqrs	Direct/Attached Single Member attached to State/Terr Branch	Direct/Attached Single Member attached to Hqrs.	Direct/Attached Single Member attached to State/Terr Branch
		(Rs. 313/-)	(Rs. 313/-)	(Rs. 391/-)	(Rs. 391/-)
Headquarters	30	182.00	94.00	226.00	117.00
State/Territorial Branch	28	-	88.00	-	109.00
Journal Office	28	88.00	88.00	109.00	109.00
IMA Benevolent Fund	3.5	11.00	11.00	14.00	14.00
Your Health of IMA	2	6.00	6.00	8.00	8.00
Apka Swsthya of IMA	2	6.00	6.00	8.00	8.00
IMA News	2	6.00	6.00	8.00	8.00
IMA International Activities	2	6.00	6.00	8.00	8.00
IMA Spl. Contribution Fund	2.5	8.00	8.00	10.00	10.00
Total	100	313.00	313.00	391.00	391.00

19. The membership Fee (HFC) of Rs.586/- received from Direct Couple Members attached to Hqrs/State/Territorial Branch shall be distributed as Follows. HFC Distribution table, as per new rate w.e.f. 1st April, 2013.

Particulars		Existing rate of Annual Membership Fee w.e.f. 1st April, 2010		Proposed rate of Annual Membership Fee w.e.f. 1st April, 2013	
		CM	CM	CM	CM
		Direct/Attached Couple Member attached to Hqrs	Direct/Attached Couple Member attached to State/Terr	Direct/Attached Couple Member attached to Hqrs.	Direct/Attached Couple Member attached to State/Terr

			Branch		Branch
		(Rs.469/-)	(Rs. 469/-)	(Rs. 586/-)	(Rs.586/-)
Headquarters	30	317.00	163.00	395.00	231.00
State/Territorial Branch	28	-	154.00	-	164.00
Journal Office	28	88.00	88.00	109.00	109.00
IMA Benevolent Fund	3.5	16.50	16.50	20.00	20.00
Your Health of IMA	2	9.00	9.00	12.00	12.00
Apka Swsthya of IMA	2	9.00	9.00	12.00	12.00
IMA News	2	9.00	9.00	12.00	12.00
IMA International Activities	2	9.00	9.00	12.00	12.00
IMA Spl. Contribution Fund	2.5	11.50	11.50	14.00	14.00
Total	100	469.00	469.00	586.00	586.00

20. If a Direct Branch member joins the Association in the second half of the Association year, the H.F.C. being reduced by 50 per cent, the distribution as indicated above shall also be reduced by 50 per cent.

21 A. The Membership Fee (HFC) Rs 5865/- for Single Life Member shall be distributed as follows, HFC Distribution table w.e.f. 1st April, 2013

Particulars		Existing rate of Life Membership Fee w.e.f. 1st April, 2010				Proposed rate of Life Membership Fee w.e.f. 1st April, 2013			
		(A)	(B)`	(C)	(D)	(A)	(B)`	(C)	(D)
		When enlisted through Direct Local Branch Attached to IMA Hqrs	When enlisted by local br. Under state/terr. branch	When enlisted directly through state/terr. branch	When enlisted directly through Hqrs	When enlisted through Direct Local Branch Attached to IMA Hqrs	When enlisted by local br. Under state/terr. branch	When enlisted directly through state/terr. branch	When enlisted directly through Hqrs
Headquarters	30	2723.00	1408.00	1408.00	2723.00	3390.00	1755.00	1755.00	3390.00
State/Territorial	28	-	1315.00	1315.00	-	-	1635.00	1635.00	-

Branch									
Journal Office	28	1315.00	1315.00	1315.00	1315.00	1635.00	1635.00	1635.00	1635.00
IMA Benevolent Fund	3.5	164.00	164.00	164.00	164.00	210.00	210.00	210.00	210.00
Your Health of IMA	2	94.00	94.00	94.00	94.00	120.00	120.00	120.00	120.00
Apka Swsthya of IMA	2	94.00	94.00	94.00	94.00	120.00	120.00	120.00	120.00
IMA News	2	94.00	94.00	94.00	94.00	120.00	120.00	120.00	120.00
IMA International Activities	2	94.00	94.00	94.00	94.00	120.00	120.00	120.00	120.00
IMA Spl. Contribution Fund	2.5	117.00	117.00	117.00	117.00	150.00	150.00	150.00	150.00
Total	100	4695.00	4695.00	4695.00	4695.00	5865.00	5865.00	5865.00	5865.00

(Effective from 1-4-2013)

21-B. The membership Fee (HFC) Rs 8790/- for Couple Life Member shall be distributed as follows. HFC Distribution table w.e.f. 1st April, 2013

Particulars		Existing rate of Life Membership Fee w.e.f. 1st April, 2010				Proposed rate of Life Membership Fee w.e.f. 1st April, 2013			
		(A)	(B)`	(C)	(D)	(A)	(B)`	(C)	(D)
		(A)	(B)`	(C)	(D)	(A)	(B)`	(C)	(D)
		When enlisted through Direct Local Branch Attached to IMA Hqrs	When enlisted by local br. Under state/terr branch	When enlisted directly through state/terr. branch	When enlisted directly through Hqrs	When enlisted through Direct Local Branch Attached to IMA Hqrs	When enlisted by local br. Under state/terr branch	When enlisted directly through state/terr. branch	When enlisted directly through Hqrs
Headquarters	30	4760.00	2450.00	2450.00	4760.00	5925.00	3465.00	3465.00	5925.00
State/Territorial Branch	28	-	2310.00	2310.00	-	-	2460.00	2460.00	-
Journal Office	28	1315.00	1315.00	1315.00	1315.00	1635.00	1635.00	1635.00	1635.00
IMA Benevolent Fund	3.5	247.50	247.50	247.50	247.50	300.00	300.00	300.00	300.00
Your Health of IMA	2	135.00	135.00	135.00	135.00	135.00	180.00	180.00	180.00
Apka Swsthya of IMA	2	135.00	135.00	135.00	135.00	135.00	180.00	180.00	180.00

IMA News	2	135.00	135.00	135.00	135.00	135.00	180.00	180.00	180.00
IMA International Activities	2	135.00	135.00	135.00	135.00	135.00	180.00	180.00	180.00
IMA Spl. Contribution Fund	2.5	172.50	172.50	172.50	172.50	210.00	210.00	210.00	210.00
Total	100	7035.00	7035.00	7035.00	7035.00	8790.00	8790.00	8790.00	8790.00

21C. The Life membership fee amount received by Local Branch, Headquarters and State/Territorial Branch and Journal of IMA shall be kept in separate Account with a Bank and shall be invested separately by each one respectively. In case any member changes the Branch, the original amount received by the Branch shall be paid by that Branch to the new Branch, which the member has joined. This shall apply to change of Local Branch as well as State/Territorial Branch as the case may be. On such transfer of Membership, the member shall have all rights as any other member of Branch he has joined including voting and holding office, However, if there is any extra charge for any hospitality, it will be the member's option to join it or not.

Termination of Membership:

22. Membership may terminate by resignation. A member may at any time resign his membership by giving 30 days notice in writing to:

(a) The Branch Secretary, in case of Branch Members

(b) The Honorary Secretary General through the Honorary Territorial or State Secretary in case of Direct Members attached to a Territorial or a State Branch.

(c) The Honorary Secretary General direct, in case of Direct Members attached to the Headquarters.

The resigning member shall pay up all the dues outstanding against him and the Secretary concerned shall put up a statement of outstanding dues against the member or a clearance certificate if all dues are paid along with his resignation to Headquarters for information and necessary action.

23. Membership may be terminated by removal of name on account of non-payment of subscription after due notice as under:

(a) In case of Direct Membership, suitable letter should be sent by registered post, either from the Headquarters of the State or Territorial Branch concerned before 1st March reminding the members that their subscription would fall due on 1st April, and unless this was received in time their membership would automatically cease w.e.f 1st April.

(b) In case of Branch Members, the Branch shall be free to make any Rules or Bye-laws it likes about payment of its dues by members and for removal of their names on account of

non-payment of subscription. When however, the Branch decides to terminate or suspend the privileges of a member for this reason, due information of the same shall be given to the Headquarters and Journal Office, through the State or Territorial Branch, if one exists for necessary action, including stoppage of supply of the Journal. The Branches concerned shall, however, be responsible for payment of the H.F.C. of such a member for the period his name has been maintained on the membership register.

24. Membership may terminate by removal of name on the ground of undesirable conduct as under:

(A) If the conduct of a member be deemed by the Working Committee or State or Territorial branch Council or a Local, Branch prejudicial to the interest of the Association or be calculated to bring the medical profession into disrepute, the Working Committee or the State or Territorial Branch Council or the Local Branch, as the case may be, may ask him to submit a written explanation of his conduct, In the event of the explanation being found unsatisfactory, the member may be asked either to apologise or to resign from the Association. If the member is agreeable, his apology shall be given due consideration and in case of a Branch Member, it shall be sent to the Headquarters through the State or Territorial Branch., i f one exists, with a confidential note giving details of the case for future reference, In the event of said member refusing either to apologies or to resign when asked to do so, a general meeting of the Local Branch shall be called to consider the case and at least 7 days notice of the meeting shall be given to the member concerned and he shall be given an opportunity to explain his conduct if he desires to do so. If at the meeting 3/4`h of the members present and voting record their vote for the removal of his name from membership, the resolution shall be sent to the Headquarters through the State or Territorial Branch if one exists for final decision and in the event of the Working Committee concurring with the resolution of the Local Branch by 2/3rd majority, the working Committee by a similar majority should determine the nature of punishment which may be one of the following:

1. Censuring
2. Debarring him from being nominated/elected for any office of the Association or its State or Local Branch for a specified period.
3. Suspension from Membership
4. Removal of his name

(B) By removal of name on the ground of conviction in a Court of Justice:

Ipsa facto

- (i) upon sentence after conviction in a court of justice for any crime entailing moral turpitude,
- (ii) upon being de-registered by any Medical Council of India on the ground of unethical conduct, from the date of de-registration and for the period of de-registration except in case of non payment of renewal fee, if any, in the registering Council or
- (iii) upon forfeiture through misconduct, of the medical qualification by virtue of which he became eligible for **membership**.

