

**RULES AND BYE-LAWS  
OF  
PUNJAB STATE INDIAN MEDICAL ASSOCIATION**

RULES AND BYE-LAWS OF INDIAN MEDICAL ASSOCIATION PUNJAB STATE BRANCH, in conformity of the Rules and Bye –Laws of Indian Medical Association, I.M.A. House, Indra Prasth Marg, New Delhi (Head Quarter of I.M.A.)

**MEMORANDUM OF THE ASSOCIATION**

**NAME**

1. Name of the Association is “Indian Medical Association PUNJAB STATE BRANCH.”

**OFFICE**

2.
  - A) Office of the Association is located at I.M.A. House, Bhai Randhir Singh Nagar, Ludhiana 141001, Punjab.
  - b) Hony State Secretary and Hony State Financial Secretary shall be elected from any local I.M.A. Branch under I.M.A. Punjab State.
  - c) The State Office shall have secretarial and other staff as may be necessary.
  - d) Hony. State Joint Secretary shall be elected from any local I.M.A. Branch from Ludhiana.
  - e) Hony. State Joint Secretary will look after the I.M.A. Punjab State Office at Ludhiana and supervise day to day working under the direction & advice of the state council through the Hony. State Secretary.
  - f) Hony. Assistant Secretary will be nominated by the President from the members of I.M.A. of the Local Branch of which the President is a member. The Assistant Secretary will assist the President.

**OBJECTS**

3. The objects of the Association are:
  - i) To promote and advance medical and allied sciences in all their different branches to promote the improvement of public health and medical education in Punjab.
  - ii) To main the honour and dignify and to uphold the interests of the medical profession and to promote cooperation amongst the members thereof.
  - iii) To work for the abolition of compartmentalism in medical education, medical services and registration in the country and this to achieve equality among all members of the profession.

**METHODS**

4. For the attainment and furtherance of the objects, the Association may:

- i) Hold periodical meetings and conferences of the members of the Association and the medical profession in general.
- ii) Arrange from time to time congresses, conferences, lectures, discussions and demonstrations on any aspect of the medical and allied sciences.
- iii) Publish a regular Bulletin of the Punjab I.M.A. giving all the activities and other information in it.
- iv) Maintain a Library and an Association Office.
- v) Publish from time to time in the journal of the Indian Medical Association transactions and other papers embodying, medical researches conducted by the Members or under the auspices of the Association.
- vi) Encourage Research in medical and allied sciences with grants out of the funds of the Association, by the establishment of the scholarships, prizes or rewards and such other manner as may from time to time be determined upon by the association.
- vii) Conduct educational campaign among the people of Punjab in the matter of public health and sanitation cooperating with different public bodies working with the same object.
- viii) Organise medical camps for providing medical relief during epidemics and in times of emergency.
- ix) Consider and express its views on all questions and the laws of the state 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.
- x) 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 and when deemed necessary or desirable in the interest of the Association, sell, let, hire out, mortgage, transfer or otherwise dispose of the same.
- xi) Erect, maintain, improve or alter and keep in repair any building for the purpose of the Association.
- xii) Borrow or raise money in such manner as the Association may think fit and collect subscriptions and donations for the purposes of the Association.
- xiii) 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.
- xiv) Assist, subscribe to or co-operate with any other public body whether incorporated, registered or not, and having altogether in part objects similar to those of the Association.
- xv) Create or assist in creating branches for any of the purpose aforesaid.
- xvi) Do all such other things, as are cognate to the objects of the Association or are identical or conducive to the attainments of the above objects.

- xvii) To provide facilities for continuing medical education to its members, IMA College of General Practitioners has been established under the auspices of IMA Punjab State Branch. The Memorandum, Rules and Regulations of IMA College of General Practitioners shall have to be approved by the State Council of IMA Punjab and shall be in conformity with the Rules, Memorandum and Bye –Laws of IMA College of General Practitioners (Headquarters) I.M.A House Indra Prasth Marg, New Delhi.
- xviii) I.M.A. Academy of Medical Specialties has been started to impart higher continued Medical Education.

## **PART II RULES OF THE ASSOCIATION DEFINITIONS**

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

- a) “Association” means the Indian Medical Association Punjab State Branch.
- b) “Conferences” means the annual Punjab Medical Conference organized under the auspices of Indian Medical Association of Punjab State Branch.
- c) “State Council” means the State Council of Indian Medical Association of Punjab as constituted under the Rules of Association.
- d) “State Offices” means State Office of Indian Medical Association Punjab State Branch.
- e) “Local Branch” means a Local Branch of the Association as formed under the Rules of the Association.
- f) “College” means IMA College of General Practitioners Punjab State Faculty under the auspices of IMA Punjab State.
- g) “Journals” means IMA Punjab Bulletin or any other publication of the Association or of the College as defined.
- h) “Headquarters” means Headquarter office of Indian Medical Association New-Delhi India.
- i) “State Headquarter” means State Office of the Association and the College i.e. I.M.A. House Ludhiana.
- j) “Academy” means I.M.A. Academy of Medical Specialties Punjab State I.M.A.
- k) “Bhavan” means Punjab State Bhavan which is the State Office of I.M.A.Punjab at Ludhiana.
- l) “Rules and Bye-Laws” means rules and bye-laws of the Association.

## **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 enrolled in

such manner and upon such conditions as may be prescribed from time to time by the Rules and Bye-laws.

### **REGISTER OF MEMBERS**

2. There shall be a Register maintainer at the State Headquarters in which the names of all the Members of the Association shall be entered with their qualifications, Registration numbers and Addresses branch wise and direct members shall be entered under separate head.

### **LOCAL BRANCHES**

3. The members of the Association shall, whenever possible, group themselves into separate local bodies styled Local Branches.

4. Each Local Branch shall have a local area to be determined by the State Working Committee of the Association and ratified by the State Council of Indian Medical Association Punjab State Branch.

### **STATE BRANCH**

5. All Local Branches within the state of Punjab shall form a group to constitute the State Branch.

### **DIRECT LOCAL BRANCH**

6. As there is a State Branch, no Local Branch can become Direct branch attached to Headquarters Office.

### **RULES & BYE-LAWS OF LOCAL BRANCHES**

7.

- 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 Hony. State Secretary subject to subsequent ratification by the State Council of the I.M.A subject to the approval of working committee of I.M.A (Head Quarters).
- II) A local branch after formation shall send its set of Rules and Bye-laws to the Headquarters office with a copy to the State Branch office. The State

Branch shall forward its comments, if any, to the Headquarters office within in the 4 weeks from date of receipt. The State Branch shall however have no powers to approve or modify the same.

- III) Till such time the constitution, Rules and Bye-Laws of newly formed branch or those of existing branches, who do not have constitute of their own at present including all amendments/alterations/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.  
*To be amended as such.. Till such time rules and bye law s of newly formed branch or those of existing branches who don't have constitution of their .own at present including all amendments are ratified by the CWC National Hqrs will be governed by the State Constitution ( amended in ASC at Amritsar on Jan,2009)*
- 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 or Local Branch already ratified by the working committee of the Association.

### **JURISDICTION OF STATE BRANCH**

8. All Local Branches within the jurisdiction of the State Branch shall be guided by the latter in all matters subject to the Rules and Bye-Laws of the Association.
9. Local Branches within the jurisdiction of State Branch shall refer all matters concerning the State Branch shall like wise refer all matters concerning the Government of India or India as a whole to the Headquarters for necessary action.
10. The Association will not be liable for any of the debts or liabilities to any of its members or Branches, nor shall any of its Branches, be liable for any of its debts and liabilities of the Association.

### **ELIGIBILITY REGARDING MEMBERSHIP**

11. Any person registered with a medical council in India on the basis of the his/her medical qualification, as defined in the Indian Medical Degrees act, 1916 (Act VII of 1916) and included in the schedule as 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 (12 F).

### **CLASSIFICATION OF MEMBERS**

#### **HONORARY MEMBERS:**

12. (A) The Association shall have power to nominate as Honorary Members such persons and in such manner as the Bye-laws may provide and to admit Members so

nominated 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:**

(B) Persons enlisted as Members through a Local Branch as per Bye-laws shall be called Branch Members.

**DIRECT MEMBER:**

( C ) Persons who are eligible for Membership and reside or practice or are employed in a place where no Local Branch exists, when enlisted, shall be called Direct Members, if there is a State Branch in the State such Direct Members shall be attached to the State Branch. Direct Members not residing or Practicing within the junctions of any State branch shall be attached to Headquarters.

**LIFE MEMBERS**

(D) Members who pay a lump sum in lieu of yearly subscription according to the Bye-Laws laid down for the purpose shall be called Life Members.

**ASSOCIATION MEMBERS:**

(E) Members of one Branch who are elected as Association Members of another Branch according to Rules and By-laws of that Branch enjoying all privileges of members of that Branch except that of voting or holding office, shall be called Associate Members.

**INTERN MEMBERS:**

(F) All interns otherwise eligible and registered (temporary) with the various state medical councils under Medical Council of India Act may be enrolled as intern member 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 also the privileges of memberships 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.

**SPECIAL MEMBERS:**

(G) 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.

**ATTACHED MEMBERS:**

(H) The Medical personnel of Armed Forces of India who are attached members of I.M.A. headquarters as Rules of I.M.A shall be attached to the Branch where they happen to reside. They shall have all privileges of membership except that of voting and/or of

holding any office in the Branch. While they will not pay any H.F.C. they shall be required to pay any charges fixed by the Branch for day-to-day activity and for any special activity.

#### **AFFILIATED MEMBERS:**

- (I) Members from affiliated bodies shall be affiliated Members on terms and conditions to be decided upon and laid down from time to time.

#### **ASSOCIATION YEAR**

13. The Punjab IMA Association year shall be from 1<sup>st</sup> January to 31<sup>st</sup> December on the pattern of IMA Head quarters from January 2009 and same shall apply to all the local branches.

14. The members of the Association shall pay an annual subscription as provided in the Bye-Laws.

#### **HEADQUARTERS FUND CONTRIBUTION FROM BRANCHES**

15. Every Local Branch shall pay Headquarter Fund Contribution (H.F.C.) to the State Branch along with additional contribution of the state branch and the State Branch shall pay Headquarter Fund Contribution to Headquarters as provided in the Bye-Laws.

#### **PRIVILEGES OF MEMBERSHIP**

16.

- A) Payments of each year's subscription shall entitle the Member for that period to all privileges of Membership of the Association and to those the Branch of which he is a member.
- 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 such rates as the Association may fix from time to time.
- 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.
- D) 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 Branches of which they are Members.
- E) All Members shall have the right to attend Medical Conferences organized by the Association or any of its Branches on such items as laid down in the Bye –laws.
- F) All Members shall enjoy any other privileges that may hereinafter be conferred by the Association.
- 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.

## MANAGEMENT OF THE ASSOCIATION

17. The General control, Management and direction of the policy and affairs of the Association shall be vested in a body styled as the state council of I.M.A. Punjab.

