



Manual For IMA Local BRANCHES

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Chairman-Hospital Board of IMA AP.

Local Branches:

- The members of the Association shall, whenever possible, group themselves into separate local bodies styled as Local branches.
- Each Local Branches shall have a local area for its jurisdiction and operations to be finally approved by the Central 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.
- A No two Local Branches shall have over lapping jurisdiction and operations in the same area.

To form local branch, how many minimum members are needed?

- Just 10 members.

Is it necessary to register the local branch?

- Yes. Even though the IMA H.Q. was registered under societies act, It's advisable that all state and local branches shall get registered by submitting their "by-laws" and other relevant data.
- It's also advisable that Every local branch, should get its own PAN card and own bank account and email id& phone number.

Headquarters and Journal Office:

The Headquarters of the Association shall be at the IMA House, Indraprastha Marg, New Delhi - 110002, and the office of the Journal of the Association shall be at IMA House, 53, Creek Row, Calcutta-7000 14. The office of the other Journal, periodicals etc., shall be located at places decided by the Central Council.

State territorial office:

State secretary,
27-1-11, IMA HALL, OPP to hotel SWARNA PALACE,
ELURU ROAD, Governorpet, VIJAYAWADA-520002.

Mail id: imaapstate2015@gmail.com
Website: www.imaapstate.com
Web blog: www.imaapstate1.blogspot.in

What type of activities the local branch should do?

- Organizing CME PROGRAMS, SEMINARS, WORK SHOPS, BLS&ALS Skill training courses- to members, paramedics &nurses.
- Visiting newly practicing and in-service doctors to encourage enrolment in to IMA and its various wings &schemes.
- Visiting nearest medical colleges to form "IMA Medicos wing" and Enrolling PG students and interns as new members.
- Organizing free health camps in surrounding needy areas.
- Enrolling IMA members in to various welfare schemes like- FSS,FBS,PPW and Hospital board.
- Encouraging the members to take PG diploma & Fellowship courses conducted by IMA CGP.
- Sending postal addresses, mail id and mobile data of branch members to state office once every year in the month of December.
- Submitting the activity report half yearly to the state and H.Q. office.
- Observing the IMA's important days and sending the activity report to state&H.Q. offices.
- Participating in all IMA H.Q. & STATE IMA sponsored programs.
- Reporting every medico-legal case, every un-ethical act of hospitals to the state office.

How the discipline is maintained in branch?

- Observing strict protocol in all meetings.
- Maintain protocol in every act - arranging chairs on the dias, fixing banners, Flag salutation, IMA prayer, IMA pledge, calling dignitaries to the dias, medallion adornment, meeting called to order, etc.....
- Conducting annual elections in the month of October every year.
- Conducting executive meetings and general body meetings when ever necessary.
- Submitting grievances& suggestions by addressing state general secretary.

Disciplinary Control Over Branches:

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 over all discipline and control of the Headquarters and abide by its Rules & Bye-laws as amended from time to time.(Effective from 30.12.95)

IMA Flag Salutation (Live to Serve)

(Any meeting of IMA shall start with IMA Prayer. One of the office bearers should lead the Prayer).

We, The members of the Indian Medical Association stand here to salute our National Flag.

Its honour and glory shall be our light and strength and its course shall be our course.

We pledge our allegiance to it and realizing our responsibilities as the accredited members of this national organisation,

We swear,

We will dedicate everything in our power to see it fly high in the comity of nations.

Jai Hind!

IMA Prayer.

May everybody be happy
may every one of us see to it,
that nobody suffers from any pain or sorrow
i do not ask for crown nor i wish to be in heaven or reborn
i only want to alleviate the suffering of those people,
who are burning in fire of sorrow.

IMA Pledge

(Every member should get it frames in his or her office. It should never be violated in its letter and spirit.)

I solemnly pledge myself to consecrate my life to service of humanity.

- Even under threat, I will not use my medical knowledge contrary to the laws of Humanity.
- I will maintain the utmost respect for human life from the time of conception.
- I will not permit considerations of religion, nationality, race, party politics or social standing to intervene between my duty and my patient.