(C) In case of Direct Members, similar procedure shall be followed by the State or Territorial Branches and the Working Committee, as the case may be.

25. Readmission:

- (A) Any member who has ceased to be a member under Bye-laws 22 and 23 , can be re-admitted on fresh application being made by him and on payment of any dues outstanding against him on the date when he had ceased to be a member. Readmission shall be allowed after ceasing to be a member only after paying arrears of subscription and other dues and on receipt of HFC at State/Territorial Branch/Headquarters.
- (B) A member, whose name has been removed under Bye-law 24(A) , may be readmitted on the expiry of two years or thereafter, provided his application for re-enrollment is supported by ten members of the Association testifying to his good conduct during the intervening period. He/She must also submit a written apology acceptable to the Working Committee and the Branch concerned.
- (C) But in cases coming under Bye-law 24(B) the readmission shall be possible only subsequent to such a person's name being re-entered in the Medical Register.
- (D) A readmission fee of Rs.15/- in case of a single member and Rs.21/- in case of couple member, shall be payable by every member applying for readmission under this Bye-law to be distributed as per Bye-law 16-A (Effective 1-10-94)

26 FORMATION OF BRANCHES

- (i) A minimum of ten persons who are eligible to be members of the Association as per Rule 12 and who reside, practice or are employed in a place or its neighborhood may form themselves into a Local Branch of the Association by a resolution passed at a General Body Meeting of such person convened for the purpose. The resolution with the names of the office bearers of the new Branch, the signed M.A. forms, Branches formation fee of Rs.50/- and HFC as per Bye-laws shall be sent to the State or Territorial Branch if one exists or directly to the Headquarters. The Territorial or State Branch shall consider the resolution and forward its recommendations along with the copy of the resolution, the name of the office bearers, the M.A. forms and the Headquarters quota of Branch formation fee and HFC to the Headquarters for final approval of the Branch by the Working Committee, at its next meeting. The Branch formation fee shall be shared equally between the State Branch and IMA Headquarters.
- (ii) Local Branches shall submit to the Headquarters and Journal Office through the State or Territorial Branch, where one exists, an annual return of the members on their rolls by the 30th April each year, together with a list of defaulters, a list of new members and a list of members who have left the Branches with their new addresses if available, along with a report of the activities of the Branches.
- (iii) Four sets of computerised addressograph list shall be sent by Journal Office at the end of every Association year to all State/Territorial branches for onward supply of two sets to all Local Branches under their State/Territorial Branch. Local Branch shall make necessary corrections in the list with additions, deletions and change of addresses, if any, in both the copies. One copy of the corrected list shall be sent to the State/Territorial Branch Office retaining one copy for its office record. The State/ Territorial Branch shall correct the two copies already in its possession and send one copy to Headquarters and one copy to Journal office for mailing of Journal to the members for the next Association Year. A statement of

membership strength of the Branches shall be supplied along with the corrected list. The corrected addressograph list shall be sent to the Journal Office within a month of its receipt.

26. Revival of suspended Branches:

A Direct or a Local Branch suspended under Rule 43 (A) shall be revived by Headquarters on payment of a revival fee of Rs. 100/- and on payment of arrears of HFC in full and/or on submission of valid list for the half year concerned. Such revival shall be reported to the next meeting of the working Committee. The revival fee shall be distributed equally between the State/Territorial Branch and Headquarters.

27. State/Territorial Branches:

A All Local Branches in a State or a Union Territory shall combine and form themselves into a State or a Territorial Branch and office bearers of the State/Territorial Branch. The formation of such a State/Territorial Branch shall be communicated to the Headquarters for its approval.

B Local Branches subsequently recognised by the Working Committee in the jurisdiction of a State or Territorial Branch shall become constituent members of such a State or Territorial Branch.

28. CENTRAL COUNCIL

Term of Office of the Members of the Central Council:

A. The National President and the Vice-Presidents shall assume their offices from the first day of the Annual Conference and in case no Annual Conference is held, they shall assume office at the close of the Annual Meeting of the Central Council and shall in either case continue to hold the office till their successors assume office as per rules.

B All the office bearer shall be elected by the Central Council members through postal ballot as per Bye-Law 43.

C Only those representatives of the Branches whose names are on the list maintained at the Headquarters at least 8 weeks before the date of annual meeting of the Central Council, shall be posted agenda papers at least 4 weeks in advance and only those who are eligible to attend the annual meeting of the Central Council shall be entitled to attend other meetings of the Central Council held during the session of the Annual Conference.

D Special Representatives, as per Rule 19(C) may be elected or selected, when ever deemed necessary by the Working Committee.

E Casual vacancies, in case of ex-officio members as per Rule 19-A shall be filled by the Working Committee. In case of ex-officio members from the State or Territorial Branches or elected members from Local Branches, they shall be elected by the Branch concerned. Such Members shall hold office for the remaining period of the year.

29. TRAVELLING ALLOWANCE

A. The Association shall contribute from its funds first class or II AC train fare both ways to the members of the Working committee and any Standing Committee, Special Committee, Sub-Committee, or Ad-hoc Committee appointed by the Central Council or Working Committee for attending the meeting of the Committee or Sub-Committee. When

such members are allowed any railway concession, they shall be paid at the concession rates. In special cases, the Association may contribute from its funds the actual travelling expenses by bus, steamer, train or air each way. Air fare may be allowed in urgent cases with the permission of the National President. Members travelling more than 2500 kms. distance for attending the Working Committee at Delhi, may however be allowed one way air fare and one way Rail fare. (Effective From 1-10-94)

B. The Association shall contribute from its funds single first class or II AC train fare one way to members of the Central Council attending the Annual Meeting of Central Council. In special cases, the Association shall contribute from funds the actual travelling expenses by bus, steamer, train or air. One way air fare may be allowed in urgent cases with permission of the National President.

C. No member shall be entitled to payment of T.A. more than once in accordance with the above rules for attending more than one meeting held in a particular place on the same occasion.

D. The Branches inviting the National President and other Office-Bearers of Headquarters, for attending their functions, shall pay one side fare in respect of the journey.

30. GENERAL PROCEDURES OF MEETINGS

A. Minutes of all meeting shall be correctly kept by the Honorary Secretary General and shall be duly confirmed at the following meeting of the Working Committee or the Central Council as the case may be.

The draft minutes of Working Committee prepared with the approval of the National President or Chairman of the meeting shall be circulated to all the Regular and Alternate members within six weeks of the date of the meeting. The objections, corrections, suggestions to it shall be submitted only by members present at the said meeting within three weeks of the date of circulation. The objections etc. received shall be circulated to the members with the agenda papers of the next meeting.

B. No resolution adopted or negatived at a meeting shall be reconsidered unless either 6 months have elapsed or 1/5th of the members of the Council or the Committee or Sub-Committee concerned sign a requisition for its reconsideration.

C. The Chairman of the meeting may adjourn a meeting, if deemed necessary, particularly if the majority of members present are in favour of adjournment. At the adjourned meeting, only the unfinished business of the meeting shall be transacted.

D. The Chairman shall in case of equality of votes, have a casting vote.

E. No business shall be transacted at a Special Requisition Meeting other than for which the meeting is called.

F. A notice may be served on any member either personally or through a servant of the Association or by post under certificate of posting.

G. If within half an hour or such time as decided by the National President or the Chairman from appointed time a quorum is not present, the meeting, if convened on the

requisition of members, shall be dissolved; but in any other case shall stand adjourned to be called again by the Secretary in consultation with the National President later and at this meeting, the members present, whatever their number, shall form the quorum and shall carry on the business.

H. The date of a meeting of Standing Committee, Sub-Committees, or any other Committee when decided to be called, shall be fixed as advised by the Chairman. The notice of the said meeting shall be eight weeks when called in the months of April, May and June and 4 weeks when called at other time. In case of urgent meeting, a shorter notice will be three weeks. The Minutes as prepared by the Convenor or Honorary Secretary General or Honorary Joint Secretary and approved by the Chairman of the meeting shall be circulated within one month of the date of meeting and objections must be submitted within 4 weeks. The minutes shall then be approved after circulation.

In case a meeting of the Working Committee is held before the above procedure can be followed, the minutes as prepared with the approval of the Chairman shall be placed before the Working Committee. The decision of Working Committee and action taken, shall be valid.

JOURNAL OF THE INDIAN MEDICAL ASSOCIATION

Composition of the Journal Committee:

31. The Journal Committee shall consist of:

A. National President

B. The Editor (JIMA)

C. Two Associate Editors (JIMA)

D. The Honorary Secretary (JIMA)

E. The Honorary Secretary General or his nominee who shall be a member of the Working Committee or the Central Council.

F. Five other members (Members of Journal Committee)

G. Honorary Assistant Secretary (JIMA)

The Members of the Journal Committee, except "F" (i.e. Five Members of the Journal Committee), shall be elected as per Bye Law-43. These five members shall be nominated by the National President in consultation with the Editor & Secretary of "JIMA" in the year in which the elections are held from the place of publication.

