

From: "National President, IMA" <nationalpresident.imahq@gmail.com>

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Subject: Constitution of IMA LUDHIANA, PUNJAB

To

Dr. Deepak Parasher

Honorary Secretary

Ludhiana Branch, IMA

Dear Sir,

This has reference to your request for approval of the Memorandum, Rules and Bye-Laws of your Branch.

The Central Working Committee of IMA approved your above Constitution at its 212th meeting held at Tirupathi, A.P. on December 7, 2014 and the Central Council duly ratified the same at its 75th meeting held at Ahmedabad, Gujarat on December 27-28, 2014.

This is for your information please.

Regards,

Dr. K K Aggarwal

Padma Shri

National Science Communication &

Dr B C Roy National Awardee

Honorary Secretary General, IMA

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**INDIAN MEDICAL ASSOCIATION,
LUDHIANA BRANCH**
IMA PUNJAB STATE BHAWAN, IMA HOUSE,
Near Police Station, Bhai Randhir Singh Nagar (BRS Nagar),
Ludhiana- 141012
Email: 123imaludhiana@gmail.com Website: www.imaludhiana.org

CONSTITUTION, Rules & Bye-Laws

CONSTITUTION

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

RULES AND BYE-LAWS

Rules and Bye Laws of Indian Medical Association Ludhiana Branch are in conformity with Rules and Bye Laws of Punjab State Branch.

1.0 NAME:

The name of the Branch shall be INDIAN MEDICAL ASSOCIATION, LUDHIANA BRANCH.

2.0 OFFICE:

The Registered Office of the Branch shall be located at IMA Punjab State Bhawan, IMA House, B.R.S Nagar, Ludhiana - 141012, Punjab, India.

3.0 OBJECTS:

As a constituent local Branch of IMA (HQ), the objects of the Association are those as set forth in the memorandum of Association of the said INDIAN MEDICAL ASSOCIATION (HQ), viz.

3.1 To promote and advance medical and allied sciences;

3.2 To promote the improvement of public health & medical education in India;

3.3 To maintain honour and dignity of the medical profession;

3.4 To uphold the interests of the medical profession;

3.5 To work for the abolition of compartmentalism in medical education, medical services and registration in the country & thus to achieve equality among all the members of the medical profession;

3.6 To promote co-operation amongst the members thereof.

4.0 METHODS:

For attainment and in furtherance of the above objects and to create a fellowship among all members of the profession, the Branch may:

- 4.1 From time to time arrange conferences, lectures, discussions and demonstrations on any aspect of the medical and allied sciences;
- 4.2 Publish & circulate publications, periodicals & Bulletin, giving information of all the activities of the Branch, which shall be the official organ of the Branch, of a character specially adapted to the needs of the medical profession and which shall undertake publicity and propaganda work of the Branch through its columns and other literature in accordance with the objects of the Branch. To supply material to the Journal of the Indian Medical Association [JIMA].
- 4.3 To maintain a Medical Library in its premises for use of its members;
- 4.4 Encourage research in medical and allied sciences with grants out of the funds of the Branch, by establishment of scholarships, prizes or rewards, and in such other manner as may from time to time be determined by the Branch;
- 4.5 To conduct educational campaign among the people of Punjab in the matter of public health and sanitation, by co-operating with different public bodies working with the same objects;
- 4.6 To organize medical camps for providing medical relief during epidemics and in times of emergency;
- 4.7 To consider & express its views on all questions and laws of the state and proposed legislation related to public health, medical education & medical profession, particularly of the area covered & initiate or keep an watch over or take steps or adopt such measures from time to time regarding the same as may be deemed necessary.
- 4.8 To purchase, take lease of or otherwise acquire, hold, manage, let, sell, exchange, mortgage or otherwise dispose of movable or immovable property of every description and all rights or privileges necessary or convenient for the purpose of the Branch and in particular any land, building, furniture, household or other effects, utensils, books, newspapers, periodicals, instruments, fittings, appliances, apparatus, conveyance and accommodation and when deemed necessary or desirable in the interest of the Branch.
- 4.9 To erect, maintain, improve or alter and repair any building for the purpose of the Branch;
- 4.10 To borrow or raise money in such manner as the Branch may think fit and collect subscriptions and donations for the purpose of the Branch;
- 4.11 To invest any money of the Branch not immediately required for any of its objects in such manner as may from time to time be determined by the Branch;
- 4.12 To assist, subscribe to or co-operate or affiliate or to be affiliated to or amalgamate with any other public body whether incorporated, registered and having all together or in part objects similar to those of the Branch.
- 4.13 To do all such things as are cognate to the objects of the Branch or are incidental or conducive to the attainment of the above objects.