- I will practice my profession with conscience and dignity.
- The health of my patient will be my first consideration.
- I will respect the secrets which are confined in me.
- I will give to my teachers the respect and gratitude which is their due.
- I will maintain by all means in my power, the honour and noble traditions of medical profession.
- I will treat my colleagues with all respect and dignity.
- I shall abide by the code of medical ethics as enunciated in the Indian Medical Council (Professional Conduct, Etiquette and Ethics) Regulations 2002.

I make these promises solemnly, freely and upon my honour.

How to maintain public relations?

By inviting the beurocrats of municipal/panchayat/mandal officers,,legal experts,police officials, fire safety officers,labor officials,pollution control authorities,political&social leaders to every meeting to exchange ideas and getting clarifications relevant to our profession.

What type of committees can form at branch level?

Action committee, medical ethics committee, scientific committee, swach hospital committee.

Apart from these,the branch president can constitute needy committees when ever situation demands.

What type of representatives shall be elected or nominated?

- State council Rep.- to attend IMA AP state general council meetings.
- Central council Rep.- to attend IMA H.Q. central council meetings.
- Hospital board Rep.- to enroll nursing homes, labs as affiliated members of Hospital board.
- FSS Scheme & FBS &PPW& Health insurance &IMA H.Q. Pension scheme Reps.- to look-after the payments of fraternity benefit and to enroll more members in to these schemes.

What every IMA member should do?

Visit our web site & blogs every week.

www.imaapstate.com

& www.imaapstate1.blogspot.in

and the members can contribute money,service,intellect to the IMA.

(Donation to IMA is exempted under the income tax act 80G.)

How the branch mitigate attacks on doctors&face the legal tussels?

- By appointing one medico-legal expert and taking advise when ever necessary.
- By meeting local police and district police authorities.
- By discussing with district and state PPW medicolegal experts.
- By managing the media effectively.
- By proper counseling the grieved party.
- By imparting training to doctors about correct medical documentation, informed consent,counseling.

How to get NOC from fire safety department?

Procedure for obtaining NOC

- Ø Application in the prescribed proforma should be submitted in any eSeva center
- Ø Submit proposed construction plan -5 sets(site plan, floor wise plan, terrace plan, Section and Elevation duly marking fire safety systems.
- Ø General information proforma and checklist dully filled .
- Ø Estimates towards the provision of fire safety systems.
- Ø 15% of the estimates of Fire Safety system as Bank Guarantee.
- Ø Undertaking on Rs 100/- Stamp paper.
- Ø Fire Precaution Fund @Rs.10 per Sq meter of built up area
- Ø Amount for total built up area should be paid by Challan only.
- Ø eSeva User charges i.e Rs 150 shall be paid by cash only.

For various forms to be downloaded,browse-

http://www.fireservices.ap.gov.in/checklist_download.htm

what is the life-membership fees?(as on 2015):

Title : IMA MEMBERSHIP FEES

Description :

Dear PG MEDICAL STUDENTS,& Doctors,

Be a member of IMA & Get lot of benefits.

Just download the application by clicking the "downloadable forms" in the home page of our website.Fill it and send by post /courier along with D.D. and MBBS degree&Reg.certificates to

---- "Hony state secretary,27-1-11,IMA HALL,OPP to hotel SWARNA PALACE,ELURU ROAD,Governorpet,VIJAYAWADA-520002.

Take D.D. in favor of "Indian medical association, A.P. state", Payable at Vijayawada.

The rates are as follows(excluding local IMA branch fees) be effective from 1st July, 2014.

For Single Life Member Rs.5865/- and For Couple Life Members Rs.8790/

FORMATION OF LOCAL BRANCHES .

Members of the AP State Branch shall, whenever possible, group themselves into separate local bodies styled as Local Branches. Each Branch shall have a local area to be determined by the State Executive, and approved by the Working Committee of the Association and ratified by the State Council of Indian Medical Association A.P. State Branch.

A minimum of Ten persons who are eligible to be members of the Association (as per rule 12) practicing, residing or employed in a place or its neighborhood may resolve to form themselves into a Local Branch of the Association by a resolution passed at a General Body Meeting of such persons convened for that purpose. The resolution along with the names of the office bearers of the new Branch, the signed Membership Application forms, Branch formation fee and HFC as per By-laws shall be sent to the State Branch. The State Branch shall consider the resolution and forward its recommendations along with a copy of the resolution, the names of the office bearers, the Membership Application forms and the Head-Quarters quota of the Branch formation fee and HFC to the HQ for final approval of the Branch by the Working Committee at its next meeting. The Branch formation fee shall be shared equally by the State Branch and the IMA HQ.