Function of the Journal Committee:

32. The Journal Committee:

A. Shall be responsible for supervision and regular publication of the Journal with the help of the Editor.

B. Shall meet once a month ordinarily;

C. Shall be responsible for the management of the business of the Journal, its printing, securing of advertisements, distribution of the Journal among the members etc.

D. Shall have the power to select referees and collaborations with the help of the Editor;

E. Shall reserve at least 4 pages in each ordinary issue of the Journal of the Indian Medical Association for propaganda, publicity, organizational matter and other special news of the Association to be at the disposal of the Honorary Secretary General or his nominee on the Journal Committee. In the absence of such matter, this space may be utilised by the Journal Committee for other purposes.

F. Shall prepare a budget and submit it through the Honorary Secretary General for consideration and sanction at the Annual Meeting of the Central Council.

G. Shall prepare a quarterly statement of audited accounts of the Journals to be placed before the Working Committee through the Honorary Secretary General.

H. Shall prepare an yearly statement of accounts and get it audited by an Auditor appointed by the Association and submit it through the Honorary Secretary General before the Annual Meeting of the central Council.

I. Shall have power to spend money for various purposes connected with the Journal up to the amount sanctioned in the budget estimates for the year by the Central Council. Beyond this limit, it shall have to obtain special sanction of the Working Committee before hand.

FUNDS OF THE ASSOCIATION

Income:

33-A The funds of the Income of the Association shall be derived from the following sources:

(a) Subscription of the Direct Members after deduction of the share, of the State or Territorial Branch, if one exists.

(b) Headquarters Fund Contribution from the Branches on account of members on their rolls as per Bye-laws.

(c) Subscription of Life Members

(d) Special Contribution or donations raised directly or through Branches.

(e) Income derived from the Journal and other publications of the Association as per Bye-laws.

(f) Contribution received from the Branch organising the All India Medical Conference as per Bye-laws.

(g) Bequests received by legacies from persons who desire to benefit the Association (Vide Appendix-I)

(h) Subscription from affiliated bodies according to Rule 36.

(i) Interest on deposits

(j) Rent etc.

(k) Such other sources as may be authorized by the Central Council or the Working committee.

Investment and operation of accounts:

33-B The assets moveable and immovable shall vest in the 'Indian Medical Association' and investment of different funds shall be in the name of "Indian Medical Association". The funds of the Association shall be administered in such manner as directed by the Standing Committee for Finance and immovable properties as directed the Working Committee.

Interest from Life Membership fee deposits:

33-C During 1st year of enrolment of life Member, 12% of HFC received will be available for use in the year of enrollment and 88% will be invested as Corpus Fund towards Life membership Deposit. Interest received from such deposit shall be available for yearly use. (Effective from 30.12.1995)

Reserve Fund:

34. There shall be a Reserve Fund of the Association. At least 25 percent of the surplus at the Headquarters and Journal Offices each year, shall be credited to this Fund, in the following year. The Reserve Fund shall only be drawn upon by a resolution in a meeting of the Central Council, the notice of which shall have been duly circulated and in which 3/4th of the members present vote in favour of the resolution for withdrawal.

Special Contribution Fund:

34-A The Association shall have a Special Contribution Fund and Rs.6.25 per members, Rs.9/- per couple members and Rs.93.75/- per life member and Rs.135/-for couple life members (one time) w.e. f. 01.04.2007 shall be transferred to it every year from HFC quota of Headquarters. The Special Contribution Fund share received from the HFC quota shall be deposited in a corpus. The interest income accruing on Special Contribution Fund shall be available for use in any exigency with prior approval of the Standing Committee for Finance.

Expenditure:

35. The Working Committee shall, out of the funds of the Association, defray all ordinary expenses and shall pay rents, salaries, wages and such other charges as may be necessary for carrying on the work of the Association. It shall further provide for the issue of the Journal and such other publications as may be authorised and shall be empowered to spend money on scientific investigations, conferences, prizes, scholarships and for such other purposes as it may consider advisable in furtherance of the objects of the Association.

DUTIES AND POWERS OF THE OFFICE-BEARERS

36. Office bearers shall act as per the decisions, policy, guidelines and directions given by Central Council or Working Committee.

37. The National President:

- A. Shall be Chairman of all meetings of the Central Council and the Working Committee and can preside over any other Committee meeting.
- B. Shall preside at the Annual Conference and all meetings of the Association.
- C. Shall guide and control the activities of the Association.
- D. Shall regulate the proceedings of the meetings and Conference, interpret the Rules and Bye-laws and decide doubtful points.
- E. Shall in addition to his ordinary vote, have a casting vote in case of equality of votes.

38. Vice-Presidents:

- (A) The Vice-Presidents shall help in the organisation of Branches by making tours and addressing members and other personnel etc.
- (B) The Vice-President receiving the largest number of votes shall be called the Senior Vice-President and shall preside at the Annual Conference in case the National President is absent.
- (C) The Senior Vice-President shall preside over the meetings of all Committees and Sub-Committees in case the National President is not present.
- (D) The other Vice-Presidents in order of precedence based on the number of votes they receive, Shall take up the functions of the Senior Vice-President.

NOTE: In the event of an emergency arising by reason of any cause such as death, detention, resignation or absence for a considerable period out of India of the National President, the duties of the National President shall devolve upon the Senior Vice-President who has

obtained the highest number of votes at the election, or in his absence, the Vice-President obtaining the next highest number. In case of resignation by the National President, it will become effective when it is accepted by the Working Committee. Pending the acceptance of the resignation, the Vice-President shall act as indicated above in case the National President is unwilling to function as such.

39. Honorary Secretary General :

The Honorary Secretary General with the help of three Honorary Joint Secretaries and two Honorary Assistant Secretaries at the Headquarters to whom, specific jobs may be allocated in the beginning of the year by him:

- A. Shall have the overall charge of all Offices of the Association(Headquarters and Journal Offices and Offices of other publications).
- B. Shall conduct all correspondence.
- C. Shall have general supervision of accounts, pass all bills for payment and sign cheques.
- D. Shall get prepared by the Honorary Finance Secretary a quarterly and annual statement of accounts duly audited by the Auditors for adoption by the Working Committee and the Central Council after due approval by the Standing Committee for Finance.
- E. Shall get prepared a budget of Headquarters Office and place it before the Working Committee and the Central Council for adoption.
- F. Shall get prepared a budget of the other offices of the Association and place them before the Working Committee and the Central Council for adoption.
- G. Shall organise, arrange and convene meetings, conferences, lectures and demonstrations.
- H. Shall attend meetings of the Central Council and Working Committee and keep record of proceedings thereof.
- I. Shall be an ex-officio member of all Committees.
- J. Shall maintain a correct and up-to date branch-wise register of all members of the Association .
- K. Shall organise the Association with the help of the Honorary Joint Secretaries and Honorary Asstt. Secretaries by encouraging the establishment of Branches where they do not exist and by creating a general interest in the Association.
- L. Shall bring all matters relevant to the interest of the Association to the notice of National President/Central Council or Working Committee for guidance and decision from time to time.

M. Shall represent the Association in legal matters and court cases personally and/or through Lawyer appointed by him.

40. Honorary Joint and Assistant Secretaries:

The Honorary Joint Secretaries and the Honorary Assistant Secretaries at the Headquarters shall help the Honorary Secretary General in all his work in looking after the office, in conducting correspondence, in preparation of agenda of meetings, in preparing statement of accounts, etc. One of the Honorary Joint Secretaries at Headquarters shall act for the Honorary Secretary General in his absence.

A. The other Secretaries shall help the Honorary Secretary General in organising Branches of the Association where they do not exist and in furtherance of the cause of the Association generally as directed by the Honorary Secretary General.

41. Honorary Finance Secretary:

A. Shall receive all money of the Association and deposit them in a bank or banks approved by the Central Council to the credit of the Association and operated by the Honorary Finance Secretary as per Rules and Bye-laws. These or parts of them may, if approved by the Central Council, be deposited in the Post Office Savings Bank or invested in other banks, Government securities etc.

B. Shall be responsible for collection of all subscriptions and contributions due to the Headquarters.

C. Shall dispose of the bills for payment as sanctioned by the Honorary Secretary General and only on his written order.

D. Shall have the rights to point out any error or discrepancy in the order of payment of the Honorary Secretary General and refer the order back to him with his remarks. In the event of disagreement still persisting between the Honorary Secretary General and the Honorary Finance Secretary, the matter shall be referred to the National President for final decision.

E. Shall be responsible for keeping up to date the accounts of the Association with all the accounts books posted up to date.

F. Shall get the accounts audited by the Auditors of the Association.

G. shall prepare quarterly accounts to be placed before the Working Committee.

H. Shall prepare an annual statement of accounts and a balance sheet showing the financial position of the Association, get it audited by the Auditors appointed at the Annual Meeting of the Central Council and submit it for adoption by the Central Council.

42.A. The Honorary Editor of the Journal of the Indian Medical Association:

(a) Shall help the Journal Committee in the regular publication of the Journal and its management.

(b) Shall preside over the meetings of Journal Committee in the absence of the National President, I.M.A.

(c) Shall help the Journal Committee to scrutinise all articles to be published in the Journal and edit and pass or refuse them for publication.

(d) Shall help the Journal Committee to select referees and collaborators.