## COMPOSITION OF STATE COUNCIL

18. The State Council shall be composed of the following members of the Association.

### A) **Ex-OFFICIO MEMBERS:**

- i) The President of the Association
- ii) Two-Vice Presidents
- iii) Hony. State Secretary.
- iv) Hony. Joint State Secretary.
- v) Hony. State Financial Secretary/Treasurer.
- vi) Hony. Assistant State Secretary.
- vii) Five Hony. Organising Secretaries (One from each administrative zone of the state as defined by the State Council )
- viii) Hony. Secretary for Public Relations.
- ix) Director of studies, IMA College of GPs.
- x) Hony. Secretary IMA College of GPs.
- xi) Hony. Joint Secretary IMA College of GPs.
- xii) Editor-Cum-Secretary IMA Punjab Bulletin.
- xiii) Associate Editor –Cum-Joint Secretary IMA Punjab Bulletin.
- xiv) Chairman IMA Academy of Medical Specialties.
- xv) Hony. Secretary, IMA Academy of Medical Specialties.
- xvi) Hony. Joint Secretary, IMA Academy of Medical Specialties.
- xvii) Chairman IMA Action Committee Cum Legal Cell
- xviii) Hony. Secretary IMA Action Committee Cum Legal Cell
- xix) Central Working Committee Representatives.
- xx) The Past Presidents of IMA Pb. (if members of I.M.A. Punjab)
- xxi) Past Hony. State Secretaries (if members of I.M.A. Punjab)
- xxii) President Elect (Punjab State I.M.A.)
- xxiii) Two- Vice Presidents Elect. (Punjab State IMA)
- xxiv) Chairman PNDT Cell IMA Punjab
- xxv) Hony. Secretary PNDT Cell IMA Punjab
- xxvi) Chairman In service doctors Wing IMA Punjab
- xxvii) Hony. Secretary In-service Doctors Wing IMA Punjab
- xxviii) Chairman & Secretary IMA Women Doctor Wing  
Amended
- xxix) *President Local branch***
- xxx) *Secretary of the local branch***

Note;- It is mandatory for President/ Secy. of branch to attend at least minimum two meetings either State Council/ State Working in a year and total absenteeism from meeting to be conveyed to the Branch.



- This is important to become aware of the working of the Association at State level.
- b) Office Bearers to attend the meeting regularly/ Member SWC any office bearers not attending even a single meeting in year will not continue any post for next year at State level.

**B) ELECTED MEMBERS:**

**a) LOCAL IMA BRANCH REPRESENTATIVES:**

1) 10-25 one representative.

Where strength of the branch is 25 or less local IMA Branch secretary will ordinarily be representative of the branch in state council.

To be amended as under

*Where strength of the branch is 25 or less local IMA Branch both President and secretary will ordinarily be representative of the branch in state council.*

ii) After 25 members one additional representative for every 25 members or part thereof. However, an alternate shall be elected in place of local Secretary is not a position to do so.

To be deleted

*However, an alternate shall be elected in place of local Secretary is not a position to do so.*

**NOTE: No office bearer in the state council shall continue to function for more than three consecutive years in the same office.**

**B) CENTRAL COUNCIL REPRESENTATIVE FROM LOCAL IMA BRANCH:**

- i) The total number of members of Local Branches on whose behalf H.F.C. has been received in full by 31<sup>st</sup> December shall form the basis of determining representatives of Local Branches to the Central Council.
- ii) Branch Representatives from the Local Branches and from the Direct Members shall be in the following scales: 20-100 Members' one representative and one each for every 100 members or part thereof: Contiguous Branches, with less than 20 members, may combine to elect one representative for 20-100 members.
- iii) In determining the representation of Local Branches on the central council, the strength of a Local Branch shall be determined each year on the numbers of its members on the register of membership of the Branch at the Headquarters on behalf of whom H.F.C. has been received in full at the Headquarters by the 31<sup>st</sup> December. Complete list of membership as on 31<sup>st</sup> December shall be sent by each Local Branch so as to reach the Headquarters through the State Branch concerned by the 30<sup>th</sup> January. For convenience, Local IMA Branch should send the list in duplicate to State IMA Office/Hony. State Secretary so as to reach him on or before 15<sup>th</sup> January. One copy of the list shall be retained in the Local Branch Office.

C) Representatives from members belonging to services such as Armed Forces or Civil Medical Services and from special organizations may be included in the Central Council in such numbers and on such conditions as provided in the Bye-Laws from time to time.

### **TERM OF OFFICE OF THE STATE COUNCIL**

19. The State Council shall be a continuous body.

### **ANNUAL MEETING OF STATE COUNCIL**

20. The Annual Meeting of the State 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. In case of uncertainty of conference, the Annual Meeting can be held earlier. The Annual Meeting shall be held not later than 2<sup>nd</sup> Sunday of January every year. The change of all office bearers must be handed over within a maximum of 7 days of the date of Annual State Council meeting. In case of violation Disciplinary action will be taken against the concerned office bearer.

Underlined To be amended as under:-

*The Annual Meeting shall be held in month of December every year.*

*The charge of all office bearers must be handed over within a maximum of 15 days of the date of Annual State Council meeting. In case of violation Disciplinary action will be taken against the concerned office bearer.*

### **POWER AND FUNCTIONS OF THE STATE COUNCIL**

- A) The State Council will administer the affairs of the Association in accordance with the Memorandum of the Association, and the Rules and Bye-Laws. The council shall exercise such acts and things as may be exercised or done by Association.
- B) The State 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 a "State Working Committee. The composition of which shall be governed by the Bye-Laws.
- C) The State Council shall have the right to appoint special. Ad hoc or such committee as it may deem necessary from time to time and delegate some of its powers to such committees.
- D) The office bearers of the Association, except the President and Vice –Presidents, shall be elected or appointed by the State Council as per provision laid in the Bye – laws.
- E) The decision of the State council in all matters not covered by Rules and the Bye-laws shall be final and binding.

### **MEETINGS OF STATE COUNCIL**

21. The State Council shall have the following four types of meetings:

- i) Annual Meeting

- ii) Ordinary Meeting
- iii) Special Meeting
- iv) Requisition Meeting

### **ANNUAL MEETING OF STATE COUNCIL**

A) The Annual Meeting of the State Council shall be held at a convenient place, date and time to be decided by the Hony. State Secretary in consultation with the President.

#### **BUSINESS OF THE ANNUAL MEETING OF STATE COUNCIL**

- 1) The business to be transacted at the Annual Meeting of the State Council shall be taken in the following order:
  - i) The election, if necessary (in the absence of President and the Vice-Presidents) of the Chairman.
  - ii) Meeting called to order.
  - iii) Messages of inability to attend the meeting.
  - iv) Self introduction of the members present.
  - v) Confirmation of the minutes of the last meeting.
  - vi) Adoption of the annual report of the previous year.
  - vii) Adoption of the audited accounts.
  - viii) Consideration of the budget for the next year.
  - ix) Election of the office bearers and members of
    - a) State Council
    - b) State working committee.
    - c) Board of Management of I.M.A. College of G.P's Punjab State Faculty.
    - d) Board of Management of I.M.A. ACADEMY of Medical Specialties.
    - e) Bulletin Committee.
  - x) Election of State Representatives to the Central Working Committee. (Both Regular and Alternative)
  - xi) Amendments to Rules and/or Bye-Laws if any.
  - xii) Resolutions brought forward by the State Working Committee.
  - xiii) Resolutions brought forward by Local Branches.
  - xiv) Resolutions brought forward by individual members of the Association.
  - xv) Any other matter with the permission of the Chair.
  - xvi) Introduction of New President by the out-going President.
  - xvii) Installation of the new president if there is no conference or the conference is late and there after he will address the members.

#### **2) GENERAL RULES ABOUT THE ANNUAL MEETING OF THE STATE COUNCIL:**

- a) Except with the special permission of the Chairman no resolution shall be placed before on Annual Meeting of the State Council that has not been previously given notice of and duly circulated with the agenda of the meeting.
- b) Resolutions sponsored by individual members and Local Branches shall reach Hony. State Secretary through the Local Branches, if any. Individual members however shall have the right to send any resolution direct to the Hony. State Secretary of the Association provided a copy has also been previously submitted to the Local Branch.
- c) Notice of resolution to be moved at the Annual Meeting of the State Council shall reach the Hony. State Secretary of the Association at least four weeks before the meeting.

### **3. ELIGIBILITY OF THE MEMBERS TO TAKE PART IN ANNUAL STATE COUNCIL MEETING**

Those Branches, who send the names of their representatives (State Council members) at least four weeks before the Annual meeting, shall take part in the meeting; otherwise those branches that do not send the names of new representatives, old ones will be eligible.

### **ORDINARY MEETINGS**

B) Ordinary meetings of State Council must be held subsequent to the Annual Meeting of the State Council for purpose of confirmation of the minutes of the Annual Meeting of the State Council and such other business as brought before it. Besides, ordinary meeting of state council may be held as often as necessary but not less than 3 altogether in a financial year however one such meeting shall be held before the Annual Conference and if no annual conference is held within these months of the Annual State Council Meeting.

### **SPECIAL MEETING OF THE STATE COUNCIL**

C) The working Committee shall have the right to request the President/Hony. State Secretary to convene a special meeting of the State Council, when ever necessary.

### **REQUISITION MEETING OF THE STATE COUNCIL**

D) A requisition Meeting of the State Council will be held within four weeks on receipt of requisition signed by at least 10 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 Hony. State Secretary in consultation with the President. In case the State Secretary fails to call the meeting within the specified period, the President shall call the meeting within 10 days after the expiry of the date. If no meeting is called at all, the requisitionists are entitled to call such meeting within the next 15 days.

## **22. NOTICE OF THE MEETING OF STATE COUNCIL**

### **A) ANNUAL MEETING:**

- i) At least 2 Weeks Notice shall be given to all members stating the venue, date and the time of the meeting along with the agenda of business to be transacted.
- ii) The Annual Report, Accounts (Audited/Unaudited) and Budget with all other relevant papers shall be posted by book post under certificate of posting, preferably 2 weeks before the date under the meeting.
- iii) In emergencies a shorter notice shall be allowed at the discretion of the Hony. State Secretary in consultation with the President, but in no case it shall be less than a week.
- iv) A notice may be served on a member either personally or by post under certificate of posting.

### **B) ORDINARY MEETING**

At least two weeks notice shall be given to all members stating the venue, date and time of the meeting along with the agenda of the business to be transacted and relevant papers. In emergencies, a shorter notice shall be allowed at the discretion of the Hony. State Secretary in consultation with the President but in no case it shall be less than 5 clear days.

### **C) SPECIAL MEETING:**

At least 3 weeks notice shall be given to all members stating the venue, date and time of the meeting. The agenda for this meeting will be specific related to the need of special meeting only. Relevant papers must be circulated along with the agenda.

### **D) REQUISITION MEETING**

- i) On receipt of due demand for Requisition meeting the Hony. State Secretary must call such a meeting with 4 weeks on receipt of the requisition giving 10 days notice, venue, time and date in consultation with the President.
- ii) In case the State Secretary fails to call the meeting within the specified period, the President shall call the meeting within 15 days after the expiry of the above time giving at least 7 days notice stating the venue, date, time and agenda.
- iii) If no meeting is called by the Hony. State Secretary and the President within the specified period the requisitionists shall call the meeting within the next thirty days giving at least for 7 days stating the venue, date and time along with the agenda.

