Indian Medical Association
Madurai Branch

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Rules & Bye-laws,
Updated as on August 2014
1. **Name**: The name of the Association shall be “INDIAN MEDICAL ASSOCIATION, Madurai Branch.”

2. **Registered Office**:  
The office of the Association shall be located at I.M.A. Building, No. 1, Panagal Road, Madurai – 625020.

3. **Date of Registration**: 7th February 1934.

4. **Objectives**:  
The objectives of the Association shall be the following:  
   a) To maintain the honour and dignity of the medical profession.  
   b) To promote co-operation among the members.  
   c) To improve the professional knowledge of members and to advance their interests.  
   d) To promote and advance medical sciences.  
   e) To work for the abolition of compartmentalism in medical education, medical services and registration in the country and thus to achieve equality among all members of the profession.  
   f) To promote the health and well being of the profession.  
   g) The benefits of the society/association are available to all irrespective of caste, religion, sex etc.

5. **Activities**:  
   a) To hold periodical clinical meeting for the discussion and demonstration of diseases and their treatment.  
   b) To hold special scientific meeting by inviting experts for lecture on special diseases or modes of diagnosis or treatment or upon allied sciences.  
   c) To subscribe for important journal and periodical and purchase of books.  
   d) To meet and discuss and give their considered opinion on all matters affecting the public health of society, the honour and dignity of the profession and the local and general interests of the members of profession, politics and religion being excluded.
e) To arrange for teas and other social functions among themselves or by inviting distinguished persons to their midst.

f) To start a medical provident fund, mutual benefit society, cooperative credit, sale, lease and lend society, a common nursing homes and poly clinic, reference library and such like joint endeavours for the benefit of its members.

g) To conduct investigations upon general food and health problems and upon the incidence of special diseases in the localities which seem to require such investigation must.

h) To publish pamphlets, literature, books and other publications relating to Medical Science 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 that all activities of the society/association shall be carried out only in India”

6. Association & Financial Year:

(a) The association year is from 1st January of current year to 31st December of the year.

(b) Election of office-bearers for the following year shall be conducted before the 30th November 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 January of the following year.

(c) The Financial year is from 1st April of the current year to 31st March of next year.

7. Register of Members:

There shall be a maintained register of members showing the name, address, and qualification etc. of every member.

8. Eligibility for membership and Enrolment:

(a) Any person possessing a minimum qualification of M.B.B.S. registerable under the Central or State Medical Council Acts shall be eligible for membership of the Association.

(b) He shall apply in printed form to the Secretary of the Association for being enrolled as a member and agreeing to abide by the rules of Association. Such an application must be seconded by an existing member.
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(c) On receipt of the application the Secretary shall place the matter before the forthcoming meeting of the Governing Body or circulate it to the members whichever is quicker. The Secretary shall place the application before Governing Body for admission.

(d) The Governing Body shall admit or refuse to admit the applicant and authorize the Secretary to inform the applicant accordingly. No reason may be given for refusal and the matter shall be kept strictly confidential.

9. Classification of Member:

a) Life Members:

Those who pay a lump sum, fixed by governing body of the Association from time to time, shall be life members of the Association.

b) Associate Members:

Any person, who is a member of any other branch of the I.M.A. and wishes to become a member of this association in addition, shall be called as Associate Member and he/she shall be required to pay the annual subscription fixed by Governing Body of the Association. He/She have all the privileges except the voting right. He cannot hold any post of I.M.A. Madurai Branch.

2. Privilege of Members:

So long as the Association is the Branch of Indian Medical Association, all members of this branch are members of the Indian Medical Association also and the privileges of membership of the Indian Medical Association shall be extended to every member and shall have the right:

a) To attend and to take part in all general and special meetings and conferences and to vote on all propositions, each possessing one vote.

b) To the use of the Library and reading room of the Association.

c) To be elected to any office which is in the power of the General Body to give.
d) Subject to the rules that may be in force from time to time, to share the benefit to Provident Fund Co-operative Societies etc. that may be started by the Association.

e) To be supplied with a copy of the rules and with all the publications of the Association free or at such cost as may be fixed by the Governing Body.

f) To all other privileges that may be conferred by the General Body.

