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Indian Medical Association Madurai Branch

(AMENDED & CORRECTED DRAFTBYE-LAWS FOR SUBMISSION TO THE GOVERNING BODY)

- 1. Name:** The name of the Association shall be "INDIAN MEDICAL ASSOCIATION, Madurai Branch."
- 2.** a) IMA Madurai Branch hereinafter referred to as "Association" in short form, b) IMA TN state Branch hereinafter referred to IMATN-SB, c) IMA national hereinafter referred to as IMA , d) Building improvement committee of IMA Madurai Branch as BIC e) Nursing home board and Clinical Establishment act of IMA Madurai branch as NHB-CEA IMA Madurai branch f) Family Security Scheme as FSS g) Professional Protection Linked social security Scheme as PPLSSS.
- 3. Registered Office:**
The office of the Association shall be located at I.M.A. building, No.1, Panagal Road, Madurai-625020.
- 4. Date of Registration:** 7th February 1934.
- 5. Objectives:**
The objectives of the association shall be as follows:
 - a) To keep the members updated about all modern advancements in medical sciences to promote high standards of medical practice.
 - b) To promote interaction and deliberations between the members in the fields of medical education, medical services and public health in the country and thus to improve the quality of health care delivery to the public at large.
 - c) To give guidelines and suggestions to the stake holders & policy makers of medical profession and education for fostering high & uniform standards of undergraduate, post graduate and super speciality selections & training.
 - d) To promote research in various disciplines of medical & allied sciences.
 - e) To establish or support any institution, scientific associations or research organizations for promoting the standard of medicare and education.
 - f) To promote the publication of scientific literatures pertaining to medical sciences & health care delivery.

- g) To endeavour to establish and maintain liaison with other associations or organized bodies in India and abroad whose objectives are similar to our association.
- h) To protect the honour and dignity of the members and to intervene when their safety or safety of their establishments are endangered while discharging professional duties and to provide legal support whenever necessary.
- i) To promote comradeship and thus co-operation among members.
- j) To ensure the benefits of the association are available to all irrespective of caste, religion, sex and socio economic status.
- k) To provide carrier guidance to the medical graduates and young members.
- l) To ensure that the pharmaceuticals & surgical equipments and devices are available to members at a nominal cost specifically during health crisis situations.
- m) To organize medical camps at rural areas for the cause of poor and adopt villages to improve medicare as a public welfare measure.
- n) To rise up to the occasions like natural calamities & pandemics, to mobilize medical resources and contribute to relief funds.
- o) To carry out any other activity for the furtherance of the objects of the association.

6. Activities:

- a) To hold periodical clinical meetings for the discussion and demonstration of diseases and its treatment.
- b) To hold special scientific meetings, lectures, seminars about various diseases and pandemics by inviting experts in respective fields and in allied sciences.
- c) To arrange social functions, gatherings and meetings including non academic subjects with distinguished persons and celebrities of other walks of life to ensure a holistic carrier development of the association members including their physical and psychological well being and thus remain as worthy contributors to the welfare of the society.
- d) To subscribe for important journals, periodicals and books.
- e) To organize meetings to elicit consolidated views of the members regarding contemporaneous health care problems & crises and play an advisory role to the government, private health care providers and other stake holders.
- f) To remain as a facilitator of implementing various govt health care programmes
- g) To start a medical provident fund, mutual benefit society, co-operative credit, sale, lease and lend society, a common nursing homes and poly clinic, reference library and indulge in any such endeavours for the benefit of the members.

- h) To conduct investigations on general food and health care issues and surging incidences of special diseases in the society which demand professional knowledge and guidance by the members of the association.
- i) To publish pamphlets, brochures, literature, books and other publications relating to medical sciences for the benefit of the medical professionals subject to the conditions stipulated in Section 11(4A) and proviso to Section 80G of the Income Tax Act. "Provided the all activities of the society / association shall be carried out only in India".

7. Association Financial Year:

- a) The Association year is from 1stApril of current year to 31stMarch of the next year.
- b) Election of office-bearers for the following association year shall be conducted before the 15thFebruary of the year and the New Office-Bearers shall be installed in office at the time of Regular Extra ordinary General Body Meeting to be held on the month of April of the year.
- c) The Financial year is from 1st April of the current year to 31st March of next year.

8. Register of Members:

The association shall maintain a register showing the details of name, address and qualification etc of all members. (Complete professional data)

9. Eligibility for membership and Enrolment:

- a) Any person possessing a minimum qualification of M.B.,B.S. which is registered under the Tamilnadu Medical Council shall be eligible for membership of the Association.
- b) Those eligible medical graduates who intend to enroll themselves as members of association shall apply in the prescribed form available in the office of the association or in the official website with an undertaking to abide by the rules and regulations of the association.
- c) Any person who has submitted false, misleading &fake documents for getting enrollment for membership will automatically cease to be a member of IMA
- d) On receipt of the application, the President & Secretary shall call for a personal interview of the candidate and verify the original documents and forward the name to IMA-TNSB & with their recommendations and also intimate Governing body

10. Classification of Members:

a) Life Members:

Those who are found eligible and pay the life membership fee fixed by governing body of the Association from time to time, shall be admitted as life members of the Association.

b) Associate Members:

Any person, who is a Life member of any other branch of the I.M.A, and intends to become a member of this branch of the association in addition, shall be admitted as Associate Member and he / she shall be required to pay Rs.1000/- as onetime Fees which shall be revised by Governing body from time to time. He / She shall have all the privileges except the voting right. He/She cannot hold any post of I.M.A. Madurai Branch.

11. Privilege of Members:

All members of this branch are members of the INDIAN MEDICAL ASSOCIATION and shall have the rights & privileges of life membership of the INDIAN MEDICAL ASSOCIATION.