## **QUORUM FOR THE MEETING OF THE STATE COUNCIL**

23. The quorum for the ordinary meetings of the State Council other than the Requisition Meeting shall be 21 of which at least 10 shall be other than the office bearers of the Association. The quorum for the annual and special meeting shall be 16 and for the requisition meeting, it shall be 20.

### **STATE WORKING COMMITTEE**

24. The State Council at its Annual meeting shall elect a State Working Committee. The State Working Committee shall be a continuous body.

### **COMPOSITION OF STATE WORKING COMMITTEE:**

. The State Working Committee shall be composed of the following: -

#### **24-A) Ex –OFFICIO MEMBERS:**

- i) The President.
- ii) The Immediate Past President (if member of the Association)
- iii) The Vice- Presidents.
- iv) The Hony. State Secretary
- v) Hony. Joint State Secretary
- vi) Hony. Assistant State Secretary.
- vii) Five Organising Secretaries, One from each administrative zone of State
- viii) Hony. State Financial Secretary /Treasurer
- ix) Hony. Secretary for Public Relations.
- x) Director studies College of GPs.
- xi) The Hony. Secretary IMA College of GPs.
- xii) Hony. Joint Secretary IMA Academy Medical Specialties
- xiii) Chairman IMA Academy Medical Specialties
- xiv) Hony. Secretary, IMA Academy Medical Specialties
- xv) Hony. Joint Secretary IMA Academy Medical Specialties
- xvi) The Editor-Cum-Secretary. IMA Punjab Bulletin.
- xvii) Associate Editor-Cum-Secretary. IMA Punjab Bulletin.
- xviii) Chairman IMA Action Committee Cum Legal Cell
- xix) Hony Secretary IMA-Action committee Cum Legal Cell
- xx) Central Working Committee Representatives.
- xxi) All Past Presidents IMA Punjab State (if Members of Association)
- xxii) All Past State Secretaries (if Members of Association)
- xxiii) Chairmen/Hony. Secretaries of various committees may be invited to any particular meeting of the State Working Committee but they will have no voting rights

#### **24-B) ELECTED MEMBERS:**

10 Members to be elected by the state Council at the Annual Meeting from among its members.

**25 GENERAL RULES TO SEND REPRESENTATIVES TO CENTRAL WORKING COMMITTEE BY THE STATE BRANCH:**

- i) The total number of members of all Local Branches under a State Branch on whose behalf H.F.C. has been received in full by 31<sup>st</sup> December, shall from the basis of determining representation of State Branches to the working Committee I.M.A.
- ii)
  - a) The State Branch 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 representation of 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 – one representative
    - 1501-2500 members –two representatives
    - 2501- 3500 members – three representative and so on
  - b) The State 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.
  - c) Similarly, an elected member of the working committee shall cease to be the member of the working committee if the State Local Branch to which he/she belongs, is suspended.
  - d) Ordinary members elected on various committees of the working committee will also cease to be members of such committees on suspension of the State/Local Branch to which they belong.

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

- V) The state working committee shall assume office after the annual meeting of the State Council following the election of the State working Committee and shall continue to hold office till the end of the annual meeting of the State Council in the following year or till their successors are appointed.
- VI) In determining the membership of the State Branch of 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 Headquarter, on behalf of whom the H.F.C. has been paid in full to the Headquarters, by the 31<sup>st</sup> December. Complete list of such membership as on 31<sup>st</sup> March should reach the Headquarters by the 30<sup>th</sup> April if not supplied already as per Rule 25 B (ii).

## **26. CO-OPTED & INVITED MEMBERS OF WORKING COMMITTEE**

### a) Co- opted Members:

The President may co-opt upto 2 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 regular members for the purpose of the particular meeting for which they have been co-opted.

### b) Invited members:

The following members shall stand invited to the meetings of the State Working Committee.

- i) All office bearers of I.M.A who are not members of the Working Committee.
- ii) Chairman of all Standing Committee which are on agenda of Working Committee.

In addition to the above, the President may invite any other member 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 T.A. from the Association fund.

## **POWERS AND FUNCTIONS OF THE WORKING COMMITTEE**

**27.** The State 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 State Council and shall remain responsible thereto. The State 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 organization and maintenance of the publications.

B) To appoint Committees, sub- Committees, Ad-hoc Committees, and Standing Committees as and when necessary.

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

D) To receive reports of Standing and sub-Committees which have met since the immediately preceding meeting of the State Working Committee.

E) To considered and decide application for membership resignation of members, suspension of members of Branches and the question of taking such disciplinary action as it may deem fit against any member or Branch for misconduct, willful neglect or default.



F) To Write off the whole or part of the unrealizable arrears of subscription of members, or Headquarters Fund Contributions 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 traveling allowances to be paid to the Office –bearers of the Association on and the members of the State council, Working Committee and other Committee, Ad-hoc Committee and Sub-Committees.

I) To consider all matters and make necessary recommendations as far as possible before these are discussed by the State –Committees.

J) Subject to the provision of Rules, to exercise in addition to the powers expressly given by the Rules and Bye-laws, all such powers and do all such acts and thins as may be done by the Association.

(K) To amend Bye-laws as per rule 34C.

### **MEETING OF THE STATE WORKING COMMITTEE**

28. A) The working Committee shall hold meetings as often as necessary

B) Notice: At least seven days notice of the meeting shall be given to all members stating place, date and time of the meeting. The agenda of business to be transacted at the meeting shall accompany the notice of the meeting.

In emergency, a shorter notice shall be allowed but in no case it shall be less than 2 clear days.

A notice may be served on a member either personally or by post under certificate of posting.

C) The Quorum for the meeting shall be eleven of which at least 6 shall be members other than office bearers of the Association.

D) Venue: The meeting of the State Working Committee shall be held at a convenient place, the date, time and place to be decided by the Honorary State Secretary in consultation with the President.

### **29. STANDING COMMITTEES**

29-A).The following are the Standing Committees of Punjab State IMA to be formed by the State Working Committee and to be approved by the State Council. As amended at ASC Amritsar in Feb. 2009

The name and functions of various Committees after consideration the team in previous years:

- Action – cum – Legal Cell Committee.
- Academic Committee CME Programmes.
- Public Grievances Committee.
- Hospital & Nursing Home.
- Computerization & Website Committee.
- State Women’s Wing.
- In-service Doctors Wing.
- Election Commission.
- Constitution Review.

- PNDD.
- IMA Academy of Medical Specialties (Zonal level).
- IMA Bulletin Committee.
- Biomedical Waste Management.
- IMA Awareness Committee.
- IMA CGP Director Studies.
- IMA Awards
- IMA Sports/ Cultural Committee (Zonal level).
- Public Relation Committee.
- GF & ATM RNTCP Project.
- NRHM & National Health Programme.
- Assault on Doctors.
- NSS.
- IMA House.
- Anemia Eradication Programme.

### **POWERS OF THE PUBLIC GRIEVANCES COMMITTEE**

29-B) The committee will deal with all the urgent and important problems facing the profession or any dispute arising in a local branch. The decisions of the Grievance Committee will have to be ratified by the State Working Committee /State council at its next meeting.

### **OFFICE BEARERS OF THE ASSOCIATION**

30. A) The following office bearers shall be elected for the proper management of the Association

- i) The President.
- ii) Two Vice-Presidents.
- iii) Hony. State Secretary.
- iv) Hony. State Joint Secretary
- v) Hony. State Finance Secretary
- vi) Hony. Assistant state Secretary.
- vii) Three Hony. Organising Secretaries.
- viii) Hony. Secretary Public Relations.
- ix) Director of Studies IMA College of GPs.
- x) Hony. Secretary IMA College of GPs.
- xi) Hony. Secretary IMA College of GPs.
- xii) Chairman IMA Academy of Medical Specialties.
- xiii) Hony. Secretary IMA Academy of Medical specialties.
- xiv) Hony. Joint Secretary IMA Academy of Medical Specialties
- xv) Editor-Cum-Secretary IMA Punjab Bulletin.
- xvi) Associate Editor-Cum-Joint Secretary IMA Punjab Bulletin.
- xvii) Chairman IMA Action Committee Cum Legal Cell
- xviii) Hony. Secretary IMA Action Committee Cum Legal Cell
- xix) Central Working committee Representatives.

30-B. No Office Bearer of the Association shall continue to function continuously for more than three terms in the same position.

30-C. No one in receipt of any salary from the funds of the Association shall be elected as Office Bearers and members of the State Council, Working Committee, Board of Management of the College, Academy of Medical Specialties, Bulletin Committee, Election Commission or any other committee.

30-D. Head office of IMA Bulletin will be Patiala and Bulletin shall always be printed at Patiala.

### **IMA COLLEGE OF GENERAL PRACTITIONERS**

31. A) Indian Medical Association Punjab State will have its IMA College of General Practitioners which will be governed as per its Rules and Bye –Laws approved by the Working committee.

### **STATE MEDICAL CONFERENCE**

31.B) State Medical Conference will be held every year under the auspices of Punjab State Council in December every year, the Hony. State Secretary shall write to all the local Branches to extend invitation to the State Branch for holding Annual Conference by a Local Branch. The Invitations so received will be put before the State Working Committee/State Council for final decision of the place of the Conference and the Local Branch shall be informed accordingly.

### **VALIDITY OF PROCEEDINGS**

32. The proceedings of the State Council, Working Committee or any other Committee or Sub- Committee or other body acting under the Rules and Bye-laws of the Association or any its Branches, will not be invalidated by any ACCIDENTAL OMISSION TO GET NOTICE THERE BY REQUIRED OR by any vacancy among their members or by any defect in election or qualification of any of their members.

### **DELEGATION OF AUTHORITY**

33. Where by or under the Rules of the Bye-laws, any act or thing required to be done by the Association the same may be done by such office-bearers, officers; Members of the Association as the State Council or the working Committee may appoint for the purpose.

### **CHANGE OF RULES**

### **AMENDMENTS TO THE MEMORANDUM RULES AND BYE-LAWS**

34. A) AMENDMENTS TO MEMORANDUM:

Proposal for change in Memorandum of the Association as and when necessary, shall be considered at a special meeting of the State Council specially convened for the purpose or at the annual State Council meeting, if necessary. Amendments should reach the State Office latest, by 20<sup>TH</sup> October and may be proposed by individual member, Local Branches and State Branch of the Association which should be circulated to the branches for opinion at least 3 weeks before the date of special or annual State Council Meeting. Due notice of the proposed change must be given in the agenda for special or annual meeting of the State Council. No such proposal shall be carried into effect unless it is agreed to by the votes of 3/5<sup>th</sup> of members present and voting at the meeting and confirmed by 3/5<sup>th</sup> of the members present and voting in the next state council meeting and further approved by the CWC National HQrs

#### **34. B) AMENDMENTS TO RULES:**

Proposal for change of Rules shall ordinarily be considered only at the Annual Meeting of the State Council. If desired by the State council this may be considered in a special meeting of the State Council convened for this purpose. Amendments should reach the State Office Latest by 20<sup>th</sup> OCTOBER and may be proposed by individual members, local branches and State Branch of the Association which should be circulated to the branch for opinion at least 3 weeks before the Annual or Special State Council Meeting. Due notice of the purposed changes must be given in the agenda of the special or annual meeting of the State council Rules can be Changed by 2/3<sup>rd</sup> majority of those members present and voting. Any addition to, modifications or repeal of Rules shall be considered to have come into force only after the proceedings of the meetings at which they were passed have been confirmed at the next meeting of the State Council and further approved by the CWC National HQrs

#### **EXPLANATION:**

Due notice shall mean that actual words of the proposed alteration of the Rules shall be included in the Agenda of the Meeting of the State Council.