FUNCTIONING OF THE LOCAL BRANCHES

Local Branches shall be independent of each other.

Subject to the Rules and By-laws of the AP State Branch each Local Branch shall be very free to:- local branches can frame their own by-laws but they shall conform to the by-laws of IMA AP state.

Govern itself in such manner as it shall think fit, and for that purpose, to make from time to time Rules and By-laws as it may think fit.

To repeal or alter the same as and when it shall consider it expedient. The Rules and By-laws in force shall conform to the Rules and By-laws of the AP state Branch , and these shall have been approved by the AP State Branch, subject to subsequent ratification by the Working Committee of the Headquarters.

All the Local Branches in the State of AP shall be guided by the AP State Branch and its Rules and By-laws. The AP State Branch shall become the medium of communication between the Local Branches and the Headquarters at New Delhi. In the event of a difference of opinion on any matter, the Local Branches may appeal to the Working Committee at the IMA Headquarters with copy of the appeal being sent to the AP State Branch. The opinion of the Working Committee shall be obtained and pending this decision, the State Executive decision shall prevail. The Rules and By-laws of the Headquarters shall apply in all matters where no specific provision has been made in the Rules and By-laws of the AP State Branch or the Local Branch.

There shall be a model set of Rules and By-laws to act as guidelines for Local Branches, as approved by the Headquarters Working Committee.

A Local 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 By-laws as and when it may consider it expedient. The Rules and By-laws so made, and for the time being in force, shall be binding on the members constituting the Branch with reference to which they are made, provided that such Rules and By-laws are in general conformity with the Rules and By-laws of the Association, and have been approved by the Association and ratified by the Headquarters Working Committee.

A Local Branch, after its formation, shall send its Rules and By-laws to the Headquarters, with a copy to the AP State Branch. The AP State Branch should forward its comments, if any, to the Headquarters within four weeks from the date of receipt. The AP State Branch shall however have no powers to approve or modify the same.

Until such time as the Constitution, Rules and By-laws of a newly formed Local Branch or those of existing Local Branches, which do not have constitutions of their own, or any amendments/alterations/additions, etc. of existing Rules and By-Laws are ratified by the Central Working Committee, the model set of Rules and By-Laws as prescribed by the Working Committee shall be operative.

The AP State Branch shall not be liable for any debts or liabilities of any of its Local Branches nor shall any of its Local Branches be liable for any of the debts or liabilities of the AP State Branch.

GENERAL RULES FOR THE LOCAL BRANCHES

The Local Branches shall submit to the Headquarters and the Journal Office through the AP State Branch a six monthly or yearly return of the members on their roll by the 28th December for yearly, and 28th June for Half-yearly contributions each year. This shall include a list of names and addresses of new members, defaulters, and those members who have changed/left the Branch, with their new Branch and address if available. A report of the Local Branch during that period shall also be submitted to the State Branch.

The Local Branch, shall pay a contribution to the Headquarters (Headquarters Fund Contribution) and AP State branch (State Fund Contribution) an amount to be fixed from time to time by the Headquarters and the AP State Branch Executive respectively, as per head, per year for all the members on its roll on the 28th December each year. Such contribution shall become due on the 28th December each year or any other date that may be fixed by the Headquarters. New Branch members shall pay a full year's contribution if the members joins in the first half of the Association year, or a half year's contribution if the members joins in the second half of the Association year.

State council representatives from local branches: The Representatives from the Local Branches at the State Executive shall be appointed in the following pattern:-

For every twenty to hundred members there shall be one representative, and thereafter for every hundred members of part thereof one additional representative shall be appointed.

In case any representative of Local Branches is unable to attend any meeting of the State Executive, the President of the said Branch may nominate any other member of the Branch to deputize for that meeting. The names of such members who are so deputed shall be communicated to the Honorary Secretary of the AP State Branch before the meeting.

All office bearers of local branches shall be Life Members of the Association.