42.B. Honorary Secretary of the Journal:

The Honorary Secretary, Journal of the Indian Medical Association in consultation with the Honorary Editor:

(a) Shall look after the business side of the Journal viz. printing securing advertisements, distribution of the journal amongst members.

(b) Shall help the Journal Committee in the preparation of budget and submit the same for consideration.

(c) Look after the administration of Office and maintain proper accounts.

(d) Shall submit statements of account for every quarter and the year.

ELECTION OF OFFICE-BEARERS

Bye-Laws 43: Election of Office Bearers*

A. ELECTION COMMISSION

Election of all office-bearers and various Standing Committees shall be conducted by an election Commission. The Election Commission shall consist of Chief Election Commissioner and 2 other members. They are to be Life Members of IMA. The Chief Election Commissioner as well as the other 2 members shall be so elected by the Central Council for a period of 2 years. In the event of any disagreement/dispute the decision of the Election Commission shall be by majority. In the absence of any of the 2 members of Election Commission, the decision of the Chief Election Commissioner shall be final and binding upon the other two.

No Office-bearers of IMA shall be nominated/appointed as election commissioner/scrutinize polling Officer.

All communications/notifications/notices etc. shall be issued from the office of IMA Election Commission only. No member (except Chief Election Commissioner) shall issue any communication individually in his name.

Apart from the Chief Election Commissioner and 2 members of the Election Commission, one member of the IMA shall be nominated by the Election Commission. The said nominated member should be based at Delhi to look after the day-to-day management of the election process. He will work as per directives issued by the commission from time to time.

The election Commission shall be an independent body and will work without any interference of any office-bearers of IMA in order to ensure free and fair elections. The Headquarters Office will provide almirah and a senior member of the office staff to regularly monitor the office of the election commission located at IMA Headquarter. The Headquarters will provide other office assistance needed from time to time. The members of the Election Commission will be provided official accommodation and T.A. as per IMA Rules whenever they are on official duty.

B. ELECTORAL COLLEGE

The Electoral College for all posts of IMA (HQs.) and all its wings shall be the members of the Central Council (Regular members, Ex-Officio Members, Office Bearers and members of the Central Working Committee), whose names has been received at IMA(HQs.) from various branches on or before 31st March in the year the elections are to be held (vide Rule 20-A)

** The amendments approved at the 197th meeting of the Central Working Committee of IMA held at Bodh Gaya on 14-15 April, 2007 and confirmed at its 198th Central Working Committee meeting held at Bangalore on 13-14 October, 2007 and duly ratified by the Central Council at its 68th annual meeting held at Nagpur on 27-29 December, 2007.*

C. TERM

The term of office bearer like National President-Elect, National Vice Presidents, Dean of IMA CGP, Chairman, IMA A MS, Director, IMA A KN Sinha Instt. and Editor, Journal of IMA shall be one year. Two sets of such office bearers shall be elected every alternate year for the specific year.

The term of all other office bearers like Hony.Secretary General, Hony. Finance Secretary, Hony.Joint Secretaries, Hony. Joint Finance Secretary, Hony.Asstt.Secretaries of IMA HQs.and Hony. Secretaries and Hony.Joint Secretaries of various wings shall be of two years and the election shall be held every alternate year.

D. SCHEDULE OF ELECTION

a. Notification

Election Commission shall follow the election schedule as under:-

(In the year - Elections are held)

Invites nominations from amongst the Central Council Members/

CWC members on or before (Notification)

1st July

Last date for receiving the nomination	31st July - 5 PM
Scrutiny of Valid nominations and informing the candidates by Regd post	14th August
Submission of consent alongwith necessary remittance for election OR Last date of withdrawal (Note-1)	31 stAugust-5 PM
Disptach of ballot papers latest by (Note - 2)	15th September
Last date of receipt of duly filled in Ballot Papers	31st October, 5 pm

In case the 31st October is a Gazzetted/Postal Holiday then 5.PM of the next working day shall be the valid time to receive the ballots

Counting date to be decided by Election Commission and candidates to be informed atleast 2 weeks in advance.

*Note 1(a) All payments will be received in the Election Commission office through bank demand draft/pay order only. No cash/cheque to be accepted.***

*** As per the decision of the Election Commission duly approved by the Central Working Committee of IMA at its 207th meeting held at Mumbai Maharashtra on April 4, 2012 duly ratified by the Central Council at its 73rd meeting held at Kanyakumari, T.N. on December 27-28, 2012.*

Note 2: The envelope containing one big envelope, three smaller envelopes and three sets of Ballot papers alongwith the instruction sheet duly issued by the Election Commission shall be posted to all the members of the Electoral College - The number printed on the envelop shall be entered in the master list of Electoral College - which shall be used for UPC or other modes (Registered Post/Speed Post) by the Post Office of dispatch.

Note 3: In the event of non receipt of Ballot papers by the member Electoral College the written request for duplicate ballot shall be entertained by the Election Commission on or after the 5th October and up to 25th October only Once the request for the duplicate ballots is received and the dciplicate ballot is sent; the original ballot shall be automatically invalidated.

E. ELIBIBILITY CRITERIA FOR VARIOUS POSTS

For National President and National Vice Presidents

1. Must be a Life Member of IMA for atleast 10 years
2. Should have held an office at either State or Branch or 1MA Headquarters level.
3. Should have no outstanding dues in IMA

For Hony. Secretary General/ Hony. Finance Secretary/Dean, IMACGP/ Chairman, IMA-AMS and Hony. Editor, JIMA

1. Must be a Life Member of IMA for 10 years
2. Should have held an office at either State or Branch or IMA Headquarters level.
3. Should have no outstanding dues in IMA

For All Other Posts

1. Must be a life member of IMA, with atleast 10 years of membership of IMA
2. Must have held the office at either Branch or State level or at IMA Headquarters
3. Should have no outstanding dues in IMA

F. ELECTION PROCEDURE

1. Election Commission shall get the ballot papers printed indicating the name of (a) post (b) the year for which the election are held (c) the ballot paper shall be signed by atleast two members (of the Election Commission or their nominee).
2. The ballot papers should not be numbered.
3. Three plain envelopes shall be printed without number for containing ballot papers in it. (with adequate information printed on it). One for two sets of ballot papers for the post of National President Elect, National Vice-Presidents and one for Dean-IMACGP, Chairman-IMAAMS, Hony. Editor-JIMA and Director-IMAANKN Sinha Institute. Year of election to be printed on it and the third one for all Other Office Bearers.
4. One bigger envelope shall be printed (duly numbered) with self address of Election Commission and details of sender including signature on the same.
5. Two set of ballot papers for National President elect and Vice-Presidents for each year and one set for all office-bearers shall be dispatched to the members of Electoral College by UPC/ Registered Post/Speed Post as per the scheduled date by the Election Commission. The detailed instructions for casting vote year wise putting them in respective small & bigger envelop and filling up the outer cover with signature etc. needs to be mailed to each Central Council / Central Working Committee member. It should be made clear that after casting the votes the outer envelope should be sent by registered post/speed post/courier.
6. The Ballot papers shall be received by the Election Commission or any of their nominee and the same shall be entered in a separate register date wise maintained for this purpose only and put all the envelopes in a bigger envelope and seal the same and kept in the almirah provided for this purpose.
7. On the last date of receipt of bal lot papers, the Election Commission shall place and seal all the ballot papers alongwith a summary thereof and authenticated statement of receipt of ballots in a steel box duly sealed to be kept in his safe custody alongwith the list of Electoral College which has been used for posting of ballot paper.
8. While sealing this box the candidate or his observer shall be permitted to be present there.
9. The Election Commission shall decide the date of counting which shall be communicated to all the candidates two weeks in advance.
10. The scrutinizers shall be appointed by the Election Commission for the purpose of counting. The counting shall be held under the overall supervision of the Election Commission.
11. The counting shall be carried out at IMA house, New Delhi and the procedure for the same shall be announced by the Chief Election Commissioner there and then along with his report.

12. The candidate will be allowed to observe the counting or he may depute an IMA member to be his observer in case he is not attending the counting. (information of the same has to be provided to the Election Commission well in time.)
13. During the counting any objection from any candidate or his observer will be considered by the Election Commission and will be disposed off there and then.
14. At the end of the counting the Chief Election Commissioner will compile a summary of invalid votes and shall announce the result on the same day and issue the necessary letter to all the successful candidates.
15. Neither any candidate nor any observer shall be permitted to handle any ballot paper

G CRITERIA FOR INVALIDATION

(a) Outer Envelope

- (i) Received after the last date.
- (ii) Received in any envelop other than the prescribed envelop supplied by Election Commission.
- (iii) Received by ordinary post or by hand.
- (iv) Name, address and signature of Central Council members/CWC member not there.

(b) Inner Envelope

- (i) If Inner Envelop is other then the supplied one.
- (ii) Any mark of identification.

(c) Invalidation of Ballot Paper

- (i) Any signature/mark of identification on ballot paper.
- (ii) If number of votes cast is more than the votes asked for.
- (iii) Any cutting or over writing.

H. COUNTING OF VOTES

- (i) All valid inner envelop shall be opened and the set of ballot papers be separated and put the respective ballot paper in separate basket.
- (ii) Bundled of 50 ballots paper to be prepared.
- (iii) Counting for each post to be conducted by a separate group of scrutinizer
- (iv) Invalid ballot papers duly signed by the scrutinizer with reason to be kept separately and the Election Commission to be informed about the same and handed over separately.

(v) Total of vote received by each candidate to be compiled and handed over to the Election Commission duly signed by the scrutinizers

(vi) Result to be compiled by the Election Commission.