11. Termination 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 ground of undesirable conduct: 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's name be removed from the membership of the Association. The general Body at a meeting due notice of which had been given to the member concerned may consider the recommendation and if three-fourths of the number of members present record their votes in favour of such removal the member's name shall be removed from the Register and the Indian Medical Association informed through the State Branch.

12. Readmission of Members:

a) Those who have ceased to be members under Rule No. 11 (a) can be readmitted on fresh application being made by them and on the payment of any dues outstanding against them on the date when they ceased to be members.

b) Those whose names have been removed under Rule No. 11 (b) may apply for membership on the expiry of two years with support of 10 members minimum to be placed for approval of the governing body and placed to the general body for approval.

13. Subscriptions:

All the members of the Association, life and Associate Members, shall pay the subscription and Entrance fee fixed by Governing Body from time to time.
14. **Distribution of Subscription:**
Out of the subscription collected from members the contribution to the Headquarters Fund, contribution of the I.M.A. as may be fixed from time to time, shall be sent to Tamil Nadu state officer. The amount of Headquarters Fund Contribution is subject to modification by the Indian Medical Association.

15. **Management:**
The general body of the Association has complete control over all matters connected with the Association Subject to the powers of the General Body; the day to day management of the Association shall vest with Governing Body and Office–Bearers namely.

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

16. **Functions and Powers:**
a) **THE GENERAL BODY**

1. **Frame, alter or repeal of the Rules and Bye-Laws of the Association**, subject to condition that every such change or addition to the Rules 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 and at least 75% of the members present vote in favour of the change or addition.

2. Elect the Office bearers of the Association.

3. Appoint committees or subcommittees and standing committees such as Finance, Propaganda, Arbitration etc.

4. Represent any matter in which they consider the interest of the Association or of the medical profession are affected before Government or other constituted authority.

5. Delegate any of its functions in part or whole to the Governing Body or other subcommittees.

6. Remove members from the membership of the Association approved by the governing body.

7. Sanction the subscription to periodicals and books.

8. Authorise the taking up of any activity calculated to further the objects of the Association.

9. Exercise all such power and do all such acts and things as may be done by the Association.
THE GOVERNING BODY:

1. To consider and decide application for membership, the resignation of membership and recommending to the General Body.

2. Taking of disciplinary action against any member.

3. To fix the amount of subscription periodically and to write off the whole or part of arrears against any member and bad debts.

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

5. To authorize all expenses.

6. To authorize the holding of meetings of the Association outside the city of Madurai and its suburbs.

7. To authorize the holding of such of the special meeting as permitted by Governing Body and, to sanction and fix the programme and details thereof and the expenditure in connection with such meeting.

8. To organize and carry on the several functions of the Association and do such other acts as have not been specifically entrusted exclusively to the General Body.

9. To appoint committees, sub committees and standing committees.

17. Terms of Office:

a) The Governing Body shall enter upon its duties at the close of the Regular Extra Ordinary General Body Meeting at which it was elected and shall hold office till the declaration of the election of the Governing Body at the next Regular Extra Ordinary General Body Meeting.

b) The Governing Body shall ordinarily meet once a month at its own building at No.1, Panagali Road, Madurai at the time fixed by the Honorary Secretary.

c) Urgent Meetings of the Governing Body shall meet as and when required and the decisions communicated to the members who were absent to the meeting.

d) The QUORUM for meeting of the Governing Body shall be fifteen.
18. **Office-Bearers:**

   a) The following office bearers shall be elected from among the members of the Association for the proper management of the Association.