Members desiring to become President, Secretary or Treasure of Local Branches should have worked on the executive committee of the Local Branch for two years preceding the appointment in the above mentioned posts; of these, one year should preferably have been as Vice-President, Joint Secretary or Joint Treasurer.

3. MEMBERSHIP

ELIGIBILITY FOR MEMBERSHIP

Any person possessing medical qualifications as lay down by the Indian Medical Degree Act, 1916 (act VII of 1916) and the Indian Medical Council Act of 1956 as amended from time to time and approved by the Indian Medical Association (H.Q), and registered with a Medical Council in India, shall be eligible for membership with, as far as possible, the Local Branch where he/she ordinarily practices or resides; or the nearest neighborhood Local Branch in the event that a Local Branch does not exist in his/her immediate area.

CLASSIFICATION

BRANCH MEMBERS

Any person enlisting as a member through a Local Branch as per the Rules and By-laws of the Indian Medical Association shall be called a Branch Member.

Branch Members may be:

- A. Single Members :
- B. Couple members:- In case of husband and wife both being members of the same Branch, they will be referred to as Couple Members.

ii. LIFE MEMBERS

Members eligible for membership who pay a lump sum in lieu of a yearly subscription according to the By-laws laid down for the purpose by the Head Quarters shall be called Life Members.

iii. ASSOCIATE MEMBERS

Members of one Branch who are accepted as Associate Members of another Branch according to the Rules and By-laws of that latter Branch enjoying all the privileges of membership of that latter Branch except that of voting or holding office, shall be called Associate Members.

iv. ATTACHED MEMBERS

The medical personnel of Armed Forces of India, who are eligible for membership of the Indian Medical Association, shall become members attached to the Headquarters and shall be called Attached Members.

v. INTERN MEMBERS

All interns, otherwise eligible and registered temporarily with various State Medical Councils under the Indian Medical Council Act 1956 may be enrolled as intern members for the period of their internship only. These members will be considered for regular membership on their obtaining full registration, after completion of internship.

vi. STUDENT MEMBERS (See Appendix - I)

SUBSCRIPTION AND CONTRIBUTIONS

BRANCH MEMBERS

Branch members on the rolls of Local Branches shall pay their subscription to the Branch according to the scale fixed by the Branch from time to time and such subscription shall include Headquarters Fund Contribution, as fixed by the central Working Committee, State Fund Contribution and any special fees that may be levied by the State Executive from time. Such subscriptions for one full year shall become due on 28th December every year for existing members.

LIFE MEMBERS

Life Members shall be enrolled on payment of a lump sum in lieu of the yearly subscription and remittance of a Headquarters Fund Contribution as provided in the Indian Medical Association Rules and By-laws from time to time.

Life members shall enjoy all rights and privileges of the AP State Branch and the Headquarters, without any further subscriptions. Any subscription that may be levied by the Local Branch for any local or special activity shall be paid additionally.

ASSOCIATE MEMBERS (pay only to local branch)

Associate Members shall pay the subscription fixed by the Local Branch concerned for Associate Members, but the Local Branch shall not charge the Associate Members any Headquarters Fund Contribution, or State Fund Contribution.

ATTACHED MEMBERS

Attached Members shall not pay any State Fund Contribution but shall be required to pay the same charges as levied by the Local Branches from Branch members for day to day activity and for any special activity.

Attached Members as per the rule B. iv. shall also be eligible to get themselves attached to any Local Branch under whose jurisdiction they might be posted for the time being. Such members shall be governed by the Rules and By-laws of the Headquarters as regards the procedure for selection as members, and shall be entitled to receive the Journal of the Indian Medical Association.

Attached Members shall pay a subscription of an amount including H.F.C. as fixed by the Working Committee, which shall become due on 28th December every year. New attached members joining the AP State Branch in the second half of Association year shall pay only half the annual subscription for the half year.

INTERN MEMBERS ((pay only to local branch fees)

Shall pay the same subscription as applicable to Associate Members.

STUDENT MEMBERS

Members of the Students Wing shall not be liable to pay any fees.