- a) He/She shall attend all meetings and conferences and to vote on all propositions, each possessing one vote.
- b) He/She shall utilize the facilities like Library and reading room of the Association.
- c) He/She shall get elected to any office which is under the purview of the General Body of the association subject to the eligibility.
- d) He/She shall share the benefits of Provident Fund, Co-operative Societies etc. run by the association subject to the rules that may be in force from time to time.
- e) He/She is entitled for a copy of the rules and all the publications of the Association free of cost or at such a price as may be fixed by the Governing Body
- f) He/She is eligible to all other privileges that may be conferred by the General Body.
- g) He/She is eligible to utilize TN-IMA guest houses as per guidelines and also IMA Headquarters guest house at New Delhi and other state guest houses with prior booking and payment of required fees.

12. Cessation/Termination/Suspension of membership

- a) By Resignation: A member may at any time resign his or her membership by giving 30 days notice in writing to the Secretary of the Association. The resigning member shall pay up all his or her dues.
- b) By removal on the following grounds:

- i. undesirable conduct
- ii. Anti association activities
- iii. Removal of one's name by TN medical council on the ground of conviction by the Court of Law.

If, on proper enquiry including the explanation of the member concerned, the Governing Body considers that the conduct of any member is prejudicial to the interests of the Association or calculated to bring the medical profession into disrepute, the Governing Body shall recommend to the General Body that the member be removed from the membership of the Association. The General body shall consider such recommendation if $\frac{3}{4}$ (75%) of the members present vote in favour of recommendation for termination. The concerned member may be given due notice by the secretary of association that the recommendation of the governing body would come for discussion in the general body meeting specifying the time and date. If the decision for termination of the membership is approved by the general body, the removal member's name from the register.

- c) If situation warrants, The President with the approval Governing body can suspend a member for the abovementioned activities pending enquiries.
- d) Demise of a member
- e) On cessation/termination/suspension of membership, a person shall automatically cease to hold all nominations/appointments related to IMA

13. Readmission of Members:

- a) A person who ceased to be a member under Rule No.11(a) can be readmitted on fresh application submitted by them and on the payment of any dues outstanding on the date from which he/she ceased to be member.
- b) A person who ceased to be a member been under Rule No.11(b) may apply for membership on the expiry of two years with the support of minimum of 20 members and such application shall be placed for the recommendation of the governing body and then placed before the general body for approval. If approved, it is to be duly ratified by IMA-TNSB. Re-admission of a member can be considered only after a request by concerned member provided all pending legal issues, enquiries on financial irregularities and disciplinary proceedings are sorted out to the satisfaction of the General body by the appropriate authorities.
- c) Readmitted member shall be considered as new member with respect to seniority or for holding any post of IMA. All his past attendances in meetings will not be considered or taken into account for the purpose of seniority

14. Subscriptions:

All the members of the Association, life and Associate Members, shall pay the subscription and admission fee fixed by Governing Body from time to time.

15. Distribution of Subscription:

Out of the subscription collected from the members, the contribution to the Headquarters Fund, contribution to the I.M.A. TN-SB(as may be fixed from time to time) shall be sent to Tamil Nadu state office. The amount to Headquarters Fund Contribution is subject to modification by the Indian Medical Association.

16. Management:

The general body of the IMA Madurai branch, subject to the powers vested on it, has complete control over all matters connected to the IMA Madurai branch. The day to day management of the Association shall vest with Governing Body and the following are the Office-Bearers of IMA Madurai branch:

The President	The President Elect
The Vice-President	The Honorary Secretary
The Joint Secretary	The Honorary Finance Secretary

17. Functions and Powers:

a) THE GENERAL BODY

1. To frame, alter or repeal the rules and Bye-Laws of the IMA Madurai branch, subject to the condition that every such change and addition to the Rules/bye laws is fully circulated to all the members at least 21 days prior to the date of meeting. It will be discussed in the General Body with a quorum of 2/3 of the members present and vote in favour of the change or addition proposed.
2. To elect the Office bearers of the IMA Madurai branch.
3. To appoint committees or subcommittees and standing committees (such as Finance, Propaganda, Arbitration etc.)
4. To represent any matter or raise any issue ,which in its considered opinion would affect the interest of the members/profession/health of public at large, to the Govt. or its Agencies or to any other constitutional or appropriate authorities
5. To delegate any of its functions in part or whole to the Governing Body or other subcommittees.
6. To recommend for Readmission or removal any member if recommended by the governing body.

7. To select the periodicals and journals and sanction the amount for subscriptions.
8. To authorize the IMA Madurai branch to take up any activity deemed to further the objects of the Association.
9. To exercise authority in all similar acts of the association.

b) THE GOVERNING BODY:

1. Shall constitute the executive authority of the association in all matters of scientific, business and financial.
2. Shall recommend the general body about the acceptance of the resignation, transfer of membership and removal from membership.
3. Shall recommend or otherwise about the disciplinary action against any member.
4. Shall fix the amount of subscription periodically; write off arrears and bad debts of IMA Madurai branch when such necessity arises.
5. Shall appoint or remove salaried employees of the IMA Madurai branch.
6. Shall authorize and approve or disapprove all expenses.
7. Shall authorize the IMA Madurai branch to hold meetings outside the city of Madurai and its suburbs fix the agenda for such programmes and sanction the expenditure.
8. Shall carryout any other function of the Association which has not of been entrusted exclusively to the General Body.
9. Shall appoint committees, subcommittees and standing committees and editor of News letter/journal
10. Shall advise the President in decision making of any ambivalent issues.

18. TERM OF OFFICE OF THEGOVERNING BODY:

- a) The Governing Body shall enter upon the duties at the close of the Extra Ordinary General Body meeting at which it was elected and shall hold office till the declaration of the election of the next Governing Body in the Regular Extra Ordinary General Body Meeting.
- b) The Governing Body shall ordinarily meet once a month at its own building at No.1, Panagal Road, Madurai at the time fixed by the Honorary Secretary with the consent of the President
- c) Urgent meetings of the Governing Body shall meet as and when required and the decisions taken on such meetings shall be communicated to the members who could not make it for the meeting. Such meetings can be called for by the Hony. Secretary in consultation with the President.