   - One President-Elect
   - One Vice-President
   - One Honorary Secretary
   - One Joint Secretary
   - One Honorary Finance Secretary
   - One elected Governing Body member for every 25 members of the Association strength.
   - One state Council member for every 50 members of the Association Strength.
   - One Central Council member for every 100 members of the Association Strength.

   b) **Duties of the Office-bearers:**

   i) **THE PRESIDENT**

   1. Shall be the Chairman of all the meetings of the General and Governing Bodies and of all monthly, clinical, special and extraordinary meetings of the Association.

   2. Shall guide and control the activities of the association.

   3. Shall regulate proceedings of the meetings and conference, interpret the rules and regulations and decide upon doubtful points.

   4. Ex-Office Members of all committees.

   5. Shall, in addition to his ordinary vote, have a casting vote in case of equality of votes.

   6. Negotiate any dispute among the office bearers during the official activities.

   ii) **THE PRESIDENT- ELECT**

   1. He/she shall be the President for the following year.

   2. He/she shall observe the activities of the association.
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3. Shall be the election officer for the elections, of that year as per rules and bye laws of I.M.A Madurai Branch.

iii) THE VICE PRESIDENT
1. Shall act as President and carry on the function of the President in the latter's absence and assist the President in all matters.

iv) THE HONORARY SECRETARY;
1. Shall be the Chief Executive of the Association.
2. Shall be in charge of the office to conduct all correspondences.
3. Shall exercise general supervision and control of the staffs.
4. Shall organize, arrange and convene all meetings, conferences, lectures and demonstrations.
5. Shall be a Ex-officio member of all committees.
6. Shall maintain a correct and up-to-date register of all members of the Association.
7. Shall incur all expenses sanctioned by the Governing Body and all expenses of a contingent nature not exceeding Rs.5000.00 on any one item at a time.
8. Shall keep a permanent advance of Rs. 5000 render accounts therefore.
9. Shall Record of proceedings of all meetings and maintain an attendance register of members present at the meetings.
10. Shall be Custodian for all documents of I.M.A Madurai Branch.
11. The Honorary Secretary has the right and power to appear before any Court of Law with regard to the litigation with regard to IMA or members of IMA.
12. Bank Account shall be operated by both Honorary Secretary and Honorary Finance Secretary.

v) JOINT SECRETARY – Shall Perform all duties of Secretary, in his or her absences.
vi) THE HONORARY FINANCE SECRETARY

1. Shall receive all monies of the Association and deposit them in Bank approved by the Governing Body and operate the monies so deposited along with the Honorary Secretary.

2. Shall be responsible for the collection of subscriptions from all the members and periodically inform the secretary the names of those who are in arrears and become liable to the penalties.

3. Shall dispose of the bill for payment as sanctioned by the Secretary on his written order.

4. Shall be responsible for keeping 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 present them to the Governing Body at its meetings.

7. Shall prepare of annual statement of accounts showing the financial position of the Association get it audited by the Auditor and place it for adoption at the Annual General Body meeting.

8. Shall be ex officio member of all the committees.

vii) THE REPRESENTATIVES TO THE STATE COUNCIL shall place all matters affecting the local interests of the Association before the State Council for concerted action and generally safeguard the interests of the local branch.

viii) THE REPRESENTATIVES TO THE CENTRAL COUNCIL shall place all matters affecting the local interest of the Association before the Central Council for concerted action and generally safeguard the interests of the local branch.

19) Election of Office-bearers:

a) The several office bearers mentioned in Rule No. 18(a) shall be elected before 30th November of every year.

b) Excepting the last two Rule 18(a) all the others shall be elected by tendered vote.
c) Two months before the Regular Extra Ordinary General Body meeting the Secretary shall call for nominations to the various offices for the year. Each nomination shall be properly proposed and seconded.

d) The Secretary after the scrutiny shall send a consolidated list of nominations to the election officer to conduct the election and announce the result to the governing / Regular Extra Ordinary General Body.

e) The members for state council and centre council shall be nominated by the President during the Regular Extra Ordinary General Body meeting.