SAMPLE – INNER ENVELOPE

VOTING PAPERS OF THE ELECTION (YEAR) _____

* Please put your ballot papers in this envelop, seal it, and then enclose it in the outer envelop provided herewith.

* DO NOT SIGN, PUT ANY IDENTIFICATION MARK OR PUT YOUR STAMP ON THIS ENVELOP

SAMPLE – OUTER ENVELOPE

BY REGD POST/SPEED POST/COURIER

Serial No. _____

FROM

Name _____

Address _____

To

The Chairman,
Election Commission, IMA
IMA House, IP Marg
New Delhi – 110 002

Central Council Member/CWC member:

Branch _____ State _____

Signature _____

SAMPLE BALLOT PAPER

Signatures of Election Commission or nominee

INDIAN MEDICAL ASSOCIATION _____

Name of the Post _____ Year: _____

Number of posts _____

Please put a cross (x) against candidates (s) only

S.No.	Name and address of the Candidate	Put Cross here (X)

DISPUTES

Arbitration:

44. If at any time any member/Local Branch/State Branch desires to refer any dispute of the Association to an arbitration, the Arbitrator shall be the National President of IMA and if he be involved himself, the immediate Past National President. The Arbitrator shall give an opportunity to both the parties to file their representation and if any party desires to be heard in person, the Arbitrator shall arrange the same and at the said hearing the other party shall be allowed to be present if it so desires. The Arbitrator shall allow either party to put question to the other party to elicit the information provided the Arbitrator allows and provided that the question is in connection with the dispute before the arbitration.

The person once appointed as Arbitrator shall continue to be the Arbitrator till the dispute is settled even if his tenure of office expires.

The Arbitrator shall give his award in writing and same shall be binding on all parties concerned. The expenditure incurred by Arbitrator shall be paid by the Headquarters of IMA. The expenditure incurred by the parties shall be borne by each party concerned.

If case a member/members or any other party is ;not satisfied with the award of the Arbitrator and prefers to go to the Court, jurisdiction shall be Delhi in case the matter concerns Headquarters office.

AUDITORS AND LEGAL ADVISERS

Appointment of Auditors and Legal Advisers:

45(A) Auditors shall be appointed at the Annual Meeting of the Central Council every ;year for auditing the accounts of the Association and its Journal and other publications, who shall be registered Accountants and whose duties shall be as follows:

(a) Shall audit the accounts at the end of the; year or oftener if so desired by the Central Council and shall certify to their correctness.

(b) Shall give suggestions for the proper keeping of accounts as required.

(B) Internal Auditors ;shall be appointed at the Annual Meeting of the Central Council every year for the office of Headquarters and its Journal separately at Delhi and Calcutta who shall be Registered Accountants and whose duties shall be as follows:

(a) Scrutinise the accounts and given his/their comments and send his/their observations every month to the Chairman, Finance Standing Committee.

(b) prepare Receipts & Payments Accounts every month and every quarters.

(c) prepare quarterly accounts, income & Expenditure Accounts and Balance Sheets.

(d) prepare Half Yearly Account, Income & Expenditure Accounts and Balance Sheet.

(e) prepare Annual Accounts, Income & Expenditure Accounts and Balance Sheet, Internal Auditors shall be appointed for one year at a time and may be re-appointed for another one year only and shall not be allowed to continue more than two years when another Registered Chartered Accountant shall be appointed.

46. The Honorary Legal Advisors shall be decided at the Annual Meeting of the Central Council every year, for the Headquarters and Journal Office.

ALL INDIA MEDICAL CONFERENCE

All India Medical Conference:

47. There will be organized an All India Medical Conference every year or as the Central Council may decide, under the auspices of the Association, at a suitable place and time to be decided by the Central Council. Such a Conference will ordinarily be held towards the end of December i.e. December 28,29 and 30, preceded by the Annual meeting of the Central Council on December 26 and 27 and the Working Committee on December 25, The Branches of the Association shall have the privilege of inviting the Conference.

Venue of Conference:

48. The Honorary Secretary General shall issue a circular letter to the Branches on or before the 1st of July each year to find out if any of them would invite the Conference to be held in the month of December of the Subsequent year. Every application inviting the Conference shall be accompanied; by a Demand Draft of Rs. 15,000/- in favour of Indian Medical Association to be adjusted against the contribution of Rs 50,000/- from the Conference to the IMA Headquarters in case the invitation is accepted. The balance amount of Rs 35,000/- shall be paid to the Headquarters by the Branch hosting the Conference within 3 months of the Conference. (This will be in addition to the Headquarters share of Delegation fee payable under the Bye-Law 53). The invitation, if any shall be put before the Annual Meeting of the Central Council held at the place of the forthcoming session of the Conference for the purpose of selecting the venue for the next Conference which will be announced in the Open Session of the Conference. (Effective from 30.12.95)

Reception Committee:

49. The Branch inviting the Conference shall form a Reception Committee of the Conference and membership of the Reception Committee shall be open to the following:

(a) All members of the Branch which invites the Conference.

(b) All members of the neighbouring Branches who decide to cooperate.

(c) All medical men with qualifications registrable under the Indian Medical Degrees Act 1916 (Act VII of 1916) residing in the town which invites the Conference or in the neighbourhood.

50. Fee for membership of the Reception Committee shall not be less than Rs. 10/- but may be more if so decided by the Branch inviting the Conference.

51. Office Bearers of the Reception Committee shall be elected from amongst and by the members of the Reception Committee who belong to the categories (a) and (b) only of Bye-law 49 above and shall consist of a Chairman, an Organising Secretary, Treasurer and others as required.

Delegates:

52. Delegates to the Conference shall consist of:

- (a) All members of the Central Council of the Association
- (b) Members elected by the various Branches of the Association as their representative to the Conference according to the numerical strength of Branches as follows: From 5 to 25 members one delegate; above that for every 25 or part thereof – one additional delegate.

Delegation Fee:

53. Delegation fee shall be Rs 20/- for Indian delegates and US\$ 100 (In foreign currency) for Foreign delegates. Fifty per cent of the same shall be remitted to the Headquarters.

Members of Conference:

54. Membership of the Conference shall be open to the following:

- (a) All members of the Reception Committee
- (b) All Delegates
- (c) All other members of the Association who attend the Conference on payment of Rs. 20/-.
- (d) All Medical Men possessing registrable qualifications under the Indian Medical Degree Act, 1916 (Act VII of 1916) who are not members of the Association, on payment of Rs. 20/-.

Rights of Members of Conference:

55. All Members of the Conference shall have the right to take part in all discussions at the open and scientific sessions of the Conference. At the open session of the Conference in addition to the members of the Subjects Committee, delegates only will be allowed to vote.

Visitors:

56. The following can attend the Conference as Visitors:

- (a) Prominent public men who are specially invited by the Reception Committee to attend the Conference without payment of any fee as Distinguished Visitors.
- (b) Medical Men and other scientists who wish to take part in scientific sessions only on payment Rs 20/- as Special Visitors.
- (c) Bonafide medical students with or without payment of fee at the discretion of the Reception Committee as student visitors, subject to accommodation being available.

Rights of Visitors:

57. The visitors shall enjoy the following rights:

- (a) Distinguished visitors can speak on any resolution with the permission of the National President but shall have no right to vote.
- (b) Special visitors shall have a right to speak in the scientific sessions only and can attend the open session of the Conference, but they shall not have the right to speak on

any resolution or the right to vote in open session of the Conference.

(c) Student Visitors can attend scientific sessions and the general sessions of the Conference but shall have neither any right to take part in the discussion nor to vote.

Subject Committee:

58. The following shall form the Subjects Committee of the Conference:

(a) Ex-Officio: The office bearers of the Association the members of the Working Committee, President and Honorary Secretaries of States and Territorial Branches and Chairman and Organising Secretary of Reception Committee.

(b) 10 members to be elected by Branch Delegates from amongst themselves.

(c) 10 members to be elected by the Reception Committee from amongst its members who are also members of the Association.

(d) 10 members to be elected by the Central Council from amongst its members.

59. The National President of the Association for the year shall be the National President of the Conference. He shall not be charged any membership fee of the Conference.

Boarding and Lodging Arrangements:

60. The Reception Committee shall make arrangements for the Board and Lodging of those attending the Conference. If so desired by them on previous intimation and on payment for the same when required at the rates fixed by the Reception Committee.

Reception Committee's Contributions to Association Fund:

61. Reception Committee's Contributions to Association Fund shall be:

(a) Fifty per cent of income accruing from fees from delegates from other members of the Conference except members of Reception Committee and from Visitors shall be credited to the funds of the Association and the other half shall be credited to the funds of the Local Branch inviting the Conference to meet the expenses of the Conference.

(b) The expenses of the Conference shall be borne wholly by the Branch inviting the Conference. The Association shall not be responsible for any part of the expenses.

Business at All India Medical Conference:

62. Business at All India Medical Conference will be as follows:

(a) Inaugural Session for –

- Address of Chairman of Reception Committee: Inaugural Address, if any;

- Installation of incoming National President by the Retiring National President.

- Address of the National President; and

- Election of Subjects Committee.

(b) Scientific sessions and Exhibition which shall be open to members and visitors.

(c) Open Session for consideration of resolutions.

Except for special or urgent reason at the discretion of the National President, no resolutions

will be discussed and passed which have not been previously received at the Headquarters at least 6 weeks before the Conference and circulated to the Branches at least 3 weeks before the Conference and approved by the Subjects Committee prior to discussion at the open sessions.