#### **34-C) BYE –LAWS:**

- i) Amendments should reach the State Office latest by 20<sup>th</sup> October and may be proposed by individual member or local branches or State Office of the Association which should be circulated to the branches at least 3 weeks before the annual/ordinary meeting/Special meeting of the State Council. After due circulation to the branches the Bye-laws can be amended and/or altered at the annual or ordinary meeting of the State Council.
- ii) In anticipation of the approval of the State council, the State Working committee may amend the Bye-laws at any meeting provided the proposed amendments have been duly circulated to the branches and provided two third 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 State Working Committee so decides.

- iii) To be added: - *All such changes in the Bye laws have to be confirmed in the next State Council meeting and to be ratified by the CWC National HQrs. Before these come into force*

### **ELECTION & OTHER DISPUTES AT STATE BRANCH AND LOCAL BRANCH LEVEL**

#### **35. A) Election Disputes at State Branch & Local Branch Level:**

- i) In case of Election disputes in State Branch or Local Branches, an Election Tribunal shall be constituted. For disputes at the State Levels. Tribunals shall comprise of the President of the national IMA and two Past Presidents of National I.M.A. For disputes at the Local Branch level, the State Branch President and two Past Presidents of the State 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 President, IMA or the Chairman of the Tribunal for election disputes at the State Level and that of the State President or Chairman of the Tribunal for election dispute at the Local Branch level, shall be final. Complaint if any shall reach the State President /Hony. State Secretary within 15 days of declaration of the results/dispute
- iii) If any of the disputing parties is not satisfied with the Tribunal at State Branch level, it may appeal to the President of the Association, Headquarter who if he feels that a prima facie case for appeal exists, will refer it to a Tribunal consisting of the President of IMA and two Past Presidents of the IMA (all from headquarters). If any of the Past President is unable to act or refuses to act or even otherwise interested or party to the dispute, his place shall be taken by another Past President. If the President himself is involved or party to the dispute, he will not act as a member of the Tribunal and at his place Immediate Past President shall act as member of the Tribunal. The decision of the Tribunal shall be final and binding on all concerned.
- iv) Records of election shall be maintained for one year after it is duly sealed by the Election Commission and deposited with the Hony State Secretary within two months of the declaration of the results.
- v) **To be added :- *EC shall be liable for Disciplinary Action if he fails to comply with the directions given in Clause 35-A-iv***
- vi) No election shall be called in to question except by an election petition presented to the President, IMA. Headquarter in case of an election dispute at the State Branch Level, or to the President of State Branch concerned in case of dispute at the Local Branch Level, within 15 days of the declaration of the election results.

**35-B) ARBITRATION:**

Any disputes or differences solution for which is not otherwise provided between (a) member of IMA / State / Local Branch and (b) the Indian Medical Association . headquarter shall be decided by the Working Committee of the Indian Medical Association. Any party raising such disputes shall give at least six weeks notice of the same of 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 this purpose.

**35-C) NOTICES:**

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 acknowledge 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 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.

**36. SUSPENSION:****a) Suspension of Branches (Local and Direct):**

After due notice to the Direct or Local Branches and on the recommendation of the Headquarters in the case of the Direct Branches and of the State branches in case of Local branches under the jurisdiction, the Headquarters shall have the right to suspend the branches for non –payment of HFC in full by due date and/or non –admission of valid lists for the half year concerned. Such suspension shall come into effect immediately. Such suspension shall first be approved by the next meeting of the State Council.

**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 non –payment of branch subscription. Such membership will be revived on receipt of all dues. Such suspension will not affect life members of the Association.

**BYE –LAWS OF THE ASSOCIATION****MEMBERSHIP**

**1. A) BRANCH MEMBERS:**

Every candidate for memberships 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 Branch concerned and forward it to the Branch Secretary or Treasurer along with subscription of the Branch. The Local branch shall consider the application and submits recommendations to the office of the State along with the required Headquarter's Fund Contribution (H.F.C.) and additional State Contribution either for whole or half year as the case may be in respect of the new Member, within a month or receipt of the application. If the State Council accepts the application, the Secretary of the state shall forthwith forward his M.A. Form and Headquarter quota of H.F.C. to the Headquarters at Delhi. The membership of the applicant will begin after the Hony. General Secretary IMA (Headquarter) has approved the application. The Hony. Secretary General shall intimate the Journal Office at Calcutta the names and addresses of the new members and send one copy of the application form for their records.

**1.B) DIRECT MEMBERS:**

Persons eligible to be direct members attached to the State Branch shall also fill up the M.A. form of the Association and forward their application along with their subscription for the Association year or half as case may be to the State Office. If the applicants are elected as Direct Members, the Secretary concerned shall, forthwith, give due notice to the Journal office and the new members concerned.

The State office shall Conduct election for the representative or representatives of the Central Council on the scale laid down in the Rules from amongst the Direct members attached respectively to the Headquarters/ State Branch.

**1.C) ASSOCIATE MEMBERS:**

Persons eligible to be Associate Members of a Local Branch shall not have to fill up M.A. Forms, but shall have to apply to the Local Branch and to pay the subscription fixed by it for Associate Members. They would enjoy all rights and privileges of Membership of the branch except that of voting or holding office. They would be entitled to receive only one copy of the Journal of the Association as Branch Member.

**1.D) INTERN MEMBERS:**

- i) All interns otherwise eligible and registered (Temporary) with the various State Medical councils under Medical Council of India 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 representing the branch in any outside body in any capacity.
- ii) Intern members shall have to apply to the local branches on a plain paper and to pay the subscription fixed for them and shall be eligible to fill M.A. forms after completion of internship when they pay the subscription fixed for the newly qualified doctors for five years of their qualification (if applicable ) to the branch

- concerned for full year if they join the first half and half of the subscription if they join in the second half of the Association year.
- iii) Intern Members shall pay the subscription fixed by the local branch concerned for intern members (if applicable) but the branch shall not charge such intern members more than fifty percent of the subscription payable by any new members (within five years of qualification ) of the same branch. The branch shall not be liable to pay any Head-quarter Fund Contribution on account of its intern members.

Branch or Branches who do not pay H.F.C. in full on dates mentioned above are liable to be suspended with regards to the privileges of membership., on the recommendation of State Branch to Headquarter Office.

### **1-E. ATTACHED MEMBERS:**

Attached members, as per Rule 12-H 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 Bulletin of the Association.

## **2.SUBSCRIPTION**

### **3 BRANCH MEMBERS**

Branch members shall pay their subscription to their Local Branch according to the scale fixed by that Local Branch yearly. The Local Branch shall pay the Headquarters Fund Contribution (HFC) through the State Branch, at the rate fixed by Central Council from time to time per head per year for all members on its rolls (as per membership register maintained at the Headquarters) in addition to the State Council/Working Committee. The HFC shall be increased by 25% every fourth year i.e. after completion of every 3 Association years and shall be distributed in the proportion as prescribed in the Bye-Laws, the next increase being due on commencement of the year 2010-2011 Such contributions shall become due on the 1<sup>st</sup> 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 30<sup>th</sup> April. Branch or Branches which do not pay their HFC in full on date mentioned above are liable to be suspended with regard to privileges of membership, on the recommendation of the State /Branch. For new members joining the Association through a Local Branch, the Branch shall pay full year's Headquarters Fund Contribution and along with required additional State Branch Contribution of the members who join in the first half of the Association year and half year's Headquarters Fund Contribution if the members join in the second half of the Association year.



Alternative methods for the collection of the H.F.C. may be made by agreement entered into by the Headquarters with the State, Local Branches at the request of the State or Local Branch concerned.

#### **4-DIRECT MEMBERS AND ATTACHED MEMBERS:**

Direct Members and Attached members shall pay a subscription of Rs. 250/- or any amount that is fixed by State council in future per head per year which shall become due on 1<sup>st</sup> April every year. Direct Couple members attached to Headquarter shall pay Rs. 375/- New Direct and Attached members joining the Association in the second half of the Association year shall pay only Rs. 125/- for that half year.

#### **5-ASSOCIATE MEMBERS:**

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.

#### **6- LIFE MEMBERS:**

Direct Life Members shall pay a lump sum of Rs. 3750/- or in case of Couple Life Members, Rs. 5625/- for both in lieu of the yearly subscription, to the Headquarters direct. The Central Council will fix the amount of HFC for Life Membership from time to time, the present rate being Rs. 3750/- for single member and Rs. 5625/- for couple life member, which will be distributed under the various heads as per Bye-Laws. The Local Branches will have the privilege of fixing their share of life membership which will be commensurate with the subscription charged from the ordinary members of the Branch.

7. All the subscriptions and contributions are due in advance on the 1<sup>st</sup> April every year subject to Bye-Laws 2-5.

8. If the subscription or contribution on behalf of any Members is in arrears, action may be taken as laid down in the Bye –laws.

9. If a Branch Member leaves the area of his Branch permanently and goes to another Branch, he must clear all the dues of previous Branch and shall pay the subscription of the new Branch for the remaining period of the Association year according to the Rules of the new branch and the Headquarters Fund Contribution shall be paid by the Branches proportionately, to the period of Membership of each Branch counting it in half year. On no account the new branch shall accept the intimation of the transfer form of any Member unless a clearance certificate is produced from the previous branch showing that all the dues, there to, have been paid up. The fact of transfer shall be notified by the Branches to

each other and Headquarter and Journal Offices through the State or Territorial Branch or Branches concerned.

10. 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 full Association year; and half of the amount if the couple joins in the 2<sup>nd</sup> 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.

11. 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 enrollment.

### **12, HFC received from Local Branches under state Branch:**

Rate of the HFC

Category	Life
Single Member	Rs..4895.00
Couple	Rs.7435.00

### **13.DISTRIBUTION OF SUBSCRIPTION AND CONTRIBUTION :**

(as per bye law 16)

*a) The HFC of Rs. 4895/- per Single Life Member and Rs. 7435/- per couple for full year shall be distributed as follows:*

	<b>Single Members (Rs.)</b>	<b>Couple Members (Rs.)</b>
Headquarters	3380	4725
State /Territorial Branch	1315	2310
IMA Legal Cell Fund	200	400
<b>TOTAL</b>	<b>4895.00</b>	<b>7435.00</b>

*b) IMA Action Committee cum Legal Cell aid*

The Account of the Action Committee Cum legal Cell shall not be kept separately and the same shall be merged with the main account of IMA Punjab . The Legal Cell Contribution shall be added to the state share of HFC and with some increase the new rates of state share shall be as under :-

To be amended as under:

*The account of the Action Committee shall be kept separate from the main account of IMA Punjab.*

**Ordinary Members :-**

Single Member :- Rs. 200.00

Couple member Rs. 400.00

**Direct Members :-**

Single Member;- Rs.200.00

Couple member:- Rs. 400.00

**Life Members:-**

Single Rs 200.00

Couple Rs. 400.00

**Hence the State share shall now be sent in one draft and HQ share in separate draft and no separate legal cell share shall be sent**

**Underlined To be amended as under**

**Hence the State share shall now be sent in two drafts one for state share and other for Action Committee share and HQ share in separate draft.**

**f) Enrollment fee:-**

At time of enrollment in addition to subscription fee as per rule 12 abc, 13 (ab) & c Each Single Member (Annual/life) will contribute Rs.20/- and Couple Member (Annual/life) Rs. 30/- towards membership enrollment fee. Out of which 50% will go to IMA Headquarters and remaining 50% will be state Fund.

g) .The life membership fee amount received by Local Branch, Headquarters and State 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 that branch shall be paid by that branch to new branch which the member has joined. This shall apply to change of Local Branch as well as State branches as the case may be. On such transfer to 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 opinion to join it or not.