20. Eligibility for election of Office bearers/ governing body

a) Only Life Members are eligible for any post.

b) Governing Body Members

i) Life member of more than 4 years in Madurai IMA Branch is only eligible to become a Governing Body Member.

ii) At least 10% of attendance in the IMA meeting in the year of election.

iii) Once elected the Governing body member must attend at least 50% Governing body meeting to be eligible to contest for Governing body member for the next election.

iv) Must pay a non refundable deposit fixed by the governing body time to time along with the nomination of I.M.A Madurai Branch.

c) Office Bearers:

i) Those members who have five years of life membership.

ii) Five years of Governing Body Membership.

iii) 30% attendance in monthly meetings of previous year.

iv) 50% attendance in Governing Body Meetings.

v) Have no arrears for I.M.A Madurai Branch

vi) Members should pay non refundable deposit fixed by the governing body time to time along with nomination form for contesting for any post of office bearers.
21. **Term 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 Extra Ordinary General Body meeting.

   b) Vacancies that may occur during the year shall be filled by the remaining members of the Governing Body. Such members shall hold office only for the remaining period of the year.

22. **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 unmovable properties of the IMA Madurai branch.
   
   v) Conference and social functions.
   
   vi) Bequests and other sources.

(b) **Expenditure:**

   i) All ordinary expenses of a recurring nature of such as rents, salaries, wages, printing of notices, stationery, postages, Taxes, Electricity etc. shall be incurred by the Secretary on a general authorization to do so by the Governing Body.

   ii) The Secretary shall also be empowered to spend on any one item of an urgent or nonrecurring nature a sum not exceeding Rs. 5000 (Rupees Five thousand) without previous sanction of the Governing Body. Such expenditure shall be communicated to the Governing Body at its next meeting and its sanction obtained.

   iii) The previous sanction of the Governing Body shall be obtained for all
a) increase in salaries.
b) extra printing such as the printing of the Annual Reports and Scientific or other publication designed to benefit the members.
c) deciding whether to distribute those publications free or for a price and fixing the latter.
d) Fixing the maximum monthly expenditure for social on the occasion of monthly meetings.
e) sanctioning expenses in connection with a special meeting in or a round Madurai city.
f) all other unusual item not involving on expenditure of Rs. 5000/- (Rupees Five thousand).
g) For meeting larger items the Secretary shall be empowered to draw from the treasure as advance within the amount sanctioned for the purpose against later settlement against bills and vouchers.

(c) Balances:

i) The Secretary shall keep with him a permanent advance of Rs. 5000/- (Rupees Five thousand), for meeting the day-to-day expenses of the Association and shall recoup the amount from the Finance Secretary as often as 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 and the same shall be made only on approval of the General Body assembled at any meeting, ordinary, special or annual meeting.

iii) The Governing Body shall keep a watchful eye on the balances in the banks where the monies of the Association are invested and as early as possible withdraw the funds from Bank less sound and reinvest them in the other of a more stable nature and previous permission must be obtained from general Body.

(d) All subscriptions collected from members shall in the first instance be paid 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 its 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/ interest etc. However, a member is entitled for reimbursement of any expenditure incurred by him towards the activities of the association.

23) 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.

24) Liaison Officer:

a) The President shall appoint liaison officer for the year from among the senior and trusted member of the Association to delicate issues like professional etiquette, medical ethics and other subjects of a like nature if and when they arise.

b) The liaison officer shall report to the Governing Body all cases which are impossible of easy adjustment and all cases of grave misconduct with his recommendations.

c) The Governing Body shall deal with the report and recommendation in the manner suitable and its decision will be final.