63. General Rules:

- (1) The Honorary Secretary General of the Association shall make available to the members of the Subjects Committee copies of all resolutions.
- (2) The Organising Secretary of the Conference shall make available to all members of the Conference copies of all resolutions to be placed before the Conference as approved by the Subjects Committee.
- (3) The Reception Committee in consultation with the Honorary Secretary General of the Association shall make arrangements for the meetings of the Central Council and the Working Committee which shall be held at the place of the Conference.

“APKA SWASTHYA” JOURNAL

Apka Swasthya:

64. “Apka Swasthya”, a health Journal in Hindi published by the Association from Varanasi shall be under the charge of the Editor of “Apka Swasthya” who shall be assisted and advised by the “Apka Swasthya” Committee.

Composition of the “Apka Swasthya” Committee:

65. (1) The “Apka Swasthya” Committee shall consist of:
 - (a) National President: Chairman
 - (b) Editor: Chairman, in the absence of the National President
 - (c) Two Associate Editors
 - (d) Honorary Secretary
 - (e) Five other members
- 65 (2) The Editor, the two Associate Editors, the Honorary Secretary of the “Apka Swasthya” Committee shall be elected every alternate year by the electoral college as per Bye-Law-43.
- 65 (3) The five member of the “Apka Swasthya” Committee shall be nominated by the National President in consultation with the Editor & Secretary of “Apka Swasthya” in the year in which the elections are held from the place of publication.

66. Function of the “Apka Swasthya” Committee

The “Apka Swasthya” Committee:

- (a) Shall help the Editor in the regular publication of “Apka Swasthya”
- (b) Shall meet once a month, ordinarily.
- (c) Shall help the Editor in scrutinizing all articles and other materials to be published in “Apka Swasthya” and in editing, passing or refusing them for publication.

(d) Shall help and advise the Editor and cooperate with him for the management of the business of “Apka Swasthya” and for its printing, sale and distribution as well as for securing of advertisements, grants and contributions for publication.

(e) Shall help and advise the Editor in preparing a Budget and submit it to the Honorary Secretary General for consideration and sanction at the Annual Meeting of the Central Council or in case of emergency, at a meeting of the Working Committee.

(f) Shall help and advise the Editor to select Referees, Collaborators and an All India Advisory Board.

(g) Shall prepare a yearly statement of accounts and get it audited by an Auditor appointed by the Association and submit it through the Honorary Secretary General before the Annual Meeting of the Central Council.

(h) Shall assist and advise the Editor in spending money for various purposes connected with “Apka Swasthya” upto the total amount sanctioned in the Budget Estimates for the year by the Central Council. Beyond this limit, the Editor and the Committee shall have to obtain special sanction of the Working Committee, preferably before the extra expenditure is incurred, if the extra expenditure is substantial.

(i) Shall help and advise the Editor in crediting at least 25 percent of the surplus, at the end of each year, to the Reserve Fund of the Association, in the following year.

“YOUR HEALTH JOURNAL”

Your Health:

67. “Your Health”, a health Journal in English published by the Association from the office of the Journal of the Indian Medical Association at Calcutta, shall be under the charge of the Editor of “Yours Health” who shall be assisted and advised by the “Your Health” Committee.

68. Composition of the “Your Health” Committee:

- (a) The “Your Health”: Committee shall consist of:
 - (i) National President: Chairman
 - (ii) Editor: Chairman, in the absence of the National President
 - (iii) Two Associate Editors
 - (iv) Honorary Secretary
 - (v) Five other members

(b) The Editor, the two Associate Editors, the Honorary Secretary of the “Your Health” Committee shall be elected every alternate year by the electoral college as per Bye-Law-43.

(c) The five members of the “Your Health” Committee shall be nominated by the National President in consultation with the Editor & Secretary of “Your Health” in the year in which the elections are held from the place of publication.

69. **Function of the “Your Health” Committee:**

The “Your Health” Committee:

- (a) Shall help the Editor in the regular publication of “Your Health”.
- (b) Shall meet once a month, ordinarily.
- (c) Shall help the Editor in scrutinizing all articles and other material to be published in “Your Health” and in editing, passing or refusing them for publication.
- (d) Shall help and advise the Editor and cooperated with him for the management of the business of “Your Health” and for its printing, sale and distribution as well as for securing of advertisements, grants and contributions for publication.
- (e) Shall help and advise the Editor to select Referees, Collaborators and an All India Advisory Board.
- (f) Shall help and advise the editor in preparing a Budget and submit it to the Honorary Secretary General for consideration and sanction at the Annual Meeting of the Central Council or, in case of emergency, at a meeting of the Working Committee.
- (g) Shall prepare a yearly statement of accounts and get it audited by an Auditor appointed by the Association and submit it through the Honorary Secretary General before the Annual Meeting of the Central Council.
- (h) Shall assist and advise the Editor in spending money for various purposes connected with “Your Health” upto the total amount sanctioned in the Budget Estimates for the year by the Central Council. Beyond this limit, the Editor and the Committee shall have to obtain special sanction of the Working Committee, preferably before the extra expenditure is incurred, if the extra expenditure is substantial.
- (i) Shall help and advise the Editor in crediting at least 25 per cent of the surplus, at the end of each year, to the Reserve Fund of the Association, in the following year.

IMA BENEVOLENT FUND

70. **(A) Objects:** The objects of Benevolent Fund are:

- (a) To help dependents of a member of Indian Medical Association on his death or on his inability to continue as an earning member because of crippling, an incapacitating disease, accident or ageing;
- (b) To help a member to educate his children;
- (c) To help a member in sickness or under other special circumstance;
- (d) To help a member individually or collectively, in case of natural calamities like floods, earthquake etc and
- (e) To help a member to meet expenses in case of his or her daughter’s marriage.

Note – 1: The help may be given as an outright grant particularly in case of (a) above, or as a loan on terms laid down by the Committee of the Indian Medical Association particularly in case of (b) and (c) above.

Note-2: For the purpose of this scheme, the term “Dependent of Members” means non-earning parents, wife, minor sons and unmarried daughters (legitimate children)

Note -3: The first disbursement shall be made for one year after the launching of the scheme.

Note-4: The benefit of the scheme shall be available to such members only who had continuous membership of the Indian Medical Association for not less than five years, or those young members who join the Association within the first two years of their becoming eligible for membership of the Association and who die or are incapacitated within five years of qualification.

(B) Management

(1) The scheme shall be implemented and managed by a Committee or Management elected by the Working Committee of the Indian Medical Association. The Committee shall consist of the following eight members.

Ex-officio Members:

1. National President of the Association - Chairman
2. Honorary Secretary General - Secretary
3. Elected Members: Six members to be elected by the Working Committee of the IMA.

(2) The National President of the Indian Medical Association shall be the Chairman of Committee of Management. The Honorary Secretary General of the Indian Medical Association shall be ex-officio Secretary of Committee of Management and his office shall be located at the IMA house, New Delhi along with the Headquarters Office of the Indian Medical Association.

** Two of these shall retire in rotation each year and shall be replaced by two newly elected members. The retiring members will be eligible for re-election. The tenure of office of these members shall be three years.*

(3) The Committee of Management shall lay down procedure for its guidance and routine work, but it shall not be in contradiction to this Bye-Law and shall have to be ratified by the Working Committee of the Indian Medical Association before enforcement.

(4) The Committee of Management shall maintain accounts of all incomes and expenses, the names and address of the recipients of grants and of amount paid to each recipient and his or her receipt for amount paid, the Committee of Management shall also maintain other such records as are deemed necessary. The accounts shall be audited quarterly and annually by the Auditors appointed by the Central Council of the Indian Medical Association for auditing the IMA Headquarters accounts.

(5) The Committee of Management shall be responsible to the Working Committee and shall submit audited half yearly accounts to that body, and the Annual Report of the benevolent fund scheme along with the audited annual accounts will be placed by the Committee of Management before the Annual Meeting of the Central Council every year.

(6) The Committee of Management shall meet at least once a year and expenses of these meetings shall be met from the interest of the Benevolent Fund.

(7) There should be Benevolent Fund Committee at the level of Local Branch as well as State Branch. Each application form for grant and/or loan shall have to be recommended by the Local Branch Benevolent Fund Committee and sent to the State Branch. The State Branch should consider such application in the Benevolent Fund Committee and recommend the same to the State Working Committee the application should be forwarded thereafter to the Headquarters Office. The disbursement of the grant and or loan shall be made by the Honorary Secretary General in consultation with the National President/Chairman, Finance Standing Committee.

(C) Income: The income of the Fund shall accrue from the following sources:

- (1) Contribution of members as per IMA Rules;
- (2) Interest on investments and loans;
- (3) Donations etc.

(D) Distribution:

23% of the Fund shall be set apart at the Headquarters Office for implementation of the Scheme and for its future expansion and the balance of 77% shall be distributed by the Headquarters office as per procedure laid down by the Committee of Management on the following basis:

(a) 2% of the total contribution in a year from a State shall be allowed to the State for implementation of the scheme in the State.

(b) 75% of the Fund contributed by a State Branch shall be available for distribution in that State in a year. Amount remaining un-utilised in the year shall be carried over to the next year to the State quota.