- d) The quorum for the meeting of the Governing Body shall be 20 (twenty)
- e) An officer or a council member who fails to attend three consecutive council meetings without prior intimation will be deemed to have forfeited his post.

19. OFFICE-BEARERS:

- a) The following are considered to be the office bearers of IMA Madurai branch who shall be elected for the management of the association from among the life members of the Association.

- President
- President-Elect
- Vice-President
- Honorary Secretary
- Joint Secretary
- Honorary Finance Secretary

Apart from office bearers, the following members for governing body, state and central councils shall also be elected.

One elected Governing Body member for every 20 members of the IMA Madurai branch's total strength.

One State Council member for every 50 members of the IMA Madurai branch's total strength.

One Central Council member for every 100 members of the IMA Madurai branch's total strength.

b) Duties of the Office-Bearers:

i) THE PRESIDENT

1. Shall be the Chairman of all meetings of the General and Governing bodies and all monthly, clinical, special, extraordinary meetings, Nursing Home Board meetings, building improvement committee meetings, any other committee meetings of the IMA Madurai branch.
2. Shall guide and control all activities of the IMA Madurai branch.
3. Shall regulate the proceedings of the meetings and conferences, interpret the rules and regulations and decide on ambivalent issues.
4. Ex-Officio member of all committees.
5. Shall, in addition to his ordinary vote, have a casting vote in case of equality of votes.

6. Shall negotiate any dispute among the office bearers/GB members/members while engaging in IMA activities.
7. Shall be the Presiding officer of all meetings of NHB-CEA IMA Madurai branch
8. Shall select alternate representatives to state or central council at his discretion when an occasion or need arises
9. Shall nominate State co-ordinators for FSS & PPLSSS Schemes
10. Shall appoint any suitable member for various committees (including editorial committee) and subcommittees as chairman as and when necessary with the approval of governing body of the association unless specifically mentioned otherwise in the bye-laws of the association

ii) THE PRESIDENT - ELECT

1. Shall be the President for the following association year.
2. Shall closely observe all activities of the association for continuity and to augment his experience in decision making process in the ensuing year.
3. Shall be the election officer for the elections (only for the current year of his office)

iii) THE VICE PRESIDENT

1. Shall assist the President in all activities of the association.
2. Shall act and discharge all duties of the President in the absence of the President due to indisposition or compelling personal preoccupations.
3. Shall become the PRESIDENT in the event of demise or resignation of President and remain so only for the remaining part of the tenure of the President without any prejudice to his term of office as President in future if elected.

iv) THE HONORARY SECRETARY

1. Shall be the Chief Executive of the IMA Madurai branch -Executor of all decisions of general body and governing council.
2. Shall be in charge of the office and conduct all correspondences on behalf of the association.
3. Shall exercise general supervision and control of the staffs.
4. Shall organize, arrange and convene all meetings both academic and business, conferences and demonstrations with the concurrence of the President
5. Shall be the Ex-officio member of all committees.
6. Shall be incharge of the registry & maintain accurate updated register of all members of the association.

7. Shall incur all expenses sanctioned by the Governing Body and contingency expenses not exceeding Rs.10000.00 (Rupees Ten thousand only) on any one item at a time.
8. Shall keep a permanent advance of Rs.10000/- and submit accounts for ratification by governing body
9. Shall record proceedings of all meetings and maintain an attendance register of members .Shall also maintain minutes book for all the meetings of IMA Madurai branch
10. Shall be the custodian for all documents of I.M.A Madurai Branch.
11. Shall appear and depose before any Court of law or similar statutory authorities or any appropriate agencies on behalf of the association with regard to the public health care issues or issues adversely affecting the professional interest of its members or ethical issues or litigation against IMA Branch or its members.
12. Shall operate the bank accounts along with Honorary Finance Secretary of the IMA Madurai branch and shall be the co-signatory along with Hony. Finance secretary for all accounts/transactions.

v) JOINT SECREATRY

1. Shall assist Hony. Secretary in all activities of IMA Madurai branch & perform all duties of the Secretary in his absence due to the indisposition or compelling personal preoccupations.
4. Shall become the Hony. Secretary of IMA Madurai branch in the event of demise or resignation or removal of Hony. Secretary and remain so only for the remaining part of the tenure of the Secretary without any prejudice to his term of office as Secretary in future if elected.

vi) THE HONORARY FINANCE SECRETARY

1. Shall collect all money due to the Association and deposit them in the bank account of IMA Madurai branch approved by the Governing Body and operate the account along with the Honorary Secretary and shall be the signatory along with Hony. Secretary in all financial transactions and bank accounts.
2. Shall be responsible for the collection of subscriptions from the members and periodically inform the secretary of the names of those who have arrears and thus become liable for penalties.
3. Shall pay the bills which are approved and sanctioned in writing by the Secretary
4. Shall be responsible for upkeeping of the detailed and up-to-date accounts of the Association supported by proper vouchers.
5. Shall get the accounts audited by the Auditor of the Association.

6. Shall prepare monthly statements of the accounts and submit them to every Governing Body meeting for approval.
7. Shall be the Presiding officer of NHB-CEA IMA Madurai branch
8. Shall prepare annual statement of accounts showing the financial position of the Association, get them audited by the Auditor and submit the same for adoption at the Annual General Body meeting.
9. Shall be the ex officio member of the all committees.
10. Shall be the treasurer for NHB-CEA IMA Madurai branch

vii) THE REPRESENTATIVES TO THE STATE COUNCIL

1. Shall represent IMA Madurai branch in State council meetings and highlight its views and decisions on various issues and safeguard the interests of IMA Madurai branch.
2. Shall facilitate IMA state council in decision making and execute its authority on scientific, business and financial matters.

viii) THE REPRESENTATIVES TO THE CENTRAL COUNCIL

1. Shall represent IMA Madurai Branch in Central council meetings and highlight its views on various issues at national level and safeguard the interests of IMA Madurai branch.
2. Shall facilitate IMA Central council in the policy making process and execute its authority on scientific, business and financial matters of health care interests of the nation.