5.0 **DEFINITION:**

In these Rules made there under, unless, context otherwise requires :-

- 5.1 “Association” means Indian Medical Association Ludhiana ‘Branch’;
- 5.2 “Conference” means any Medical Conference organized under the auspices of Indian Medical Association Ludhiana Branch;
- 5.3 “Local office” means office of the IMA Ludhiana Branch;
- 5.4 “State Offices” means State Office of Indian Medical Association Punjab State Branch;
- 5.5 “Headquarters” means Headquarter Office of Indian Medical Association, New Delhi, India;
- 5.6 “State Headquarter” means State Office of the Association i.e. I.M.A. Punjab State Bhawan, Ludhiana;
- 5.7 “Academy” means I.M.A. Academy of Medical Specialists, Ludhiana Branch;
- 5.8 “Rules and Bye-Laws” means Rules and Bye-laws of IMA Ludhiana Branch.

6.0 **ASSOCIATION YEAR:**

The Association Year shall be from 1st January of each year to 31st December of the same year.

7.0 JURISDICTION OF THE BRANCH:

The Branch shall have jurisdiction over the area of Ludhiana and over the area as may be approved by the Central Working Committee of IMA HQ, duly recommended by IMA Punjab State Branch.

8.0 ELIGIBILITY OF MEMBERSHIP

8.1 Any person registered with Medical Council of India/State medical Council, on the basis of medical qualification as defined by Indian Medical Degree Act 1916 (Act VII of 1916) included in the schedule as to Indian Medical Council Act, as amended from time to time and approved by the Central Working Committee of IMA HQ. for membership, shall be eligible for membership.

8.2 All Interns having temporary registration, shall be eligible to become members of the Indian Medical Association as defined in Rule 10.3.

9.0 ENROLLMENT OF MEMBERS

9.1 All prospective members shall apply on a Prescribed Form, available from Hon. Secy. of the Branch/can be down-loaded from www.imaludhiana.org and whose Application shall be considered and approved by the President and the Secretary and sent to the State Branch along with required H.F.C. (Headquarter Fund Contribution, as laid down from time to time) within one month.

9.2 If the State accepts his/her membership, the Secretary of State shall forward the same to the Hon. Secy. Gen. IMA (Headquarters) New Delhi, within one month of receipt of Application.

9.3 The membership of IMA shall begin only after the IMA Headquarters approved the application. He/she can attend the meetings of the Branch but enjoys voting rights in case he/she becomes member before 31st October for that year or as decided by the Executive.

10.0 CLASSIFICATION OF MEMBERS

10.1 Life Members

Those members having paid lump sum subscription according to Rules & Bye-laws are called Life Members.

They have also to pay charges as proposed by Branch from time to time as Yearly Subscription and other activities.

10.2 Associate Member

Any member of other Branch can become member of this Branch by paying the Branch subscription. But he does not enjoy voting right or hold any office.

10.3 Intern Member

Intern can be temporary member by paying Annual Subscription of the Branch. He/she can attend meetings but does not enjoy voting right or hold any office.

10.4 Attached Members

Medical personnel of Armed Forces of India are Attached Members of Branch where they reside. They shall pay Yearly Subscription as fixed by the Branch as yearly charges. They can attend all the meetings and other activities except they don't have voting right or hold an office.

10.5 Annual Member

The local doctor, who pays one year Annual Member Subscription (Annual HFC as fixed by IMA Headquarters, Not Life Membership) along with local Branch dues can attend clinical meetings but cannot hold office but will have the voting rights.

10.6 Honorary Member

Any dignitary can be taken as Honorary Member. He/she is not to pay any subscription. He/she does not have voting right or hold any office. It is to be decided by the Executive Committee and the person should be from medical profession.

10.7 Absentee Member

Any member going abroad/going for higher studies can apply for Absentee Member by paying Rs. 200 per year. He/she does not enjoy voting right or hold any office.

11.0 MEMBERSHIP FEE

11.1 At present, for the Life Member, the One Time Membership Fee shall be as follows:-

TYPE OF FEE	SINGLE LIFE MEMBER	COUPLE LIFE MEMBER
(HFC + State share of Membership Fee + and State Legal Cell Share + Admission Fee) + BFC, as decided by the Executive.	INR 6085 (4230+1635+200+20) + BFC as decided by the Executive.	INR 9220 (6330+2460+400+30) + BFC as decided by the Executive.
Annual Subscription of local Branch to be paid by 31st March, after that fine @100 INR p.m. shall be charged.	INR 1000	INR 1500

HFC =HQ. Fund Contribution; BFC = Branch Fund Contribution.

This can be increased / decreased as per the instructions of the State / HQ. IMA.

12.0 ANNUAL SUBSCRIPTION

12.1 Apart from Life Membership Fee, every member has to pay the Yearly Subscription as fixed by local Branch every year in the month of January at the Annual General Body Meeting. The last day without late fee is 31st March. After this Rs. 100/- p.m. shall be charged as Late Fee.

12.2 At present it is Rs. 1000/- for the single member and Rs. 1500/- for the couple.

12.3 A member enrolled at any time during the year shall pay full subscription for that year irrespective of the date of enrollment.

12.4 No concession will be admissible for candidates for re-admission in case there is a break of membership.

12.5 To avail of all benefits of IMA –Local Branch, State & HQ, every member should clear his / her dues by 31st August (with late fee of Rs.100/- per month after 31st March); otherwise his / her membership and regular mail shall be temporarily suspended.