(c) The actual amount of disbursement shall depend upon the amount at the disposal of a State Branch and the number of claims, but the aim shall be that a beneficiary gets at least Rs. 250.00 and at the most Rs 1000.00 during an Association Year for the first five years of the scheme. Initially, the claim shall be made with the Local Branch in the case of Branch Members, the State Branch in the case of Direct Members of State Branch and the Headquarters Office in the case of Direct Members attached to the Headquarters. The Branch shall scrutinize all claims and forward them with their recommendations to respective State Branch. The State Branch shall scrutinize all applications and send confidential reports to the Committee of Management along with their recommendation regarding the amount to be distributed to each applicant. The total amount recommended by a State Branch in year shall not exceed the quota at its disposal for the year. The Committee of Management shall examine cases and, if found in order, forward them to the Headquarters Office for payment. In case of Direct Members, the initial claim shall be made with the State Branch Office or the Headquarter Office as the case may be, which shall scrutinize and forward it (a State Branch

shall do so through Headquarters Office) along with its recommendations regarding the amount to be paid, to the Committee of Management for final disposal. The limit of the grant shall be Rs. 10,000.00 but in exceptional circumstances, it may be raised to Rs. 25,000.00 subject to its not exceeding 25% of State share.

(d) Loan to the extent of Rs. 30,000.00 may be granted to an applicant on an interest of 10% per annum, provided the State Branches furnishes proper securities. Such loan shall be repaid in Lump-sum or in installments as agreed upon, within three years from the date of the payment of the loan.

(e) The claims for grant and/or loan besides the recommendation of Local Branch and State Branch, should be accompanied supporting documents from appropriate authorities to the satisfaction of the Disbursing Authority (Amended w.e.f. 30-12-95)

Dr. A.K.N SINHA IMA HEALTH RESEARCH FOUNDATION

71. The Indian Medical Association shall have a “Dr. A.K.N. Sinha IMA Health Research Foundation” set up to deal with all matters relating to the Medical and Health Research Projects and all other projects connected with the implementation of National Health programme.

(A) **Objectives:** The objectives of the Foundation are:

(i) To promote research in the Health, Medical Education, Health Care Delivery, Medical and Allied Sciences and to provide funds therefore;

(ii) To examine and make recommendations for undertaking projects relating to the implementation of National Health Programme by the Association out of grants/funds provided by outside agencies and to appraise performance of such projects;

(iii) To maintain highest standards in promoting research in different branches of modern medicine.

(B) **Sources of Funds:** The fund of the Foundation shall accrue from the following sources:

(i) Interest of investments of IMA Research Fund and IMA Community Welfare Fund.

(ii) Funds/grants received for Projects from outside agencies.

(iii) Donations etc.

(iv) Funds raised by any other method approved by IMA.

(C) **Management:** The Foundation shall be managed by a Management Committee consisting of the following:

Chairman:

(i) National President, Indian Medical Association

Members Ex-Officio

- (ii) Chairman, IMAAMS
- (iii) Dean, IMACGP
- (iv) Chairman, IMA Standing Committee for Finance
- (v) Chairman IMA Standing Committee for National Plans and Community

Health

- (vi) Project Director(s) of Projects undertaken by IMA
- (vii) Honorary Finance Secretary, IMA

The Honorary Secretary General of IMA shall be the Ex-officio, Convenor/Secretary of the Foundation and his office shall be located at IMA House, New Delhi along with the Headquarters of the IMA.

(D) Functions of Management Committee:

- (1) The Management committee shall lay down its procedure of working which shall not be in contradiction and contravention of any of the provisions of the Memorandum, Rules and Bye-laws of the IMA and shall have to be ratified by the Working Committee of IMA before enforcement.
- (2) The Management Committee shall maintain the accounts of all income and expenses of the Foundation and such other records as are deemed necessary. The accounts shall be audited quarterly and annually by the Auditors appointed by the Central Council of IMA for auditing the IMA Headquarters Accounts.
- (3) The Management Committee shall be responsible to the Working Committee and shall submit Half Year Accounts to the body and the Annual Report of the Foundation along with the audited Annual Accounts shall be placed before the Annual meeting of the Central Council every year.
- (4) The Management Committee shall also render audited Statement of Accounts in respect of funds/grants received by the Foundation from outside agencies for different projects undertaken by the Foundation, to such agencies in accordance with the terms and conditions on which the funds/grant has been received (Effective 1-10-94).

Appendix-I THE INDIAN MEDICAL ASSOCIATION

From the Bequest

Persons who desire to benefit the Association by bequest are recommended to adopt the following:

I give and bequeath upto the Indian Medical Association the sum of Rupees (free of taxes and duties) to be applicable for the general purpose of the Association and to be paid out of such portion of my personal estates not specially bequeathed as the Law permits to be appropriated by will to such purpose; and I declare that the receipt of the Honorary Finance Secretary for the time being of the Association shall be sufficient discharge of such legacy.

Appendix-III
INDIAN MEDICAL ASSOCIATION
Model Rules/Bye-laws of I.M.A. Branch
(A Local Branch of the Indian Medical Association)

RULES

Definition:

(Various terms used in these Rules; may be defined)

Name:

1. The name of this Association, which is a local Branch of the Indian Medical Association, a Society registered under the Societies Registration Act XXI of 1880), and having its Headquarters at New Delhi shall be “Indian Medical Association Local Branch”, under the jurisdiction ofState/Territorial Branch of Indian Medical Association.

2. It is formed under the Rules of the Indian Medical Association and shall function as a Local Branch as per constitution of the IMA and the Rules and Bye-laws of the IMA shall apply in any matter and covered by Rules and Bye-laws of this Branch, as contained herein.

3. It shall abide by the decisions and policies of the IMA as laid from time to time.

Office:

4. The registered office of the Branch shall be ordinarily located at the place of the Honorary Secretary of the Branch or at such other place as may be approved by the General body.

Jurisdiction:

5. The Branch shall have jurisdiction over the area as defined by the Working Committee of IMA.

6. It shall function under the jurisdiction of theState/Territorial branch of IMA and shall relate with the aforesaid State/Territorial Branch as laid down by IMA.

Note: Where there is no State/Territorial Branch, it shall be directly attached to IMA Headquarters and known as Direct Local Branch.

Objects:

7. The objects of the Branch are:

(i). To promote and advance medical and allied sciences in all their different branches and to promote the improvement of public health and medical education in India;

(ii). To maintain the honour and dignity and uphold the interests of the medical profession and to promote co-operation amongst the members thereof.

(iii). To work for the abolition of compartmentalism in medical education, medical services and registration in the country and thus to achieve equality amongst all members of the profession.

Methods:

8. For the attainment and furtherance of these objects, the Branch shall follow the methods as laid down by I.M.A. Headquarters/State or Territorial Branch and shall abide by them and support the policies and activities of I.M.A.

Association year:

9. The Association year shall be from 1st April of one year to the 31st March of the following year as to IMA Rules.

Composition of the Branch:

10. The Branch shall consist of members of the IMA who reside and/or practice in the area of jurisdiction of the Branch and whose names are duly approved by Honorary Secretary General of IMA Headquarters of the prescribed form as laid down.

11. The Branch shall maintain a register of all its members, which shall correspond with the register; maintained at the IMA Headquarters and at State/Territorial Branch, IMA.

12. All additions, deletions and transfer of members shall be intimated to IMA Headquarters, through the State/Territorial Branch as laid down in the Rules and Bye-laws of IMA.

13. The Branch on formation shall function as per Constitution and adopt the Model Rules and Bye-laws with any modification/amendment thereof and send the same to IMA Headquarters through State/Territorial Branch for ratification by the Working Committee of IMA. The State/Territorial Branch shall forward its comments if any, to the Headquarters office within 4 weeks from date of receipt. The State/Territorial Branch shall, however, have no powers to approve or modify the same. Till such time, the constitution or amendments of Rules and Bye-laws of the Branch are ratified by the Working Committee of IMA, the Model Rules shall be operative.

MEMBERSHIP

Eligibility:

14. The members of the Branch shall be enrolled as per eligibility clause viz. Rules 12 of IMA Constitution.

Enrollment of members:

15. All prospective and eligible members of the profession shall apply on a prescribed Membership application form to the Honorary Secretary General, IMA Headquarters, who shall approve and accept the membership and intimate the same to all concerned office of IMA. All such application forms shall be accompanied by Headquarters Fund Contribution

(H.F.C.) as laid down from time to time, in such manner as prescribed by Rule 16 of I.M.A. Rules.

CLASSIFICATION OF MEMBERS

Intern Members:

16. All Interns otherwise eligible and as per IMA Rules and Bye-laws having temporary registration with Medical Council of India or various State Medical Councils under the Indian Medical Act, shall be enrolled as Intern Members during their period of Internship only.

Life Members:

17. Life Members shall be enrolled in a similar manner on completion of all formalities and on payment of a lump sum in lieu of yearly subscription and remittance of H.F.C. as provided in IMA Rules and Bye-laws from time to time. They shall be on the rolls of the Branch where they reside/practice/are employed.

18. Life Members shall enjoy all rights and privileges of the Local and State/Territorial Branch without any subscription except payment of such charges that may be levied by the branch for any special activity.

Associate Members:

19. Members of another branch can be elected as Associate members of the branch. They shall not fill in another membership form but shall apply to the branch and pay its subscription only but they would not be entitled to vote and/or hold any office in the branch.

Attached Members of IMA:

20. The medical personnel of Armed Force of India who are attached Members of IMAS Headquarters as per rules of IMA, shall be attached to the Branch where they happen to reside. They shall have all privileges of membership except that of voting and/or holding any office in the Branch. While they will not pay any HFC they shall be required to pay any charges fixed by the branch for day-to-day activity and for any special activity.

Subscription:

21. Members on rolls of the Branch shall pay their subscription to the Branch according to scale fixed by the Branch from time to time and such subscription shall include H.F.C. on their behalf such subscription for the full year shall become due on 1st April every year for existing members.