**14. A.IMA COLLEGE OF GENERAL PRACTITIONERS**

Member of the IMA 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 exists in the area of their jurisdiction.

#### **14.B .IMA Academy of Medical Specialties:**

Members of the IMA 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. The election of the office bearers shall be held as per Constituion of IMA Punjab and the term of each office bearer shall be for one year.

#### **15.TERMINATION OF MEMBERSHIP**

15-A . ) Membership may terminate by Resignation.

A member may at any time resign from his membership by giving 30 days notice in writing to:

- a) The Branch secretary, in case of the branch members.
- b) The Honorary secretary General through the Honorary state secretary in case of Direct member attached to a state branch. The resigning members shall pay up all the dues against him and the Secretary concerned shall put a statement of out standing dues against the member or a clearance certificate if all dues are paid along with his resignation to the Headquarters for information and necessary action.

15-B) Membership may terminate by removal of name on Account of Non-payment of subscription after due notice:

16. In case of Direct members suitable letters should be sent by registered post, either from the Headquarters or the State branch concerned before 1<sup>st</sup> March reminding the Member that their next subscription would fall due on 1<sup>st</sup> April and unless this was received in time, in their membership would automatically ceases with effect from 1<sup>st</sup> April.

17.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, i.e. 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 branch for necessary action including stoppage of 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 in the membership Register.

#### **18.MEMBERSHIP MAY TERMINATE BY REMOVAL OF NAME ON THE GROUND OF UNDESIRABLE CONDUCT:**

- a) If the conduct of a member be deemed, by the State council of a local branch prejudicial to the interest of the Association or be calculated to bring the medical

profession into disrepute, the State 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 branch if one exists, with a confidential note, giving details of the case for future reference. In the event of the said member refusing either to apologise 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 desire to do so. If at the meeting  $\frac{3}{4}$  of the members, present and voting record their votes for removal of his name from membership, the resolution shall be sent to the Headquarters through the State branch. In the event of the Working Committee (Headquarters) concurring with the resolution of the Local Branch by  $\frac{2}{3}$ <sup>rd</sup> Majority the working committee by a simple 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 the Court of Justice:**

Ipso facto (1) upon sentence after conviction in a court of justice for any crime entailing moral turpitude, 2) upon being deregistered by any Medical council in India on the ground of unethical conduct, from the date of deregistered, and for the period of deregistration except in case of non-payment of renewal of fee, if any, in the registering Council, or 3) 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 Branch.

d) Any Local branch or the individual member does not abide by the decisions of the State Council/State working committee will be debarred from contesting the elections for any post of IMA Punjab for the period of 3 years. After the expiry of the period of 3 years, the 3 member committee constituted by the State council will review such cases and will recommend to the State council to restore the right of contesting the Elections of IMA Punjab if their conduct is found to be satisfactory by the committee so constituted.

**RE-ADMISSION**

19 a) Any member who has ceased to be a Member under Bye-laws 17-18 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. The State council shall, however, have the power to remit a part or whole of any outstanding dues against such a Member on the recommendation of the branch concerned or in the case of a direct member on its own initiative.

19-b) A member whose name has been removed under Bye-laws 18 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 must also submit a written apology acceptable to the State Council and the Branch concerned.

19-c) But in cases coming under Bye-laws 18 b) this readmission would be possible only subsequent to such a person's name being re-entered in the Medical Register.

### **FORMATION OF BRANCHES:**

#### **20 A) Local Branches:**

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 from them selves into a Local branch of the Association by a resolution passed at a General Meeting of such persons, convened for the purpose. The resolution with the names of the office bearers of the new branch and the signed M.A. forms and H.F.C as per Bye-laws shall be sent to the State branch. The state branch shall consider the resolution, forward its recommendations along with a copy of the resolution, the names of the office bearers, M.A. forms and the Central quota of H.F.C. to the Headquarters for final approval of the Branch by the Working committee at its Next Meetings.

Local branches shall submit the Headquarters and Journal Office through the State branch, an annual return of the members on their rolls by the 30<sup>th</sup> April of 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.

Four sets of computerized addressograph list shall by the Journal Office at the end of Every Association year to the State branch for onward supply of two sets to all Local branches. Local branch shall make necessary corrections in the list with additions, deletions and change of address, if any, in both the copies. One copy of the corrected list shall be sent to the State branch retaining one copy for its office record. The state branch shall correct the two copies already in its possession and send one copy to Headquarters and one copy to the 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.

20-b) All Local branches in the State shall combine and form themselves into a State branch and elect office-bearers of the State branch. The formation of such a State branch shall be communicated to the Headquarters for its approval.

Local branches, subsequently recognized by the Working Committee in the jurisdiction of the State Branch, shall become constituent Members of the State Branch.

### **TERMS OF OFFICE OF THE MEMBERS OF THE STATE COUNCIL**

21. A) The President and Vice President assume their offices at the close of Annual state Council Meeting. In case the new President and Vice presidents are not elected till the Annual Meeting, the old incumbents will continue to hold the office till their successor assumes office as per rules. If however, Vice Presidents are elected the Senior Vice President will officiate as President such time the new President is elected.

B) All office bearers except the President and the two Vice Presidents shall be elected by the State Council at its Annual Meeting. They shall assume office after the first ordinary Meeting following the Annual meeting of the Council at which they were elected. This ordinary meeting shall be held within 15 days of the Annual State Council meeting and the names of the elected members shall be declared and they will be given the charge of their office in that meeting. Any members, who is to hand over the charge to the newly elected member and refuse to do so the same, shall face action under bye law 18 of the constitution of IMA Punjab and this action will take place in this ordinary meeting itself.

#### **REPRESENTATION OF THE CENTRAL COUNCIL**

22. A) Only those representatives of the branches whose names are on the list maintained at the Headquarters at least 12 weeks before the date of the ensuing meeting of the Central Council shall be entitled to attend it 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 sessions of the Annual Conferences.

In case any of the Local branch Representatives is unable to attend a Meeting of the Central Council, the President of the Local branch may nominate any other member of the Local branch to deputize for him for that particular meeting.

B) Special Representatives, may be elected or selected, whenever deemed necessary by the State Council.

C) Casual vacancies, in case of ex-officio members as per rule 18 (A) shall be filled by the State Council. In case of elected members from local branches, they shall be elected by the branch concerned. Such members shall hold office for the remaining period the year.

#### **TRAVELLING ALLOWANCES OF THE MEMBERS**

23. A) The association shall contribute from the funds, one 3<sup>rd</sup> AC class train fare /Rs 5/- per kilometer by car to the members of the State Working Committee, State council Board of Management of the college and Academy, Grievance Committee, and Bulletin committee, Standing Committee, Election Commission, Special Committee, Sub-Committee or Adhoc Committee appointed by the State council or State Working committee or Board of Management of College and Academy for attending meeting of the Committee or sub-committee. 3<sup>rd</sup> AC class train fare/Rs.5/- per kilometer by Car each way will also be paid to the organizing Secretary and other office bearers when traveling for organizational work or on deputation. 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 traveling expenses by bus, car, air,

steamer, scooter, rickshaw etc. each way. Air fare may be allowed in urgent cases with the permission of the President.

B) 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.

C) The Branches inviting the President and other office bearers of the Headquarters/State for attending their function, shall pay one side fare in respect of the Journey.

D) The Association (Headquarter) shall contribute travel expenses of its representatives nominated to important international meetings which shall be met from its international Activity fund.

E) The State President or any other office bearer of the association traveling with authority letter from the State president for official duty on behalf of IMA Punjab shall be paid TA @ Rs.5/- per km from the State Office .Such a Bill shall be sent to the Hony.Secretary after verification from the State President giving details of the journey under taken and the purpose of the journey

### **GENERAL PROCEDURE OF MEETING**

24. A) Minutes of all Meetings shall be correctly kept and shall be duly confirmed at the following Meeting of the Working Committee or the State council, as the case may be.

B) No resolution adopted or negatived at a Meeting shall be reconsidered unless either 6 months have elapsed or 1/5<sup>th</sup> of the Members of the Council or the Committee or Sub Committee concerned sign a requisition for the reconsideration.

C) The Chairman of the Meeting may adjourn a Meeting, if deemed necessary, particularly if the majority of the Members, present are in a 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 or Requisition Meeting other than that for which the meeting is called.

F) A Notice may be served on any member either personally through a servant of the association ion or by post under certificate of posting.

G) If within half an hour or such time as decided by the President or the Chairman, from the appointed time a quorum is not present, the meeting, if an annual meeting or that convened on the requisition of members, shall be dissolved, but in any other case shall be stand adjourned for a period to be decided and already notified by the Hony. State Secretary in the notice of the agenda. At the expiry of the period specified, the adjourned meeting will be held and at this meeting, the member present, whatever their number, shall form the quorum and shall carry on the business.

### **FUNDS OF THE ASSOCIATION:**

Income:

25. The Funds of the Income of the Association shall be derived from the following sources:

(A)



- i) Headquarter Fund Contribution from the Branches on account of the members on their rolls, as per Bye-laws.
- ii) Subscription of life members.
- iii) Special contribution or donations raised directly or through the Branches.
- iv) Contribution received from the Branch organizing the State Medical Conferences as per Bye-laws.
- v) Bequests received by legacies from persons who desire to benefit the Association (vide Appendix 1).
- vi) Interest on deposits.
- vii) Rents etc.
- viii) Such other sources as may be authorized by the State council or the State working Committee.
- ix) Income from the Bulletin and other publications of the State IMA.

B) Investment and operation of Accounts:

- a) The assets moveable and immoveable shall rest in the Indian Medical Association, Punjab State and investment of different funds shall be in the name of Indian Medical Association, Punjab State Fund.
- b) The funds of the Indian Medical Association Punjab State shall be operated jointly by I) Hony. State Secretary or any other members/ office bearers authorized by the State Council and (ii) Hony. Financial Secretary /Treasurer or in his absence or his inability to work, the President of Punjab State IMA.
- c) The funds of the Association shall be administered in such manner as directed by standing committee/working committee for finance and immoveable properties as directed by the State Council of Punjab State IMA.

**RESERVE FUND:**

26.(a) There shall be a Reserve fund of Association. At least 25 per cent of the surplus at the State Office each year shall be credited to this fund, in the following year. The Reserve Fund shall only be drawn upon by a special resolution in a Meeting of the State council, the notice of which shall have been duly circulated and in which 3/4<sup>th</sup> of the Members present vote in favour of the resolution or withdrawal.