GENERAL RULES FOR SUBSCRIPTIONS

The quantum for all subscriptions payable to the AP State Branch shall be determined/ altered as necessary by the State Executive. That portion of the contribution collected as Headquarters Fund Contribution shall be remitted on behalf of the members to the Headquarters, by the AP State Branch.

i. All subscriptions and contributions shall become due on 28th December every year, for the first half and on 28th June for the second half.

A member enrolled at any time during the first half of that year, shall pay the full subscription for that year and half the subscription if enrolled at any time during the second half of that year.

In case of husband and wife both being members of the same Local 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 second half of the year and shall be entitled to one copy of the Journal. Headquarters Fund Contribution shall be in same proportion.

PRIVILEGES OF MEMBERSHIP

All members, including Life Members, shall have right to enjoy the privileges of membership of the Association, and of the Local Branch through which he/she is a member.

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

All members shall have the right to attend the Annual Conferences organized by the AP State Branch or any of its Local Branches on such terms as laid down in the By-laws.

A member shall be entitled to receive a copy of the Journal of the Indian Medical Association and of other publications of the AP State Branch. The publication of the AP State Branch if any, shall be available to members on payment of a journal fee currently fixed at Rs. 150.00 per annum or any charge that the Executive Committee may assign at a future date.

Associate Members, Intern Members, Student Members and Attached Members may not vote on any matter, including resolutions and elections, at any Indian Medical Association meeting, whether at Local Branch or at State level; nor shall they represent the Association or its Local Branch in any matter, in any outside body, in any capacity.

Such members shall however enjoy all other privileges of the AP State Branch including the privilege of participating in discussions, and proposing resolutions.

All members shall enjoy any other privileges that may hereinafter be conferred by the Indian Medical Association.

The period of entitlement to the above mentioned privileges, shall correspond to the period for which subscriptions have paid.

E. GENERAL RULES OF MEMBERSHIP

a) ENROLMENT

- Every candidate for membership of the AP State Branch 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 forward it to the Branch Secretary or Treasurer along with a copy of the his/her M.B.B.S. degree (or Medico Cirujiao Certificate), a copy of the Medical Council Registration Certificate and the required subscription of the Branch which shall include the Headquarters Fund, State Fund, Admission

Fee and any other special fee that may be levied by the State Executive or the Local Branch.

The Local Branch shall consider the application, verify the certificates, and submit its recommendations to the office of the State Branch along with the copies of certificates, the required Admission Fee and Headquarters Fund Contribution (H.F.C.) either for the whole or half year as the case may be, within a month of the receipt of the application. If the State Branch office accepts the application, the Secretary of the State Branch shall forthwith forward the Membership Application Forms, copies of the certificates, Admission Fees and H.F.C. to the Headquarters at New Delhi. The membership of the applicant shall begin after the Honorary General Secretary, Indian Medical Association Headquarters has approved the application. The Honorary General Secretary shall convey to the Journal office at Calcutta the name and address of the new member and forward one copy of the application form for their records. An applicant's membership shall become active one and a half months from the date of acceptance of his application by the State Executive, when confirmation of his membership is received from the Headquarters.

b) **TRANSFER OF MEMBERSHIP**

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

c) **CESSATION OF MEMBERSHIP**

On cessation of membership, the person concerned shall automatically cease to enjoy any privileges, or to hold any office, or appointment in the AP State Branch or its Local Branches.

d) **TERMINATION OF MEMBERSHIP**

Membership may be terminated by:-

- i) **Resignation :-** A member may, at any time resign his/her membership by giving notice in writing to the Branch Secretary.

The resigning member shall pay up all his/her dues, and the Secretary concerned shall issue a statement of outstanding dues against the member if all dues are not paid, along with his/her resignation to the State Executive for information and necessary action.

- ii) **Removal of the name from the Rolls for non-payment of subscription:-**

The Local Branch shall be free to make any rules it likes within the laws of natural justice, about payment of its dues from members. But the Headquarters Fund Contribution and State Branch Contribution or subscription from a Local Branch in respect of any member should be received within three months of the date on which it falls due. If the contribution still remains unpaid, registered notice shall be sent to the members at the address appearing on the register of members, clearly stating that if the dues are not paid within one month, all privileges of membership shall be suspended for the member. If the dues still remain unpaid, privileges of membership including the supply of the Journal shall be suspended and the case shall be put before the State Executive for any action it may decide to take.