20. Election of Office-bearers:

- a) All office bearers mentioned in Rule No. 19(a) (except President) shall be elected before 28th (or 29th) February of every year.
- b) Excepting the last two Rule 19(a) all the others shall be elected by tendered vote. The representatives for state and central council shall be elected at the annual general body meeting each year
- c) The Election Officer (President Elect) shall call for nominations to the following posts at appropriate time and date for the next year/term, two months before the regular extraordinary general body meeting. Each nomination shall be properly proposed and seconded by life members of good standing.
 - One President elect
 - One Vice President
 - One Hony Secretary
 - One Joint Secretary

One Hony Finance Secretary
Governing body members -numbers as mandated
Representatives to State council-numbers as mandated
Representatives to central council-numbers as mandate
Representatives to Nursing Home Board IMA -TNSB from NHB/CEA Madurai
Branch

- d) The election officer shall conduct the election and announce the results.
- e) The Election officer (President-Elect) shall scrutinize the eligibility of the nominations and proper completion of nomination forms before declaring the nominations valid/invalid. The nomination forms should have been duly filled, signed, proposed and second by life members of the association with supportive documents mentioned in the election notice calling for nominations.

21. Eligibility for election as Office bearers / governing body members:

a) Only Life Members are eligible for any post. Members should pay non refundable deposit fixed by the governing body time to time along with nomination form to contest for any post of office

b) Governing body members

- i. Shall be the Life member of more than 5 years in any IMA Branch.
- ii. Shall have atleast30% of attendance in the IMA meetings/activities in the current year.
- iii. Once elected to the Governing Body, member must attend at least 50% Governing body meetings to remain eligible to contest for the post of Governing Body member for next year.
- iv. Shall pay a non refundable deposit fixed by the governing body time to time along with their nomination for the posts mentioned in rule 19(a).
- v. Shall not have arrears to IMA Madurai branch in any form

c)Office Bearers:

1) PRESIDENT ELECT:

- i. He should have been a life member of IMA Madurai branch for 5 years and
- ii. He should have served as Governing body member for 5 years OR should have served as a Governing body member for a minimum period of 3 years and an office bearer for one term of 2 years (as Vice President or Hony. Secretary or Hony. Finance Secretary or Joint secretary)

2) VICE PRESIDENT:

- i. He should have been a life member of IMA Madurai branch for 5 years and
- ii. He should have served as governing body member for 5 years OR should have served as a Governing body member for a minimum period of 3 years and an office bearer for one term of 2 years (as Hony. Secretary or Hony. Finance Secretary or Joint secretary).

3) HONY. SECRETARY:

- i. Should be a life member of IMA Madurai branch for 5 years
- ii. Should be a governing body member of IMA Madurai branch for a minimum period of 3 years
- iii. 30% attendance in monthly meetings/activities of previous and current year
- iv. 50% attendance in Governing Body Meetings of current year
- v. Should not have arrears due to I.M.A Madurai Branch in any form
- vi. Members should pay non refundable deposit fixed by the governing body time to time along with nomination to contest for any post of office.

4) JOINT SECRETARY:

- i. Should be a life member of IMA Madurai branch for 5 years
- ii. Should be a governing body member of IMA Madurai branch for a minimum period of 3 years
- iii. 30% attendance in monthly meetings/activities of previous and current year
- iv. 50% attendance in Governing Body meetings of current year
- v. Should not have arrears due to I.M.A Madurai Branch in any form
- vi. Should pay thenon refundable deposit fixed by the governing body time to time along with nomination form to contest for any post of office.

5) HONY. FINANCE SECRETARY:

- i. Should be a life member of IMA Madurai branch for 5 years
- ii. Should be a governing body member of IMA Madurai branch for a minimum period of 3 years
- iii. 30% attendance in monthly meetings/activities of previous and current year
- iv. 50% attendance in Governing Body Meetings of current year
- v. Should not have arrears due to I.M.A Madurai Branch in any form
- vi. Members should pay non refundable deposit fixed by the governing body time to time along with nomination form to contest for any post of office.

6) State and Central council members:

- i) Shall have same eligibility criteria as for President elect and Vice president.
- ii) The Association shall also elect equal number of alternate representatives who shall be entitled to be sent as substitute in place of regular representative, as and when necessity arises, at the discretion of the President of the association in which case the President shall intimate the head quarters office in advance the name of the alternate member atleast 2 weeks before the meeting and agenda of the meeting received by the regular representative shall be passed on to such alternate representative .(vide rule No; 19 b(vi) Memorandum, rules and bye laws of the IMA (as amended upto Dec 2018)

22. IF NO NOMINATION IS RECEIVED FOR THE POST OF PRESIDENT ELECT:

The Governing body shall elect a member of good standing with minimum eligibility of a governing body member for 5 years and shall be approved by General body. In case Governing body fails to elect a candidate for any reason, the Governing body can authorize a committee consisting of the President, immediate past President and a past President or two past PRESIDENTS (total of 3 members) to nominate/select a President elect and shall be approved by the General Body. If the committee also fails to make a headway, the General Body shall elect/select/nominate any eligible candidate as PRESIDENT ELECT even with mild relaxation of rules/by-laws regarding eligibility. Such relaxation shall be applicable for the particular case only and shall not be quoted as precedence on future occasions.

Similar procedure can be followed **if no nomination is received for any of the posts** of Office bearers or council members or building improvement committee or NHB CEA IMA Madurai Branch members or any post which mandates election.