**26(b) Maintenance Fund**

This fund will be created by charging Rs 50/- per annum per member from the local branches by 1<sup>st</sup> October .If any member or local branch fails to remit this money by 1<sup>st</sup> October every year ,the branch shall be sent the number of votes as per the number of members on whose behalf this fund has been sent to the state office and in that case a No Dues Certificate “ signed by state Financial secretary and counter signed by State president shall be required by the branch for determination of the strength of its votes . The members interested in contesting the elections will be required to submit the No Dues Certificate “ signed by state Financial secretary and counter signed by State president and stating that branch has deposited the same with the State Office.

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**EXPENDITURE :**

27. The State Council 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 should be empowered to spend money on scientific investigation, conference, prizes, scholarships and for such other purposes as it may consider advisable in furtherance of the objects of the Association. The State President shall be reimbursed the actual expenses incurred by him on telephone /postage etc. Such bills verified by the president shall be sent to the Hony. State Secretary . The Hony.State Secretary shall be reimbursed the actual expenses on telephone and office maintenance including the salary of the clerk for office . Chairman of the committee shall also be reimbursed the actual expenses on telephone/postage etc. Such bills shall be sent to Hony. State Secretary after verification from the state president .

**DUTIES AND POWERS OF THE OFFICE BEARERS:**

28. Office bearers shall act as per the decision, policy, guidelines and directions given by the state council or working committee.

**PRESIDENT:**

29. (A) Shall be chairman of all Meetings of State Council, State Working committee and shall preside over any other committee of which he may be a Member.

B) Shall preside at the Annual Conference and all Meeting 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.

**NOTE:-** In the event of an emergency arising by reason of any course such as death, detention., resignation or absence for a considerable period out of Punjab, of the President, the President shall devolve upon Vice-Present 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 President, it will become effective when it is accepted by the State Working Committee/State council Pending the acceptance of the resignation, the Vice-President shall act as indicated above in case the President in unwilling to function as such.

F) Incase any of representative of the State Council to the Central Working Committee is unable to attend the meeting the President may nominate any of the alternate members to deputise for that particular meeting.

**VICE-PRESIDENTS**

30. A) Shall help in the organization 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 President is unavoidably absent.

C) The Senior Vice-President, shall be the Chairman of Committees and Sub-committees of which he is Member, in case the President is not present.

D) The other Vice-President, in order of precedence based on the number of votes they receive, shall take up the functions of the Senior Vice-President.

### **THE HONORARY STATE SECRETARY:**

31 A) The Hony. State Secretary with the help of Hony. Joint Secretary and Hony. Other secretaries to whom specific jobs may be allocated in the beginning of the year by him.

- i) Shall have the overall charge of all offices of the Punjab State IMA.
- ii) Shall conduct all correspondence.
- iii) Shall have general supervision of accounts, pass all bills for payment and sign cheques.
- iv) Shall get prepared by the Honorary Financial Secretary/Treasurer Annual statement of account duly audited by the Auditor for adoption by the State Council.
- v) Shall prepare a budget of all offices and get it passed at the Annual Meeting of the State Council.
- vi) Shall organize, arrange and convene meetings, conferences lectures and demonstrations.
- vii) Shall attend meetings of the State Council and Working Committee and keep proceedings thereof.
- viii) Shall be an ex-officio member of all committees.
- ix) Shall maintain a correct and up to date Register of all members of the Association branch wise.
- x) Shall organize the Association with the help of the Hony. Joint State Secretary and Hony. Organising Secretaries by encouraging the establishment of branches where they do not exist and creating a general interest in the association.
- xi) Shall bring any matter which he considers necessary in the interest of the Association to the notice of the State Council or State Working Committee for guidance and decision.
- xii) Shall represent the State IMA in legal matters and court cases personally and/or through lawyer (s) appointed by the council.

### **B) THE HONY. JOINT STATE SECRETARY AND OTHER SECRETARIES:**

- i) The Hony. Joint State Secretary shall help the Hony. State Secretary in all his work in looking after the offices, in conducting correspondence, in preparation of agenda of meetings in preparing statement of accounts etc. He shall act for

the Hony. State Secretary in his absence and do other duties as given in the constitution of Punjab State IMA or assigned by the State council/working Committee /President.

- ii) The other Secretaries shall help the Hony. State Secretary in organizing Branches of the Association where they do not exist besides doing duties as given in the constitution of IMA Punjab, and in furtherance of the cause the Association generally as directed by the Hony. Secretary /President/Working committee and State Council.

### **THE HONORARY TREASURER:**

32. A) Shall receive all monies of the Association and deposit them in a bank or banks approved by the State Council to the credit of the Association and operated jointly by the Hony. Treasurer and the Honorary State Secretary. These or part of them may, if approved by the State Council, be deposited in the post office, Saving Bank or invested in other banks, Govt. Securities etc.

- b) Shall be responsible for collection of all subscriptions and contributions due to the State.
- c) Shall dispose of the bills for payment as sanctioned by the honorary state secretary and only on his written order.
- d) Shall have the right to point out any error or discrepancy in the order of payment of the Hony. State secretary and refer the order back to him, with his remarks in the event of disagreement still persisting between the Honorary State secretary and the Honorary Treasurer, the matter shall be referred to the President for final decision.
- e) Shall be responsible for keeping up-to-date, the account of the Association with all the accounts books posted up-to-date.
- f) Shall get the accounts audited by the Auditor appointed by the State Council.
- g) Shall prepare an annual Statement of Accounts and a balance sheet showing the financial position of the Association, get it audited by the Auditor appointed at an ordinary meeting of the State Council and submit it for adoption by the State Council.

**h)** All Local Branches having budgets more than Rs. One Lac/ Annum should get accounts audited and present the Audited. Balance Sheet in the First General Body Meeting in case of Local Branch.

### **33. ELECTION OF PRESIDENT AND VICE-PRESIDENT OF STATE BRANCH:**

Every year one state president ( Elect) and two vice presidents will be elected from amongst the eligible members of the IMA Punjab and the elections will be conducted by the Election Commissioner constituted under this section and as per procedure laid down in the clauses to this section.

33 A. Constitution of Election Commissioner.

- i) A three member Election Commissioner ( EC) of IMA Punjab comprising of one chairman and two members shall be constituted by IMA President.

- ii) The office of the EC will be at the place/office of the chairman
- iii) The term of the Commission will be two year ( *to be amended –one year*) from the date of constitution to day of next ASC meeting
- iv) The chairman of the EC will be responsible for calling the meeting of the Commission as per the procedures of the elections.
- v) Hony State Secretary shall be called to the meeting of the commission to seek help to decide the eligibility criteria of the candidates and the branches
- vi) ***To be added:- The EC while calling for nominations will circulate to the branches the criterion for eligibility and terms and conditions of the elections.***

### 33 B. PROCEDURE OF NOMINATIONS

- i) The Hony.Secretary on or before 1st September shall write to the Chairman EC to start the process of the elections and shall submit the updated addressograph of the President and secretaries of the local branches along with eligibility of the branches to take part in the election process to the EC
- ii) Inviting Nominations : The Election Commission shall on or before 15th September each year invite the local branches to nominate one member of the Association as State President elect, to hold the office of the State President in the year following next year and two members of the association for the office of Two Vice-President, so as to reach the office of the Election Commission on or before 15<sup>th</sup> October by Registered post/speed post or courier The Commission for this purpose will send an envelope marked “NOMINATIONS FOR THE STATE PRESIDENT( ELECT 20.....) AND TWO VICE-PRESIDENTS OF IMA PUNJAB FOR THE YEAR .....” to the Local branches. The envelope will be sent along with a covering letter giving the details of the procedure to be adopted by the local branches for nominations. The branch shall be asked to certify that they have paid the dues as specified in the constitution IMA Punjab.
- iii) Action by the Local branches :.The local branch shall call a meeting of the Executive and decide the nominations . The nomination (letter) should be signed by the President and Secretary of the Local Branch giving the date and venue of the meeting and a certificate that all the dues have been paid. The nominations must be sent in the envelope provided by the EC and marked “NOMINATIONS FOR THE STATE PRESIDENT( ELECT 20.....) AND TWO VICE-PRESIDENTS OF IMA PUNJAB FOR THE YEAR .....”by registered post /speed post or courier and must reach the office of the EC on or before 15<sup>th</sup> October . The nominations received after 15th October shall not be considered.

### 33-C . SCRUTINY OF THE NOMINATION:

- i) The scrutiny of the Nomination shall be done in a meeting of EC on 20th October.

- ii) The quorum of the meeting of the scrutiny committee shall be 50%
- iii) .Hony State Secretary shall be present at the meeting of the Scrutiny Committee to inform the EC about the eligibility of the candidates and the branches . Such clarifications will be given in writing.
- iv) The Election Commission shall inform the candidates in writing stating whether his/her nomination has been found valid or not ( citing reasons thereof ) for the post of President and/or Vice-President. The letter must be sent by Registered post /speed post or courier so as to reach the candidate on or before 27<sup>th</sup> October.
- v) Candidate dissatisfied with the decision of the EC to reject his candidature can appeal to the State President till 5<sup>th</sup> November against the decision of the EC. The State President, shall call an emergency SWC meeting on or before 10<sup>th</sup> November to consider the appeal and inform the EC and the candidate about the decision taken at SWC within a week.( If President himself is a candidate he shall not participate in the meeting) . The candidate whose appeal against the orders of the EC has been upheld shall proceed as per Bye law 33-D. He will enclose along with other documents the orders of the SWC declaring his candidature valid.

#### 33-D Procedure after Scrutiny:

The candidate whose nomination has been found to be valid, he on receipt of letter from the EC will act as under:-

- I. if he is not willing to contest he need not take any action.
- II. if he is willing to contest then he must send the following documents to the EC by registered post/speed post or by courier so as to reach the office of the EC on or before 15<sup>th</sup> November.
  - a) His/her written Consent on his/her Letter Pad stating that he is willing to contest for the Post of.....
  - b) “No Dues” certificate from his branch, signed by Hony Finance Secretary of the branch and Counter signed by the President of the branch stating that the member has paid annual charges towards the Maintenance Fund of IMA Punjab and the branch has remitted its dues towards the fund as required under Rule 26 of Constitution of IMA Punjab
  - c) Election Fee of Rs 2000/- for post of State President and Rs.1500/- for post of Vice President through a DD in favour of “IMA Punjab” payable at.....( the place to be mentioned as per the place of Account of IMA Punjab for that year)
- III. Failure to send the above documents ( II-a,II b & II c) in time shall be considered as withdrawal of the nominations by the candidate. If the EC doesn't receive the above mentioned documents from the nominated candidate in time ,shall inform the candidate as the required documents have not been received by EC his candidature will be considered as

withdrawn.. Such an intimation shall be sent to the candidate so as to reach him on or before 20<sup>th</sup> November.