25) Kinds of Meeting:

(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 preceding financial year and Budget for the year.
   2. Appointment of Auditor for the forthcoming year.
   3. Consideration of such matter as may be brought forward by the governing body.
   4. Consideration of such matters as may be brought forward by the member provided at least fifteen days notice in writing has been given to the secretary.
   5. Consideration of any subject not given notice of but allowed to be brought forward by the president.

iii) The quorum for annual general body meeting shall be fifty members.

iv) If the quorum for annual general body meeting (fifty members) is not present at the time of meeting as mentioned in the circular, the president shall adjourned the meeting for 30 minutes and call for the general body meeting and the meeting to be continued.

B) Extraordinary General Body Meeting:

1. i) Regular extra ordinary general body meeting shall be held in January every year for the Announcement of result of Election of new office bearers and Installation of new office bearers.

ii) The Governing Body may whenever thinks fit, and shall on a requisition made in writing by at least 25 Governing body members call an Extraordinary General Body Meeting of the Association.

iii) Any member can request for extra ordinary general body meeting by giving a requisition signed by 50 members of I.M.A Madurai Branch.

a) The requisition must state the object for which the meeting is sought must be signed by the requisitionists and placed with the Secretary who shall in consultation with the President 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, of the requisitionist may themselves convene a meeting but such meetings shall not be convened after the expiry of 30 days from the date of the delivery of notice.
iv) Notice of the extraordinary General Body Meeting shall be sent to the members at least 21 days before the date fixed for the meeting, given the place, date and hours of the meetings and the agenda of the business to be transacted at such a meeting.

v) Quorum for the Extraordinary General Body meeting shall be 100. Nothing except the business for which it is called shall be discussed at the meeting. If within half an hour from the appointed time the quorum is not present, the meeting, convened on the requisitionist of the members shall be dissolved.

c) No Confidence Motion

i) The Members of I.M.A Madurai Branch shall have the right to bring in no confidences 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 250 life members of I.M.A Madurai Branch requesting the Secretary to convene the Extra ordinary general body meeting for the purpose of no confidence motion.

d) Annual Conference: At the same time on the Annual Extra Ordinary General Body meeting an annual reunion of members of the medical profession in and around the district, academic activities and exhibition of medical products may be held 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 money shall be credited to the funds of the association and any deficit shall be met by it.

e) Ordinary Monthly Meetings: As far as possible an ordinary meeting of the Association shall be held once a month. It may be held offener if facilities exist or urgency or desirability demand its.

The following order shall be followed as far as possible:

1. Business.

a. The reading of 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 to members that might have been received from the state and central office of the I.M.A. and from outside bodies.

c. If any such communication requires an answer stating the considered opinion or decision of the members of the Association, the Secretary shall place the majority view of the Governing Body upon the matter and invite the members to give their decision agreeing with or disagreeing from the recommendations of the governing body.

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. The subject or subjects so brought for discussion shall be taken up.

e. The President may at his discretion and shall, upon one-third of the members present demanding it, allow any other subject to be brought forward for discussion and decision at that meeting.

f. Reading of Scientific papers and demonstration of cases and conducting continuing medical education programme to the members.

f) Special Meetings: With the prior sanction of the Governing Body which may be obtained at a meeting convened for the purpose, or if the urgency required it by circulation, a special meeting of the Association may be held at any time for the following purposes.

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 will not be available for the association.

(g) Joint Meeting: Joint meetings of this and the sister Medical Association in the adjoining districts may be held as and when convenient with the prior sanction of the Governing Body in places
decided upon by the association. The Agenda for such meeting shall be as far as possible printed and circulated in advance to all members. Prior to the meeting however, a "Subjects Committee" consisting of the office bearers of all the Association that may attend the meeting shall meet and formulate any proposals that may be placed before the meeting. The subject so proposed to be brought forward shall be displayed in a prominent place in the meeting hall at least one hour before the commencement of the joint meeting.