23. GRIEVANCE REDRESSAL CELL:

The President in consultation with Governing body shall appoint a committee comprising of two members of good standing for arbitration of any major grievances or disputes including election issues .The aggrieved member or any member who feels that the interest of the association is adversely affected by any act/decision of the association, he/she shall represent the matter to the Grievance redressal cell and an appeal to IMA-TNSB can be filed only after the verdict of the Grievance cell. Any election related issues should be represented in writing within 10 days of declaration of results. A fee of Rs 5000/- may be paid to the IMA Madurai branch along with redressal request. The verdict on such disputes should be released within 15 days after filing of the complaint.

24. Terms of Office-bearers:

- a) The office bearers so elected shall hold office from the time of their being declared elected at the Regular Extra ordinary General Body meeting till the declaration of results of election held at the next Regular Ordinary General Body meeting.
- b) Vacancies which may occur during the year shall be filled by the remaining eligible members of the Governing Body. Such members shall hold office only for the remaining period of the year.
- c) Term of Office for PRESIDENT is for one association year. He shall be reelected as PRESIDENT ELECT for one more term only.
- d) Term of office for the PRESIDENT ELECT is one association year and he becomes THE PRESIDENT of the next association year.
- e) Term of office for VICE PRESIDENT is one association year. He shall be reelected as VICE PRESIDENT for one more term only.
- f) Term of Office for HONY.SECRETARY is for two association years. He shall be reelected as HONY. SECRETARY for one more term of two years only.
- g) Term of Office of the JOINT SECRETARY is for two association years. He shall be reelected as JOINT SECRETARY for one more term of two years only.
- h) Term of office of the HONY.FINANCE SECRETARY is for two association years. He shall be reelected as HONY.FINANCE SECRETARY for one more term of two years only
- i) Term of office of the GOVERNING BODY MEMBER is for one association year. He shall be reelected as the GOVERNING BODY MEMBER for any number of terms.
- j) Term of office of the STATE COUNCIL MEMBER is for one association year. He shall be reelected as the STATE COUNCIL MEMBER for any number of terms.
- k) Term of office of the CENTRAL COUNCIL MEMBER is for one association year. He shall be reelected as the CENTRAL COUNCIL MEMBER for any number of terms.
- l) Term of office of the BUILDING IMPROVEMENT COMMITTEE MEMBER of IMA Madurai branch is for 3 years. He shall be reelected as the BUILDING IMPROVEMENT COMMITTEE MEMBER for any number of terms .
- m) Term of office of the REPRESENTATIVE FOR NURSING HOME BOARD-STATE is for one association year.He shall be re-elected for 3 terms of each one year.
- n) One person one post rule shall be followed for all the posts of Office bearers.
- o) Previous terms of office bearers before the adoption of this amendments shall also be counted for re-election

25. Finance:

- a) **Income:** The income of the Association shall be derived from the following sources:
- i. Subscription from members.
 - ii. Contribution from members
 - iii. Special contributions or donations raised by the Association for building.
 - iv. Income from the movable and immovable properties of the IMA Madurai Branch.
 - v. Conference and social functions.
 - vi. Bequests and other sources.
 - vii. Or through any other way as decided by Governing body of IMA Madurai branch depending on financial position and specific situations
- b) **Expenditure:**
- i. All ordinary expenses of recurring nature such as rents, salaries, wages, printing of notices, stationery, postages, Taxes, Electricity etc. shall be incurred by the Secretary based on general authorization by the Governing body.
 - ii. The Secretary shall also be empowered to spend a contingency amount not exceeding Rs.10000 (Rupees Ten Thousand) without previous sanction of the Governing Body. It should be an expenditure of non-recurring nature and such expenditure shall be communicated to the Governing Body at its next meeting for its approval.
 - iii. The prior sanction of the Governing Body shall be obtained for
 - a) Increase in salaries.
 - b) Extra printing expenses such as the printing of the Annual Reports and Scientific or other publications designed to benefit the members.
 - c) Deciding whether to distribute those publications free or for a price and for fixing the price
 - d) Fixing the maximum monthly expenditure for social interactions on the occasion of monthly meetings.
 - e) Sanctioning expenses in connection with a special meeting in or around Madurai city.
 - f) All other expenses exceeding Rs10000/ (Rs. Ten thousand only)
 - g) For meetings involving larger expenses, the Secretary shall be empowered to draw some more amount from the treasurer as advance within the amount sanctioned for the purpose against latter settlement of bills and vouchers.

c) Balances:

- i. The Secretary is authorized to keep a sum of Rs.10,000/- (Rupees Ten Thousand only) as permanent advance for meeting the day-to-day expenses of the Association and shall recoup the amount from the Finance Secretary as and when necessary.
 - ii. All the funds of the association other than permanent advance with the Secretary shall be invested in accordance with Section 11(5) read with Section 13(1) of the Income Tax Act, only with the approval of the General Body held as ordinary, special or annual meeting.
 - iii. The Governing Body shall keep a watchful eye on the banks where the accounts and investments of the Association are maintained and in the event of any apprehension about the stability of the said bank the funds may be transferred and reinvested appropriately to a stable bank at the earliest possible with a prior permission from general body.
- d) All subscriptions collected from members shall in the first instance be handed over to the Finance Secretary. The Finance Secretary shall deposit the balance in the Bank within one week from the date of receipt.
- e) Budget: A budget shall be prepared by Governing Body one month before the Annual general body and placed before the Annual general body for adoption.
- f) The Society shall follow the financial year beginning from 1st April and ending with 31st March as the accounting year. The Audited Account must be submitted to the annual general body meeting in April / September.
- g) All the funds shall solely be utilized towards the objects and conduct of the association and on portion of the funds / assets shall be utilized for the benefit of any member / office bearer or persons referred to in Sub-Section (3) of Section 13 of the Income Tax Act, either directly or indirectly by way of profit / dividend / interests etc. However, a member is entitled for reimbursement of any expenditure incurred by him towards the activities of the association with approval of the President/Secretary

26. Auditing:

The accounts of the Association shall be audited every year at least one month before the Annual general body meeting by a certified auditor who will be elected at the previous Annual General Body meeting.