**IV. Summary of the Important dates regarding Elections.**

**Letter to EC to start election Process by..... 1<sup>st</sup> September**  
**Inviting of nominations by EC by.....15<sup>th</sup> September**  
**Nominations to reach EC by.....15<sup>th</sup> October**  
**Scrutiny by.....20<sup>th</sup> October**  
**Information to Candidate regarding validity**  
**Of his nomination papers by.....27<sup>th</sup> October**  
**To appeal against rejection of papers by.....05<sup>th</sup> November**  
**To inform the candidate of non receipt**  
**of his documents mentioned in 33-D(II) by.....20<sup>th</sup> November**  
**Sending of Ballots to branches from.....20<sup>th</sup> Nov. Onwards**  
**Ballots to reach the EC by.....20<sup>th</sup> November**  
**Counting of Votes**  
**and Declaration of results.....Last Sunday of Dec./First Sunday of January**

**33. E BALLOT PAPERS:**

i). Election Commission will calculate the number of ballots to be published and sent to local branches as per strength of the branch certified by the Hony. State Secretary as on October 31st. *It shall be as per the number of members of the branch as per the National HQrs register ( amended)on whose behalf the branch has sent the contribution to-towards the Maintenance Fund of Association as per Rule 26. Each branch shall have the following vote (s) on the strength thus certified:*

- 1). 10 to 50 members : 1 vote
- 2). 51 to 100 members : 1 additional vote
- 3). 101 to 150 members : 1 more additional vote and so on for every

additional 50 members or part thereof.

i). Election Commission will publish the requisite number of Ballot papers (as per design given at the end of these bye-laws), Two types of Envelops to be known as Inner Envelop marked “BALLOT PAPERS” and a Outer Envelop marked “ELECTIONS FOR ONE POST OF STATE PRESIDENT (Elect ) FOR THE YEAR \_\_\_\_\_& TWO POSTS OF VICE-PRESIDENRS FOR IMA PUNJAB FOR THE YEAR \_\_\_\_\_”

iii). Election Commission shall send to each branch the following documents , by Registered Post / speed post or Courier, so as to reach the local branch on or before November 20th,

\* Ballot paper (s) as per the right of number of votes to each branch ( calculated as per section ii of this clause above ). *The Ballot-papers the signatures of all the members of Election Commission. The serial number shall be only on the counterfoil of the ballot paper and not on the ballot itself ( amended)*

- \* One Inner Envelop marked “ Ballot Papers”
- \* One Outer Envelop marked as above

\* A covering letter addressed to the Hony. Secretary of the branch stating the procedure to be followed by the branch.

\* A specimen form of the Covering letter which shall be sent by Local branch along with the ballots stating the Date and time and Venue of the meeting and a certificate showing that the branch has sent Contribution of behalf of \_\_\_\_ members to the State Office towards Maintenance Fund, required vide Rule 26 of the Constitution of IMA Punjab.

iv). The Local branch shall convene a meeting of the branch for voting and once a decision has been taken the ballot papers will be marked with a cross ( + ) against the name of the candidate , whom the branch wants to vote. The Ballot papers shall not bear any other mark or signatures on it.

v). The marked Ballot Papers will be placed in Inner Envelop and sealed. The Sealed Inner Envelop along with a Covering Letter, giving Venue and Date of meeting and a certificate showing that the branch has sent Contribution of behalf of \_\_\_\_ members to the State Office towards Maintenance Fund, required vide Rule 26 of the Constitution of IMA Punjab and bearing signatures of the President and Hony. Secretary of the local branch and bearing Dispatch Number and Date of Dispatch as per Dispatch register of the local branch shall be placed in Outer Envelop marked (as per section ii above). The Hony. Secretary of the branch will sign the Outer Envelop ( at the place mentioned ) and write his complete address at the place mentioned and the Dispatch number & date as mentioned on Covering letter must be put at appropriate place on the outer envelop. This Outer Envelop shall then be sent to the Election Commission by Registered Post / Speed Post or Courier from the city/ place of local branch, so as to reach the Office of the Commission on or before December 20th.

vi) The Chairman of the Election Commission shall receive these Outer Envelops and enter each of them in the Receipt Register of the Commission and put the Receipt Number on each Envelop and sign at the appropriate place putting Date and Time of receipt. Then these received Envelops will be kept in Safe Custody by the Chairman till the time of counting of votes

### **33 F: COUNTING OF VOTES AND DECLARATION OF THE RESULT:**

i) The State Office Shall call a meeting of the State Working Committee on the last Sunday of December/First Sunday of January. for this purpose and ask the Election Commission to attend this meeting for the purpose mentioned. The candidate or his/ her observers may be present during the process.

ii). All the Envelops will be scrutinized as under:

ii-a ) Check the Receipt No. and Date of Receipt and signatures of the Chairman Election Commission and tally it with the receipt register of the Commission.

ii-b ). Check the Dispatch Number and Date of Dispatch and Signatures of the Hony. Secretary of the Local branch from where the Envelop has been sent.

ii-c ). Check that the Envelop is not tampered with.

ii-d ). Open the Envelops one by one and tally the dispatch no. and date on the Covering Letter with that put on the outside of the Envelop and also the signatures of the Hony. Secretary of the branch. Check the Covering letter for Venue & Date of meeting and signatures of the President and Hony. Secretary. All valid and correct receipts shall be identified and the Inner sealed Envelops of these Correct Letter be put in a Box marked "BALLOT BOX", kept at the Venue of meeting and before use be shown to be empty to all present at the Venue.

iii) Counting of Votes :

iii-a) All the sealed inner envelopes shall be taken out of the "Ballot Box" and are opened and the Ballot-papers are checked for being correctly marked. All ballots, which are rejected, are counted and kept aside. All valid ballot papers shall be separated according to the



Vote of the Candidate and when all shall be separated then these shall be counted and who so ever has the maximum number of Votes shall be declared elected.

iii-b) In case of Vice- Presidents the candidate who shall secure more votes will be the Senior Vice President and next shall be the known as Vice-President. If there are two candidates with higher number and equal number of Votes then the Candidate with longer tenure in IMA shall be declared as Senior Vice President and the others as Vice-President. This rule shall also apply to candidates who shall be elected Two Vice-Presidents unopposed and the Seniority in IMA shall be considered for declaring one of the two as Senior Vice-President, as per this Rule

iii-c) In case of Equal number of Votes for the Post of State President-Elect, the Commission shall ask the candidates, in writing, if the candidate shall like to decide the issue by TOSS and if agreed a Toss shall be held and decision made. If the candidates shall not agree for Toss then the matter shall be handed over to the State Working Committee meeting being held at that time, wherein the decision will be taken by secret ballot among the members present in that particular meeting. If a tie again the VOTE OF THE PRESIDING OFFICER OF THIS Particular meeting shall be deciding Vote.

iv) Declaration of Results:

The Chairman Election Commission will compile the results and after following all formalities of signatures by the members of the commission, shall present the results at the State Working Committee Meeting being held at the spot.

### **33-G ELIGIBILITY CRITERION TO CONTEST FOR THE ELECTION OF STATE IMA PRESIDENT & VICE -PRESIDENT**

#### **i) For the President**

- a) That he/she is regular member of IMA at least the proceeding five years.
- b) That he/she has paid all the dues of membership to his/her local branch and his branch should have remitted its dues well in time.
- c) That he/she is a member of the State Council for the last two consecutive years. and has attended at least four meetings during these two year tenure.

#### **ii) For the Vice President**

- d) That he/she is regular member of IMA at least the proceeding five years.
- e) That he/she has paid all the dues of membership to his/her local branch and his branch should have remitted its dues well in time.
- f) That he/she is a member of the State Council for the last two consecutive years. and has attended at least four meetings during these two year tenure.

iii) For Election to the post of the IMA State President (Elect) and Vice President the nomination should must be sent by Parent Branch.

Candidates seeking election for the post of President/ Local Branch.

- ❖ Must get his nomination from his Parent/ Local Branch.
- ❖ Must have led his Parent/ Local Branch as President/ Secretary.
- ❖ Parent/ Local Branch must be in good standing as for its dues towards the state before the start of Election Process.

### **34. A) APPOINTMENT OF AUDITORS AND LEGAL ADVISORS :**

Auditors and legal advisors shall be appointed ordinarily at an ordinary State Council Meeting.

**34-B) DISPUTES:**

If at any time member/local branch desires to refer any dispute of the Association to an arbitration. The arbitrator shall be the President of IMA and if he be involved himself, the immediate Past President. The Arbitrator shall give an opportunity to both the parties to file their representation and if any parties 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 questions to elicit the information provided the Arbitrator allows and provided that the question is 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 the Arbitrator shall be paid by the State office of IMA. The expenditure incurred by the parties shall be borne by each party concerned. In case a members or any other party is not satisfied with the award of the Arbitrator and prefers to go to the court, Jurisdiction shall be Ludhiana in case the matter concerns the State Bhawan.

**35. STATE MEDICAL CONFERENCE:**

There will be organized a Punjab state Medical Conference every year or as the State Council or State Working Committee may decide under the auspices of the Association at a suitable place and time to be decided by the State Council. Such a Conference will usually be held in December /January preceded by Annual Meeting of the state Council. The branches of the Association shall have the privilege of inviting of Conference.

**36. VENUE OF THE CONFERENCE:**

Hony, State Secretary shall issues a circular to the branches on or before May 31<sup>st</sup> each year to find out if any of them would invite the conference to be held in the month of December/January in the subsequent year. The invitations if any shall be put before the Annual Meeting of the State Council held at 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.

**RECEPTION COMMITTEE**

37. The Branch inviting the Conference shall form the Reception Committee of the Conference and Membership of the Reception Committee shall be open to the following:

- A) All Member of the branch which invites the Conference.
- B) All members of the neighboring branches who decide to co-operate.

- C) All Medical men with qualification register able under the Indian Medical Degree Act. 1916 (Act. VII of 1916) residing in the town which invites the Conference or in the neighborhood.

38. 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-laws No. 37 and shall of a Chairman, an Organising Secretary, Treasurer and other as required.

39. The inviting branch should finalise the programme of the conference in consultation with the State Council or the State Working Committee well before the date of the conference and decision of the latter should be binding on the hosting branch. The Hony. State Secretary will conduct the proceeding of the conference helped by the Organising Secretary of the conference.. IMA Punjab President will constitute a committee to look after the arrangements in the PIMACON and local branch organizing the PIMACON shall be answerable to the State IMA.

#### **DELEGATES:**

40 A) All Members of the State Council of the Association.

B) Members elected by the various Branches of the Association as their representatives to the Conference according to the numeral strength of the branches as follows:

From 5 to 10 Members One Delegate, above that for every 10 or part there of –One additional Delegate.

#### **DELEGATION FEE**

41. Delegation fee shall be fixed by the organizing Committee of the State Conference and shall include fee, kit charges and meals./-

#### **MEMBERSHIP OF THE CONFERENCE:**

42. Membership of the Conference shall be open to the following

- A) All members of the Reception committee.
- B) All Delegates.
- C) All members of the Association who attend the Conference on payment of fees as fixed by the Reception Committee of the Conference.
- D) All Medical men possessing register able qualification under the Indian Medical Degrees Act, 1916 (Act VII of 1916) who are not Members of the Association on payment of fees as fixed by the Reception Committee of the Conference.

#### **RIGHTS OF MEMBERS OF THE CONFERENCE:**

43. All Members of the conference shall have the right to take part in all discussion at the Open and Scientific Meeting of the conference in addition to the Members of the Subjects Committee. Delegates only will be allowed to vote.