26. **General Conduct of Meetings:**

(a) Except in case of special meetings and annual conference when some distinguished gentlemen whether or not he/she is a member of the association may be elected by the Governing Body to preside., all the meetings of the association and at its committees shall be presided over by the president or in his absence by the Vice President and in the absence of both by chairman duly elected from among the members present at the meeting. The Chairman so elected shall conduct that 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 and the accepted rules of debate shall be enforced by President. Only those matters mentioned in the Agenda and circulated to members shall be considered at that meeting. The President shall however have power to allow the consideration of any subject which he thinks or agrees with the mover in thinking or if one-third of the members agree by show of hands on the subject depending upon the urgent or important nature.

(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 vote 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 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 mover and seconder.
(d) All such proposal and resolutions shall in the first instance be considered by the Governing Body and their view shall be placed by the Secretary before the meeting. 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 about which sufficient notice had been given to the member by being printed 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. Action shall not be taken on any decision upon a matter which had been given notice of 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 meeting.

(g) All medical persons even if they are not members of the Association are welcome at all professional meetings. Such visitors shall be the guests of members. A guest book shall be maintained for the purpose and the member introducing the guest shall write his or her name in that book.

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

27. 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.

28. No amendment shall be made to the Bye-laws without the prior approval of the Jurisdictional Commissioner of Income Tax.

29. i) The Building improvement committee is constituted as per the resolution passed by the 77th annual general body meeting on 11.06.2006
ii) Object of building improvement committee
   a. Maintain and improve the I.M.A Madurai Branch Building.
   b. Collection of Funds for the building improvement.
   c. Expand the source of income from the assets of I.M.A including the buildings.
   d. Increase the facilities in the buildings.

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.
   b) There shall be one member for every 100 members of I.M.A. Madurai Branch.
   c) Only Governing Body members with minimum four years of Governing Body membership of I.M.A Madurai Branch are eligible.
   d) The building improvement committee once elected they shall elect one Chairman and one Secretary and one Securitizing officer and one Inventory Officer among the elected members. Tenure of Building Improvement committee shall be 3 years.

iv) Duties of office bearers of Building Improvement Committee
   a. Duties of Chairman
      1. Preside and conduct any meeting of Building improvement.
      2. Collection of Funds.
      3. Any disputes among the building committee members to be resolved.

   b. Duties of Secretary
      1. Call for regular monthly meeting in consultation with the chairman.
      2. Recording the minutes of meeting.
      3. Raise the funds for the building
      4. Monthly meeting report with receipts and payments of Account to be presented in the subsequent Governing body meeting and the copy to be sent to I.M.A. Secretary.
      5. Letting out the building for any functions to be decided after getting Securitizing officer report.
      6. Execution of any work (Construction) or new fitting etc. must be done by the Secretary and monitoring the quality of work.
c. **Duties of Securitizing Officer:**
   1. Scrutinizing of the function booking application forwarded by the Secretary of building Improvement committee.

d. **Inventory Officer:**
   1. Maintain the stock book of movable and immovable articles of the building improvement committee assets.
   2. Annual verification of the articles and to be presented to the General Body.
   3. Handing over and taking over register of the articles for each meeting should be maintained and must be signed by the party concerned and inventory officer.
   4. Any article is missing, recovery of the money of that article shall be done from the concerned party.
   5. Purchase of new articles, repair, maintenances and recommendation for condemnation.

5. **Usage of I.M.A. Building**
   a. Political meeting of any type is not permitted.
   b. Any meeting for probagation of any religious activities is not permitted.
   c. Slaughtering of animals is not permitted.
   d. Gambling and alcohol is 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 the 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 I.M.A members.
      2. Family function organized and conducted by I.M.A members &
      3. First Generation of I.M.A members and dependent (relative with proof).
   h. Hall should not be used free of cost on any occasion.
   i. In the case of emergency an urgent governing body of I.M.A and Building improvement Committee shall decide the usage and rate for that occasion.
   j. Refund on cancellation of any booked function, shall be given decided by Building Improvement Committee and approved by the governing body of I.M.A. Madurai Branch.