27. Liaison officer:

- a) The President shall appoint a liaison officer for the association year from among the senior members of good standing exclusively to go into the issues like professional etiquette, medical ethics and other similar subjects if and when the necessity arises.
- b) The liaison officer shall report to the Governing Body all cases which are difficult to resolve by himself and all cases of grave misconduct with his recommendations.
- c) The Governing Body shall deal with the report and recommendations suitably and its decision shall be final.

28. Kinds of Meetings:

a) Annual General Body Meeting:

- i. Every year during the period from April to September Annual General Body meeting shall be held for transacting the following business of the Association.
 - ii. Agenda for annual general body meeting.
 1. Adoption of the annual and Audit report of the Association for the preceeding financial year and Budget for the year.
 2. Appointment of Auditor for the forthcoming year.
 3. Consideration of all matters brought forward by the governing body.
 4. Consideration of all matters brought forward by the member/members provided 21 days notice is given to the Hony. Secretary in writing.
 5. Consideration of any subject not given notice but allowed by the President for consideration by the general body.
 - iii. The quorum for annual general body meeting shall be 100 (Hundred) members.
 - iv. If the quorum for annual general body meeting (hundred members) is not present at the scheduled time mentioned in the circular, the president shall adjourn the meeting for 30 minutes or more and again call for the general body meeting and transact the business as per agenda.
- b) Extraordinary General Body Meeting:**
- i. Regular extra ordinary general body meeting shall be held in January every year for the announcement of results of Election of new office bearers and installation of new office bearers.
 - ii. An Extraordinary General Body Meeting of the Association can be called for any time of the year on a requisition by atleast 25 members of the Governing body provided the Governing body as a whole deem it fit.
 - iii. Any member can request for an extra ordinary general body meeting by giving a requisition signed by 100 members of I.M.A. Madurai Branch.

- a) The requisition must state the object for which the meeting is sought and must be signed by the requisitionists and submitted to the Secretary, who shall in consultation with the President, can call for an Extraordinary General Body meeting within 30 days of the receipt of the requisition.
 - b) If the meeting is not called within 30 days, the requisitionist may themselves convene a meeting within the next 30 days but such meetings shall not be convened after the expiry of subsequent 30 days
- iv. Notice for the extraordinary General Body Meeting shall be sent to the members at least 21 days before the scheduled date, mentioning the place, date and time and the agenda for the business to be transacted at such a meeting.
 - v. Quorum for the Extraordinary General body meeting shall be 150. Nothing except the business for which it is called shall be discussed at the meeting. If the mandated quorum is not present within 30 minutes after the scheduled time, the President shall declare the notice to the meeting null and void.

c) No Confidence Motion

- i. The Members of I.M.A Madurai Branch shall have the right to bring in no confidence motion against any officer bearer of I.M.A. Madurai Branch if he / she fails to discharge his / her duty as per constitution / bye law of the association.
- ii. No confidence motion should be signed by not less than 300 life members of I.M.A. Madurai Branch requesting the Secretary to convene an Extra ordinary general body meeting for the purpose of moving no confidence motion. The Secretary shall call for the meeting within 30 days of the receipt of the request. Rule 28-b -iii-b is applicable in this context.

d) Annual Conference: An annual reunion of members of the medical profession in and around the district (both academic and social) and exhibition of medical& related products ,articles may be also held in tandem with the Annual general body meeting with the prior sanction of the Governing Body. The expenses in connection with this conference shall be mainly by voluntary contribution from members of the profession. Any surplus amount shall be credited to the funds of the association to meet any possible deficit on a future occasion.

e) Ordinary Monthly Meeting of Governing body: Normally this meeting will be held once a month at a fixed date or day either physically (or virtually if situation warrants.) In exigent situations, It is the prerogative of the President to call for the meeting often or whenever necessary in short notice.

29. The following protocols shall be followed as far as possible:

1. Business.

- a. The reading of the resolutions and decisions from the minutes of the last meeting by the secretary and the adoption thereof by the members assembled.
- b. The secretary shall communicate to the members all communications of interest received from the state and central office of the I.M.A and from outside bodies.
- c. If any of these communications require a considered opinion of the Governing body, President shall arrive at a consensus by consulting the Governing body members. In case, a consensus unanimity cannot be reached on any issue, a vote by voice or show of hands may be allowed to take a final decision.
- d. Any member wishing to bring forward any subject for consideration at this meeting shall give seven days notice of his intention to do so. On receipt of such notice the Secretary shall include it in the agenda for final decision.
- e. The President may at his discretion shall permit or shall allow any other subject to be brought for discussion at the Governing body meeting subject to the condition 1/3 of the members present demanding in favour of the discussion.

2.ACADEMIC : Reading of Scientific papers, demonstration of cases and medical education programme to the members.

a) Special Meetings: The special meetings can be convened for the following purposes either physically or virtually subject to the condition a prior sanction from the governing body either by specifically called for this purpose physically or virtually or if situation demands by sending circular to all governing body members.

1. Meeting a distinguished visitor.
2. Welcoming a new member or bidding farewell to an old member.
3. To hear a scientific discourse by an eminent person who otherwise may not be able to make it in near future.

b) Joint Meetings: Joint meetings of IMA Madurai branch and the sister Medical Associations in the adjoining districts may be held in places mutually decided by the associations as and when necessary with the prior sanction of the Governing Body. The

Agenda for such meetings shall be communicated in advance to all members. Prior to the joint meeting however, a "subjects committee" consisting of the office bearers of concerned associations shall meet and formulate the theme and agenda for the joint meeting. The theme so proposed shall be displayed in a prominent place at the meeting hall at least one hour before the commencement of the joint meeting.