44. 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 fees as Distinguished Visitors.
- B) Medical men or other Scientists who wish to take part in Scientific Session
- C) Bonafide medical students, with or without payment of fees at the discretion of the Reception Committee, as student visitors, accommodation being available.

#### **RIGHT OF VISITORS:**

45. The Visitors shall enjoy the following rights:

- A) Distinguished visitors can speak on any resolution with the permission of the President but shall no right to vote.
- B) Special visitors shall have right to speak in the Scientific session only, and can attend the open Conference. But they shall not have the right to speak on any resolution or the right to vote in open conference.
- C) Student visitors can attend the Scientific session and the General Session of the Conference, but shall have neither any right to take part in the discussions nor to vote in the general session.

#### **SUBJECT COMMITTEE:**

46. The following shall form the Subject Committee of the Conference:

- A) Ex-Officio:  
All members of the State Council
- B) 10 members to be elected by the Branch Delegates from amongst themselves.
- C) 5 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 State Council from the members of the Punjab State IMA.

#### ***PRESIDENT OF THE CONFERENCE:***

***47. The President of the Punjab State IMA for the year shall be the President of the conference. He and all the past presidents shall not be charged by membership fee and boarding and lodging charges of the conference.***

#### **BOARD AND LODGING ARRANGEMENTS:**

48. The Reception Committee shall make arrangements for board and lodging of those attending the Conference if so desired by them, on previous intimation and on payment for the same, if required on the rates fixed by the Reception Committee. If the Reception Committee fixes some amount it would be clearly mentioned that so much amount is board and lodging excluding delegation fee.

#### **RECEPTION COMMITTEE'S CONTRIBUTIONS TO PUNJAB STATE IMA FUND:**

49. Reception Committee's contributions to Punjab State IMA Fund shall be:
- A) The expenses of the conferences shall be borne wholly by the Branch inviting the conference. The Punjab State IMA shall not be responsible for any of the expenses.
  - B) Any money or grant received by hosting branch from Govt. will be the property of State Branch./local branch as per the amount of donation and announcement made by the donor for local and state branch. If the donor doesn't make any specific declaration the same shall be divided between State & Local branch 50:50
  - C) Rs. 50,000/-shall be paid to the state office by the organizing branch.( amended)

**BUSINESS AT THE STATE MEDICAL CONFERENCE:**

50. Business at the State Medical Conference will be as follows:

A) Inaugural Session

Address by the Chairman of the Reception Committee.

Inaugural Address, if any.

Installation of the Incoming President by the Retiring President.

Address of the President.

Election of the Subject's Committee.

B) Scientific Session and Exhibition; if any, shall open to all member and Visitors.

C) Open Session for consideration of resolution.

Except for special or urgent reasons at the decision of the President, no resolutions will be discussed and passed which have not been previously received at the State Office at least 4 weeks before the date of the Conference and circulated to the Branches at least 3 weeks before conference and approved by the subjects Committee prior to discussion at the Open Session.

**GENERAL RULES:**

51 A) The Hony. State Secretary of the Association shall make available to the Members of the subject's Committee, copies of all resolutions.

B) The Hony. State Secretary shall make available to all Members of the conference copies of all resolutions to be placed before the conference as approved by the Subject's Committee.

C) The Reception Committee in consultation with the Hony. State Secretary of the Association shall make arrangements for the meeting of the State Council which shall be held at place of the conference.

52. Yearly Awards to be finalized by Award Committee.

- a) Best Branch and Criteria for Selection (Fist & Second) \*Meeting\* New Members\* any other activity.
- b) Best President/ Secretary.
- c) Best committees on performance in year(3 to 5).

- d) Life Time Achievement to two Doctors. Award (Two Members) as decided by Committee with approval from State Working Committee. To be decided by October every year.
- e) Any National/ State Awards Recipient.
- f) Other Appreciation Awards for various activities of the/ association.

#### **IMA PUNJAB STATE BHAWAN:**

53. A) For all intents and purposes IMA State House situated at Bhai Randhir Singh Nagar, Ludhiana, Punjab 141001 be herein after named IMA Punjab State Bhawan and shall be State Office of the Punjab State IMA.

B) The management of the Punjab State Bhawan shall herein after rest with the Management Committee formed for this purpose. This replaces the Building Committee of Punjab State IMA.

*The management committee shall consist of 10 past state presidents and 10 past Local branch presidents of Ludhiana with State president and Hony State Secretary and Finance Secretary IMA Punjab .State President IMA Punjab shall chair the meetings of this committee. Each branch shall send Rs 50/- per member towards IMA Punjab State Bhawan Fund .( amended)*

C) This Management committee of Punjab State Bhawan shall be guided by the rules and regulations of IMA Punjab State, State Council and State Working committee.

D) The Hony. State Secretary and Hony. State Joint Secretary and Hony. State Financial Secretary shall present a report on Punjab State Bhawan periodically to the State Working Committee/State Council for necessary actions, advice and guidance.

## **APPENDIX 1**

### **THE INDIAN MEDICAL ASSOCIATION**

Form of Bequest:

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

I give and bequeath unto the Indian Medical Association the sum of Rs..... (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 purposes; and I declare that the receipt of the Hony. Financial Secretary/Treasurer for the time being of the Association shall be sufficient discharge of such legacy.

**APPENDIX II**

**MEMBERSHIP APPLICATION FORM**

M.A. Form

To be got from Hony. State Secretary for enrolling new members.

**INDIAN MEDICAL ASSOCIATION**

I.M.A HOUSE, INDRAPRASTHA MARG, NEW DELHI - 110002

**MEMBERSHIP APPLICATION FORM**

**Life/Ordinary/Direct (in Quadruplicate )**

**Membership No.**

--

Membership Proposed by Dr. -----of-----Local Branch IMA

To

The Honorary Secretary,  
Indian Medical Association  
I.M.A. House, Indraprastha Marg.  
New Delhi – 110002

<b>STATE /TERRITORIAL BRANCH COPY</b>
---------------------------------------

Dear Sir,

I hereby apply to be enrolled a member of the Indian Medical Association as

- 1) Branch Member or ----- Local Branch under -----  
-----State/Territorial Branch
- 2) Direct Member of IMA HQs/State-----

Please fill in (BLOCK LETTERS):

SURNAME -----FIRST NAME -----

FATHER’S HUSBAND’S NAME -----

ADDRESS -----

-----PIN CODE NO.-----

Tele. No. (Clinic) -----Residence -----Date of Birth-----

QUALIFICATION			
COLLEGE			
UNIVERSITY			

Registration No. -----Date of Registration.-----

Name of the Council of Registration-----

Are you in Service Yes/No STATUS: GP/Consultant/Hospital Practice :

I hereby declare that the qualifications or at least one qualification (of the qualifications mentioned in my application) is recognized by the Medical Council of India and on that basis



I am eligible to be registered to be registered with Medical Council or a State Medical Council.

If at any time this statement is found to be incorrect, my membership, if granted will be liable to be cancelled and the fee paid by me to all sections of IMA will be liable to be forfeited by them.

I hereby give an undertaking that I shall abide by the Rules and Regulations of IMA.

Date -----

Place -----

-----

Signature of Applicant

Certified that I have verified that qualifications and registration of the applicant and his eligibility as per Rules for being enrolled as members of the Indian Medical Association.

Forwarded to the Hony. Secretary General along with HFC.

Hony. Secretary -----Local Branch

Forwarded to IMA HQS on ----- Received IMA HQS along with HFC on-----

-  
along with HFC

Membership confirmed on -----

Hony. State Secretary (Signature)

Hony. Secretary General (Signature)

Forwarded to JIMA along with HFC

**NB:** The form is to be filled in quadruplicate. The Secretary of the local Branch shall retain the “Local Branch Copy” and send the remaining three copies to the State Terr. Branch along with HFC ‘State Branch Secretary’ forward the remaining copies duly signed to the Headquarters. IMA Headquarters will send copy to JIMA.

**APPENDIX 3  
BALLOT PAPER**

INDIAN MEDICAL ASSOCIATION PUNJAB STATE BRANCH  
 ELECTIONS FOR THE POST OF ..... OF IMA  
 PUNJAB FOR THE YEAR .....  
 BALLOT PAPER

S.NO.....

Signature of the members of  
 Election Commission IMA Punjab

Sr.No. Name of the candidate with Branch Mark (+) against the name of Candidate to whom the branch  
 has voted.

1. Dr. Branch.....

2. Dr.

3. Dr.

The Ballot-paper shall not bear any other sign or signatures except for the signatures of the members of Election  
 Commission at the place specified and a mark of (+) against the name of the Candidate to whom the branch has Voted.

**APPENDIX 4**

**OUTER ENVELOPE**

Dispatch No. Dated :

Signatures of the Hony.Secretary of Local Branch .....

( Dr.....) ELECTIONS FOR THE POST OF STATE PRESIDENT ELECT (YEAR.....) AND  
 TWO POSTS OF VICE-PRESIDENTS IMA PUNJAB FOR THE YEAR.....

TO  
 DR.....  
 CHAIRMAN ELECTION COMMISSION IMA PUNJAB  
 .....  
 .....

Address:  
 Office of the Chairman Election Commission IMA Punjab  
 Receipt Number: \_\_\_\_\_ Dated: \_\_\_\_\_

Signatures of The Chairman

**INNER ENEVOLPE**

**BALLOT PAPER**

**APPENDIX 5**

**INDIAN MEDICAL ASSOCIATION ( Headquarters) IMA HOUSE,INDRAPRASTHA  
MARG,NEW DELHI 110002  
( APPLICATION FOR OPENNG A NEW LOCAL BRANCH )  
(To be filled by the proposed New Local Branch )**

1. Name of the Branch .....

2.Number of Members.....

3.Name Name and address of office bearers  
.....  
1President.....  
.....

2. Vice  
President.....  
.....

3. Hony. Secretary

4.Names of the members of the Managing Committee:

- 1.....
- 2.....
- 3.....
- 4.....
- 5.....
- 6.....

5.Address of Office .....

**RESOLUTION**

A meeting of members of medical profession  
of.....  
was held on..... under the Chairmanship of Dr.....  
and it was unanimously resolved that a branch called.....  
Branch of Indian Medical Association be formed at.....

From.....and that Dr. ....Hony. Secretary be authorized to take all necessary steps required to be taken under the IMA Rules.

Forwarded to Hony. State /Territorial Secretary..... State/Territorial Branch of IMA for information and favour of forwarding the same to the HQrs.office IMA New Delhi for further action along with a cheques/Bank Draft for Rs..... Towards HFC for the members as per list wef .....

Hony. Secretary      President

(To be filled by State/Territorial Branch concerned)

Forwarded to Hony.Secretary General Indian Medical Association,IMA House Indraprastha Marg, New Delhi for information and necessary action along with the requisite HFC of Rs..... Dated.....

Address.....

Hony State/Territorial Secretary..... State /Territorial Branch Indian Medical Association ( For Use in Headquarters Office)

Formation to the .....branch approved by the Working Committee ,IMA at its .....Meeting held at.....on.....

Dated....

Hony Secretary General Indian Medical Association