- iii) **Removal of the name from the Rolls for undesirable conduct :-**

If the conduct of any member be deemed by the State Executive, or Local Branch, to be prejudicial to the interests of the Association or calculated to bring the medical profession into disrepute, he or she may be asked to submit a written explanation of his or her conduct. In the event of the explanation of his or her conduct being found unsatisfactory, the member may be asked to apologize or to resign from the AP State Branch.

If the member is agreeable, his/her apology or resignation shall be accepted and sent to the Headquarters through the State Branch with a confidential note giving details of the case for future reference.

In the event of the said member refusing either to apologize or to resign when asked to do so, a General Body Meeting of the Branch shall be called to consider the case. At least seven days' notice of the meeting shall be given to the member concerned and he/she shall be given an opportunity to explain his/her conduct if he/she desires to do so. If at the meeting three fourths of the members present and voting record their votes for the removal of his/her name from membership, the resolution shall be sent to the Headquarters through the State Branch for confirmation and his/her name shall be removed from the register of membership of the Branch only after receipt of such confirmation.

In the meantime, he/she shall be suspended from enjoying any privileges of membership.

iv) By virtue of removal of the name from the Medical Council Register:-

If, for any reason, including conviction of any crime and/or moral turpitude, the name of a member is struck off the Register of the Indian Medical Council, or any State Medical Council, then that individual shall automatically cease to be a member of the AP State Branch, with immediate effect.

However a judgment against a member, under the Consumer Protection Act, or in the Civil Court, shall not construe as a penal clause for suspension unless so specified by the Indian Medical Association or the State Medical Council.

e) RE – ADMISSION

Persons who have ceased to be members under Rules 3. E.d.ii., can be re-admitted on a fresh application being made by them and on payment of any dues outstanding against them on the date when they ceased to be members. The State Executive shall however, have the power to waive a part or the whole of any outstanding dues against such a member on recommendation of the Branch concerned. Members whose names have been removed under Rule 3.E.d.iii., may be re-admitted on expiry of two years or thereafter, provided their application for re- admission is supported by ten members of the AP State Branch testifying to his/her good conduct during the intervening period; but the members who have resigned under this clause shall be re-admitted only after submitting a written apology acceptable to the Working Committee on recommendation of the Branch concerned, and the State Executive. There shall be Re-Admission fees, as prescribed by the Headquarters.

f) CONVERSION OF ANNUAL MEMBERSHIP TO LIFE MEMBERSHIP

The Local Branch Secretary should get the member to fill a new M.A. form and write at the top of the form in red ink or red ball-point pen "Conversion from Annual Membership to Life Membership. His Serial Number from the General List is"



Part-I

MEMORANDUM OF THE ASSOCIATION

Name:

- I. The name of the Association is "Indian Medical Association _____ Local branch", hereinafter called the "Association".

Office

- II The office of the local branch association:

Address:

Objects:

- III The objects of the Association are:
1. 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.
 2. To maintain the honour and dignity and to uphold the interest of the medical profession and to promote co-operation amongst the members thereof;
 3. To work for the abolition of compartmentalism in medical education, medical services and registration in the country and thus to achieve equality among all members of the profession.

Methods:

- IV For the attainment and furtherance of these objects, the Association may
1. Hold periodical meetings and conferences of the members of the Association and the medical profession in general.
 2. Arrange from time to time congresses, conferences, lectures, discussions and demonstrations on any aspect of the medical and allied sciences.
 3. Publish and circulate journal, which shall be the official organ of the Association of a character specially adapted to the needs of the medical profession in India and which shall undertake publicity and propaganda work of the Association through its columns and publish other literature in accordance with the objects of the Association.
 4. Maintain a Library and an Association Office.
 5. Publish from time to time transactions and other papers embodying medical researches conducted by the members or under the auspices of the Association.