30. General Conduct of Meetings:

a) All the meetings of the association, its committee and subcommittee shall be presided over by the President, in his absence by the Vice-President and in the absence of both by a senior member of good standing nominated among the members present at the meeting. The Chairman so elected shall conduct the meeting and will not have any executive power.

b) The conduct of the meetings of the Association shall be uniformly marked by courtesy and decorum. The accepted rules of debate shall be enforced by the President. Only the matters listed in the agenda and circulated to the members shall be considered in the meetings. The President shall however have powers to allow the consideration of any subject which he considers appropriate or if one-third of the members present agree by show of hands.

c) Decision upon any proposal shall be by show of hands and by a majority of members voting on it. In the case of equality of votes the President shall have a casting vote in addition to his ordinary vote as a member. Subject to the powers conferred on the President on the above para (26 b), the full text of all proposal, resolutions etc. that are intended to be brought up for discussion before a meeting shall be circulated to the members along with the names of the proposer and a seconder.

d) All proposals and resolutions shall, in the first instance be considered by the Governing Body and their view shall be placed by the Secretary before the general body. That the Governing Body has not had time to consider it or that it was against the proposal or resolution shall not be a valid reason for not bringing up the matter before the meeting.

e) Any decision taken on a subject after giving sufficient notice to the members and printing it on the agenda shall not be reconsidered or revoked or brought up for reconsideration at a subsequent meeting unless two full calendar months have elapsed. Implementation of any decision shall not be done (unless the President considers that it merits immediate action) on a matter , which had not been given notice but had been

brought up for discussion as an urgent matter, till the minutes of the meeting pertaining to that decision are adopted at a subsequent meeting.

f) Non-members shall be excluded from the business part of the meetings

g) All medical persons even non members of the Association are welcome to all professional/academic meetings. Such non-members shall be the guests of the members of IMA Madurai branch. A guest book shall be maintained for the purpose and the member introducing the guest shall write his or her professional data.

h) Special invitee and distinguished visitors shall be the guests of the Association.

i) The office bearers of national & any state branch of IMA shall be recognized by seating them on the dias in Annual association meetings/functions and special meetings

31) In the event of dissolution of the Society / Association the net assets shall be dealt with strictly in accordance with Section 42 of the Tamil Nadu Societies Registration Act, 1975, subject to the condition that the net assets shall be transferred to another society with the same or similar objects and also recognized by the Commissioner of Income Tax under Section 80G of the Income Tax Act.

32. Protocols for selecting Awardees:

If any specific Award or recommendation for any prestigious award is contemplated by the association, the following protocols shall be followed.

- a) The President with the approval of the governing body shall appoint a committee of atleast five or above (in odd numbers) consisting of senior members of good standing of IMA, preferably a few from other branches of IMA. The president of the association shall be the chairman of the committee. The committee shall first sit and decide the criteria for selection based on the requisites prescribed for the particular award, widely circulate it to the members and ask them to propose appropriate candidates for the award. The committee shall scrutinize the proposals and select an appropriate candidate for the award/recommendation for the award. The selected candidate/s shall be ratified by the governing body.
- b) For the awards given by the association, the President with the approval of the governing body shall decide the selection criteria for the particular award and select a deserving candidate. No conflict of interest shall be allowed and no office bearers

shall be considered for the award. This rule is not applicable for routine awards like completion of particular years or age.

33. I) The Building improvement committee (BIC) is constituted as per the resolution passed by the 77th annual general body meeting on 11.06.2006.

II) Objects of Building improvement committee

- a) To maintain and improve the amenities in the I.M.A. Madurai Branch Buildings
- b) To collect of Funds for the building repairs & renovations
- c) To augument the source of income from the assets of I.M.A Madurai branch

III) Members of building improvement committee of I.M.A Madurai Branch

- a) Shall be elected from members of I.M.A Madurai Branch after proper election notification by the secretary of the association.
- b) There shall be one member for every 100 members of I.M.A. Madurai Branch.
- c) ELIGIBILITY: Only Governing Body members with minimum three years of Governing Body membership of I.M.A. Madurai Branch
- d) The elected members of building improvement committee shall elect one Chairman, one Secretary, one Scrutinizing officer and one inventory Officer among the elected members. Tenure of Building improvement committee members shall be 3 years.

IV) Duties of office bearers of Building improvement Committee (BIC)

a. Duties of Chairman

- 1. Shall conduct any meeting of Building improvement committee with The president of IMA Madurai Branch as chairperson
- 2. Shall raise Funds and mobilize resources
- 3. Shall resolve any disputes among the building committee members while engaging in building improvement activities of IMA Madurai branch.

b. Duties of Secretary

- 1. shall call for regular monthly meeting in consultation with the chairman and the President of the IMA Madurai branch
- 2. Shall record the minutes of meeting.
Shall raise funds for the building

3. Shall prepare monthly meeting report with receipts and payments of accounts to be presented in the subsequent Governing Body meeting and the copy to be sent to the Secretary I.M.A Madurai branch
4. Shall let out the building for any social functions after clearance from the Scrutinizing officer.
5. Shall execute any work (construction, renovations and repair works) etc. and monitoring the quality of work.

c. Duties of the Scrutinizing Officer:

1. shall supervise the receipt books, tariff and credibility of the parties booking the halls and apprise the Secretary BIC

d. Duties of the Inventory Officer:

1. Shall maintain the stock book of movable and immovable articles of the building improvement committee assets.
2. Shall do the Annual verification of the articles and the report shall be presented to the governing body for approval.
3. Shall maintain Handing over and taking over register of the articles for each function/meeting and must be signed by the party concerned and inventory officer.
4. Shall recover the money for the missing/lost articles from the concerned party/person
5. Shall decide about the Purchase of new articles, repair, maintenances and recommend about condemnation of articles.