H.F.C.

22. The Branch shall pay the H.F.C. as fixed by the IMA Headquarters from time to time through the State/Territorial Branch. The existing rate of HFC effective from 1st April 2007 are as under:

	Single Member	Couple Members
Full year (Annual Member)	Rs. 250/-	Rs. 375/-
Life Member	Rs. 3750/-	Rs. 5625/-

23. The Branch will remit the HFC as laid down by IMA Rules in one installment in case of existing Annual Members as on 1st April latest by 30th April each year.

24. The HFC in respect of new members enrolled in the first half of the Association year shall be remitted for full year along with the M.A. forms and for half year if enrolled during second half of the year.

25. The Branch shall also send an up-to-date list of members (Addressograph) on its register of membership as on 31st March on behalf of whom HFC has been remitted in full so as to reach IMA Headquarters through the State/Territorial Branch concerned by the 30th April. All addition and deletion shall also be reported to IMA Headquarter from time to time during the year and lists update upto 31st October and 30th April shall be taken as valid member of the Branch and HFC shall be payable branch on it. In case no corrections are received, the list as on 31st March of last year shall be taken as valid for making payment of HFC.

26. The Branch shall maintain separate lists of members on its register of membership as under:

- (a). Intern Members
- (b). Single Members
- (c). Couple Members
- (d). Life Members – Single and Couple

(e). Associate Members: This will be maintained at Branch level only for within no extra HFC will be required to be sent.

While remitting HFC the Branch shall give statement of HFC based on the above categories of Membership.

Termination of membership:

27. The Rules and Bye-laws of IMA shall be applicable in all cases of termination of membership.

Suspension of Membership:

28. The Rules and Be-laws of the IMA shall be applicable in all cases for suspension of membership.**

Management:

29. The Branch shall govern its affairs through an Executive Committee/Management Committee comprising of the following, in such manner as it decides within the frame work of these Rules and Bye-laws.

Elected Office-Bearers and Members:

- (a). President
- (b). Vice-President/Vice Presidents
- (c). Honorary Secretary Finance/Treasurer
- (d). Honorary Secretary/Finance/Treasurer
- (e). Committee members-their number shall be fixed by the Branch relating to its strength.

***Note: It may be noted that membership is that of IMA and it is the Working Committee of the IMA only which is the authority to suspend/terminate membership and privileges of membership as per the Rules and Bye-laws of IMA. The Branch has no such authority and shall submit its recommendation in the manner as provided in the Rules and Bye-laws of IMA.*

Ex-officio Members:

- (i). Immediate Past Presidents for 2 years
- (ii). Immediate past Honorary Secretary for one year
- (iii). Members of State Working Committee.

Co-opted & Invited Members:

President may co-opt 1 or 2 Members and invite few members.

30. The office Bearers and Members of the Executive Committee shall be elected every year by the General Body of Membership as provided in the election procedure in these Rules and Bye-laws.

Executive Committee:

31. The Executive Committee shall act on behalf of the Branch and shall be vested with the power of general management, it shall meet regularly at periodic intervals.

32. It shall appoint Committees and Sub-Committee for various activities and functions and shall express views on behalf of the Branch when asked for by the State/Territorial Branch and/or the IMA Headquarters.

33. It shall oversee the financial management of the Branch and authorize payments and/or disbursement of funds as provided in these Rules and for such other activities as decided by the Branch from time to time.

34. The Executive Committee shall frame Bye-laws, lay down procedures for day to day functioning of the Branch, conduct yearly elections and exercise all other powers as may be conducive to the Branch within the frame work of these Rules and perform any other function specially entrusted to it by the General Body of the members.

Election of Office-bearers and Executive Committee:

35. Office-Bearers and Members of the Executive Committee shall be elected every year at a General Body Meeting in such manner as provided in these Rules and Bye-laws and as per schedule decided by the Executive Committee, through a process of calling for nominations by a fixed date, scrutiny of nomination and thereafter giving time to valid nominees to withdraw nominations if they like and later fixing a date for election where all members in good standing shall be allowed to vote by secret ballot. the whole process shall be completed by 31st October.

36. The Branch may frame suitable Bye-laws to conduct the election.

Duties of Office-Bearers:

37. The duties and function of Office-Bearers of the Branch shall be as under:

(i). **President:** He shall preside over all meetings and shall be ex-officio member of all Committees. He shall control and guide the affairs of the Branch and shall interpret these Rules and Bye-laws and his decision in all matters shall be final. He shall have a casting vote in case of equality of voting on any account.

(ii). **Vice President:** The President shall be assisted by the Vice Presidents, who shall act on his behalf in his absence.

(iii). **Honorary Secretary:** He shall be responsible for the day to day administration of the Branch under the guidance of the President and/or of the Executive Committee, he shall issue notices of all meetings and maintain records of all business transacted at meetings of the General Body, Executive Committee and other Committees. He shall keep membership record and all documents of the Branch. He shall carry out all correspondence on behalf of the Branch and comply with the essential requirements in relation to the State/Territorial Branch and/or IMA Headquarters. He shall act as Returning Officer for the Branch elections. He shall pass all expenditures and bills and operate Bank Account along with one Joint Secretary and Treasurer.

(iv).**Honorary Joint Secretary:** He shall assist the Honorary Secretary in duties allotted on him by the Honorary Secretary/Branch Executive Committee.

(v).**Honorary Treasurer:** He shall maintain the accounts of the Branch, operate bank account jointly with the Honorary Secretary and in the absence of Honorary Secretary, the Joint Secretary, invest or disburse funds as approved by the Executive Committee through the Honorary Secretary as budget allotments and help raise finances for the Branch including collection of subscription etc. He shall prepare quarterly/half yearly statement of accounts, get them audited as per decision of the Executive Committee.

Meetings of the Branch:

38.The following meetings shall be held:

(i).**Annual General Meeting:** The Annual General Meeting of Members of the Branch shall be held every year before 31st December, to receive Annual Report, Annual Accounts, approve next year's budget, elect representatives of the Branch to various IMA bodies viz. Central Council, State Council and other bodies and to consider constitutional amendments and any resolutions moved by the Executive Committee or Members provided such resolutions have been submitted at least four weeks in advance of the meeting.

(ii).**General Body Meeting:** As per requirements, the Honorary Secretary shall call General Body Meeting for specific purpose like holding election of Branch Office-bearers and Executive Committee in consultation with President or as decided by Executive Committee. Such meeting shall be also called to elect office-bearers of Headquarters and/or the State/Territorial Branch as per Rule of IMA and State/Territorial Branch respectively.

(iii).**Extra-ordinary General Meeting:** It shall be called by Honorary Secretary in consultation with the President and/or as decided by the Executive Committee to consider specific agenda. No other item shall be considered in this meeting.

(iv).**Requisition Meeting:** It shall be called by the Honorary Secretary in consultation with the President/Executive Committee on requisition from such specified number of members as decided by the branch and laid down in these Rules, within a fortnight of the receipt of requisition to consider the specific item of agenda as demanded by the requisitionists. No other matter will be transacted at this meeting.

(v).**Scientific/Academic and Social Meetings:** These meetings may be called by the Honorary Secretary as expedient.

39. The Executive Committee shall fix the venue to the meetings and prescribe the quorum for respective meetings.

Bye-Laws:

40. All Bye-laws operative to the Rules shall be framed by the Executive Committee and shall be in operation thereafter till alterations are effected.

Rules:

41. Amendments to these Rules shall be made at the Annual General Meeting of the Branch provided a due notice of the same is given by the members of Executive Committee. Such amendments as approved shall come into force only after being ratified by the Working Committee of IMA.

IMA College of General Practitioners:

42. Members of the Branch shall be eligible to become Members of the IMACGP. On becoming the members of the College, they shall be on the rolls of the College in the list maintained at the Headquarters of the college and also at the State Faculty and at Sub-Faculty if such Faculty/Sub-Faculty exist in the area of their jurisdiction.

43. The Rules/Bye-laws of the College shall be subscribed by each member.

IMA Academy of Medical Specialties:

44. Members of the Branch may become members of the IMA AMS provided they are eligible as per Rules and Bye-laws of the Academy. Those who become members of the Academy, shall be on the roll of the Headquarters of the Academy and also on the roll of the State Chapter and Local Branch Chapter if they exist.

Privilege of Membership:

45. On being enrolled and membership being approved by IMA Headquarters, the member shall be entitled to all privileges of membership of the Association as provided in the Rules of IMA and also to those of the Local Branch, for the period for which he has paid subscription and of the State/Territorial Branch through which HFC on his behalf has been remitted to IMA Headquarters. These privileges shall include-

(i).Receiving a copy of the Journal of the Association and other publication of the Association either free or at such rates as fixed by the Association from time to time.

(ii).Attending and taking part in discussion at all general and clinical meetings organized by the IMA Headquarters or its Local/State/Territorial Branch, of which he is a member.

(iii).Attending the Medical Conference organized by IMA Headquarters or State/Territorial Branch; and

(iv).Enjoying such other privileges that may hereafter be conferred by the Association under specified conditions e.g. joining IMA Study Tours, IMA Benevolent Fund or other Membership Services/Benefits Schemes etc.

BYE-LAWS

Bye-Laws for operation of provisions of these Rules shall be framed by the Executive Committee and shall be as under:

1.

2.
3.

Appendix

Note: Part of obligatory requirements by Branches in matter of sending membership lists, HFC representatives etc are compiled as the Secretaries Manual and be referred to.