6. Encourage research in medical and allied sciences with grants out of the funds of the Association, by the establishment of scholarships, prizes or rewards and in such other manner as may from time to time be determined upon by the Association.
7. Conduct educational campaign amongst the people of India in the matter of public health and sanitation by cooperating, whenever necessary, with different public bodies working within the same object.
8. Organise medical corps for providing medical relief during epidemics and in times of emergency.
9. Consider and express its views on all questions and the laws of India or proposed legislation affecting public health, the medical profession and medical education and initiate or watch over or take such steps and adopt such measures from time to time regarding the same as may be deemed expedient or necessary.
10. Purchase, take lease of or otherwise acquire, hold, manage, let, sell, exchange, mortgage or otherwise dispose of movable or immovable property of every description and all rights or privileges necessary or convenient for the purpose of the Association and in particular any land, building, furniture, household or other effects, utensils, books, newspapers, periodicals, instruments, fittings, appliances, . apparatus, conveyance and accommodation as and when deemed necessary or desirable in the interest of the Association, sell, demise let, hire out, mortgage, transfer or otherwise dispose of the same.
11. Erect, maintain, improve or alter and keep in repair any buildings for purpose of the Association.
12. Borrow or raise money in such manner as the Association may think fit and collect subscriptions and donations for the purpose of the Association.
13. Invest any money of the Association not immediately required for any of its objects in such manner as may from time to time be determined by the Association.
14. Assist, subscribe to or co-operate or affiliate or be affiliated to or amalgamate with any other public body whether incorporated registered or not, and having altogether or in part objects similar to those of the Association.
15. Create or assist in creating Branches for any of the purposes aforesaid.
16. Do all such other things as are cognate to the objects of the Association or are incidental or conducive to the attainment of the above objects.

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 ;) .

- 'Direct Local Branch' means a Local Branch of the Association attached to the Headquarters office of the Indian Medical Association.
- 'Local Branch' means a local branch of the Association formed under the rules.
- 'State territorial Branch' means a State territorial Branch of the Association as formed under the Rules.
- 'Association' means the Indian Medical Association.
- 'Headquarters' means Headquarters office of the Indian Medical Association.

Rules and Bye-laws of Local Branches: as stipulated by IMA H.Q.RULES -8.1

- 8(i) There shall be a model set of Rules and Bye-laws to act as guidelines for Local and State Branches as 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.
- V) 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 decision 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.

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 of State 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 the ...State 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 per 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.

“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)”.

“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 of 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”.

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.

“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”.

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 Intern ship only.

Life Members:

17. Life Members shall be enrolled in a similar manner on completion of all formalities and on payment of a hump 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 fare 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 H.F.C. they shall be required to pay any chargers 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 July 1st 2014, are as under:

Member	Single	Couple
Life Member	Rs.5865/-	Rs. 8790/-

23. The Branch will remit the H.F.C. as laid down by I.M.A. Rules in one installment in case of existing Annual Members as on 1st April latest by 30th April each year.
24. The H.F.C. 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 H.F.C. 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 Headquarters 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 H.F.C. shall be payable by 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 H.F.C.
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 H.F.C. will be required to be sent.

While remitting H.F.C. the Branch shall give statement of H.F.C. based on the above categories of Membership.

Termination of membership:

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

Suspension of Membership:

28. The Rules and Bye-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 ~hat 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 President for 2 years
- (ii) Immediate past Honorary Secretary for one year
- (iii) Members of CWC REGULAR and 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 authorise 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 provide 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.

IMA Hospital board:

- All hospitals and labs shall be affiliated with HBI to get Guidance in getting accreditation, empanelment, authentication of IMA HBI, Insurance companies and NABH&NABL.
- HBI acting in liaison with Quality council of India to ensure delivery of quality services from the affiliated hospitals&labs.
- HBI by negotiating with equipment manufacturers&distributors of medical devices, could guide the affiliated hospitals in procuring quality equipment at fair prices with good assured post sales service.
- HBI will file petitions in judiciary to fight unjustified acts& regulations.
- HBI would fight for private hospitals in all fronts by using various platforms.

Privilege of IMA 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 H.F.C. 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 organised by the IMA Headquarters or its Local/State/Territorial Branch, of which he is a member.
- (iii) attending the Medical Conference organised 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 is matter of sending membership lists. H.F.C representatives etc. are compiled as the Secretaries Manual and be referred to.

Disciplinary Control Over Branches:

. 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 over all discipline and control of the Headquarters and abide by its Rules & Bye-laws as amended from time to time.(Effective from 30.12.95)