V) Usage of I.M.A, Building Halls

- a. Political meeting of any type is not permitted.
- b. Any meeting for propagation of any religious activities is not permitted.
- c. Slaughtering of animals is not permitted.
- d. Gambling and consumption of alcohol are not permitted.
- e. Full payment and deposit as applicable must be paid at the time of booking by Bankers Cheque / D.D / Cash.
- f. The rent for the building whole / part shall be fixed periodically by the Building Improvement Committee which shall be approved by governing body of I.M.A. Madurai Branch.
- g. Rent concessions for I.M.A members should be fixed periodically by the Building Improvement Committee and approved by the governing body of I.M.A. Madurai Branch for

1. Doctors meet arranged by association members.
2. Family function organized and conducted by association members and
3. Family functions for the first and second generation of association members and dependents (with proof).
4. Any function organized for the first and second generation of association members even after the demise of the member (with proof)
- h. Hall should not be used at free of cost on any occasion.
- i. In case of any ambiguity regarding the nature of the gathering/meeting or its tariff, Building improvement Committee in consultation with the President shall decide the usage and tariff for that particular occasion. This should not quoted as precedence on any future occasion.
- j. Refund on cancellation of any booked function, shall be decided by Building Improvement Committee and approved by the governing body of I.M.A. Madurai Branch.

34. NURSING HOME BOARD (NHB)AND CLINICAL ESTABLISHMENT ACT (CEA):

- a) This Bye-Law is newly framed based on the letter No;IMA TNSB/CBE/2020/GEN/039 dt 3-11-2020 – Letter/communication from the state president to all Branch Presidents & Secretaries.
- b) Shall be the wing of IMA Madurai Branch
- c) Short title shall be NHB-CEA IMA Madurai
- d) Office of NHB-CEA IMA Madurai branch shall be the office of IMA Madurai branch
- e) **OBJECTIVES :**
 - i. Shall protect the interest of all those life members who run Hospitals, Nursing Homes, Polyclinic, Clinic and Consultating Rooms registered under CEA.
 - ii. Shall liason with IMA-NHB-TNSB
 - iii. Shall educate and update the members about the rules and regulations of CEA.
 - iv. Shall remain as facilitator of the implementation of the decisions of IMA-NHB-TNSB
 - v. Shall protect the honour and dignity of its members and to intervene and provide legal support when their safety or safety of their establishments are endangered while delivering professional services.
- f) **ELIGIBILITY to become a member of NHB-CEA IMA Madurai branch:** All Life members of IMA Madurai branch who are registered under Tamilnadu clinical establishments (Regulation) Act,1997 and the Tamilnadu clinical Establishments (Regulations) Rules.2018are eligible to be members of NHB-CEA

IMA Madurai .Aspiring members who are eligible shall enroll themselves by submitting an application prescribed & available at the association office along with a photocopy of their CEA registration certificate and a bank draft for the amount fixed by Governing body from time to time.

- g) Office bearers;** Chairman (one)Secretary (one)
- h) Term of both the posts** are for 2 association years (one term) – Not eligible for re-election.
- i)** Shall hold **elections** for these posts along with the election of office bearers of IMA Madurai branch& the bye laws 21C (iii) shall also be applicable for the election of Chairman & Secretary for NHB-CEA IMA Madurai Branch. Shall be the member of NHB_CEA IMA Madurai branch & Shall be elected by the members of NHB-CEA IMA Madurai Branch
- j)** The Hony. Finance Secretary of IMA Madurai branch shall be the Treasurer of NHB-CEA Madurai branch
- k)** All meetings of NHB-CEA shall be called for only with the approval of the President IMA Madurai branch. The President, the Hony. Secretary of IMA Madurai branch shall be the presiding officers and The Finance secretary of IMA Madurai branch shall be the member of the NHB-CEA IMA Madurai branch irrespective of his eligibility for NHB-CEA IMA Madurai branch. All office bearers of IMA Madurai branch shall partake in the proceedings of NHB-CEA IMA Madurai Branch
- l) Duties of the chairman and secretary of NHB-CEA of Madurai branch;**
 - i. Shall be the representatives of NHB-CEA IMA Madurai branch to IMA NHB TNSB.
 - ii. Shall safeguard the interest of the members at IMA NHB TNSB meetings.
 - iii. Shall be the facilitator for the implementation of the decisions taken by IMA NHB TNSB.
 - iv. Shall be the liason officer along with the Office bearers of IMA Madurai branch between local policy makers, statutory bodies, any other appropriate authorities.

35. AMBIVALENT ISSUES AND CLARIFICATINS OF THE BYE LAWS;

- i)** The president shall refer to the model rules and bye-laws of IMA Branch, given by the IMA in its Memorandum, Rules and bye-laws of the IMA as amended upto Dec 2018Appendix-III page 88 and Rules & Bye-Laws (Constitution) IMA-TNSB for guidance if any matter is not covered/omitted/expressed ambiguously in the association Rules and bye-laws. In case no enlightened is obtained by these referrals,

the President shall make his own interpretation/decision for that specific issue and implement with the approval of the governing body of the association. This shall be ratified by the earliest meeting of the General body of the association.

ii) Such decisions shall not be quoted as precedence in the intervening period for any subsequent issues/occasion, similar or dissimilar, unless it is incorporated as rule or amendment in the association bye-laws.

36. FSS-PPLSSS--- Co-ordinators;

The President shall nominate Co-ordinators from the suitable members of IMA Madurai branch (&FSS/PPLSSS) to oversee smooth implementation of the above schemes in our branch and the benefits and services rendered through these schemes reach to the last member. The Co-ordinators shall facilitate the payment of dues from the members& settlement of claims or any other disputes and ensure the incidence of defaults are nullified.

37. REVIEW OF BYE-LAWS:

These bye laws shall be reviewed once in three years in the light of happenings and proceedings and report should be submitted to the annual general body of IMA Madurai branch.