12.6 Honorary members and Senior Members of 70 years of age or above shall be exempted from Annual Dues.

12.7 In the first week of September, notice shall be served to the member regarding his/her non-payment of dues and temporary suspension. If he/she clears the dues by 31st October, along with fine @ Rs 100 per month (after 31st March) his/her membership shall be resumed and he/she shall enjoy voting right. If he/she does not clear the dues by 31st October, his/her case shall be referred to Executive Committee for further action according to the State/HQ Rules.

13.0 PRIVILEGES OF MEMBERS

Life Member of the Branch shall have the right:

13.1 To attend and take part in all General Meetings, Lectures, Discussions and Demonstrations organized by the Local Branch, Punjab State Branch & IMA (HQ).

13.2 To vote on all resolutions of the Branch.

13.3 To receive a free copy of the Journal of the Indian Medical Association(JIMA).

13.4 To receive copies of all publications of the Branch free or at such rates as the Executive Committee may fix from time to time.

- 13.5** To use the Branch Library and such premises as shall be set apart for the members (subjected to any Bye-Laws made by the Executive Committee).
- 13.6** To attend the Medical Conferences organized by IMA (HQ), Punjab State Branch & Local Branch, on such terms as laid down by them.
- 13.7** To enjoy such other privileges (e.g. joining IMA Study tours, IMA Benevolent Fund or other Membership Services/Benefit Schemes) that may thereafter be conferred by the Association under specified conditions.
- 13.8** On termination of membership, a person shall automatically cease to hold office or appointment as he/she may be holding in the Branch.
- 13.9** All members shall enjoy any other privileges that may hereinafter be conferred by the State Council/IMA HQs.

14.0 TERMINATION / SUSPENSION OF MEMBERSHIP

14.1 By Resignation – A member may at any time resign his / her membership by giving thirty days notice in writing to the Hon. Branch Secretary. He / she must do so on payment of all money due from him / her to the Branch. He / she must return all books, periodicals, papers and other properties of the Branch, which may be in his / her possession. His/ her case shall be sent to State / HQ for information and necessary action.

14.2 By non-payment of Subscription – If the Yearly Subscription owing to the Branch by a member is not paid after due notice, his / her membership will be suspended / terminated as per Rule – 12.

14.3 By Removal – On the report against a member of gross indiscretion or professional misconduct or of such acts as may be detrimental or prejudicial to the honor and interest of the medical profession in general, of this Branch in-particular or Association in general or willful and persistent refusal by member to comply with the decisions and directions of the Executive Committee or also of the Rules and Bye Laws of the Branch, the Executive Committee may ask him / her to submit a written explanation of his / her conduct. In the event of his / her explanation found unsatisfactory the member may be asked either to apologize or to resign from the Branch.

14.3.1 If the member is agreeable, his/her apology/resignation shall be accepted. The decision of the Executive Committee shall be ratified by the General Body of the Branch and would be sent to the State IMA with confidential note giving details of the case for further reference.

14.3.2 In the event of non-refusal of the said member to either apologize or to resign, when asked to do so, the Honorary Branch Secretary in consultation with the President, shall call a Special General Body Meeting to consider the case. A copy of the above Special GBM should also be given to the member and he / she should be given an opportunity to explain his / her conduct. if he/she desires so. At least 7 days notice of the meeting shall be given to the concerned members. If at the meeting 3/4 of the members present and voting, record their votes in favor of removal of his / her name from the membership register, the resolution shall be first sent to the State IMA with confidential note giving details of the case for further reference.

14.3.3 The State Working Committee or the State Council in its meeting shall decide to forward it to the Central Council / Central Working Committee for confirmation. In the mean time he/she shall be temporary suspended from enjoying all privileges of membership.

14.3.4 The Central Committee may determine the nature of punishment which may be one of the following.

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

14.4 On the ground of conviction in a Court of Justice: Ipso facto,

14.4.1 Upon sentence after conviction in a court of justice for any crime entailing moral turpitude.

- 14.4.2 Upon being de-registered by any State Medical Council/ Medical Council in India on the ground of unethical conduct, from the date of de-registration and for the period of de-registration, except in case of non-payment of renewal of fees, if any, in the registering Council, or
- 14.4.3 Upon forfeiture through misconduct, of the medical qualification by virtue of which he/she became eligible for membership; the name of such member shall be removed from the Branch Register.
- 14.4.4 Any local Branch member who does not abide by the decision of the State Council / State Working Committee will be debarred from contesting the elections for any post of IMA Punjab/Local Branch/HQ. for the period of three years. After the expiry of the period of three years, the three members Committee constituted by the State Council will review such cases and will recommend to the State Council to restore the right of contesting the election of IMA Punjab if his/her conduct is found to be satisfactory by the Committee so constituted.

Note - It may be noted that membership is that of IMA HQ. and it is the Working Committee of the IMA HQ, which is the only authority to suspend/terminate membership and privileges of membership as per Rules & Bye-Laws of IMA (HQ). The Branch shall have no such authority and shall submit its recommendation in the manner as provided in the Rules and Bye-Laws of IMA (HQ). The Branch has to wait for the reply from the Central Working Committee.

15.0 READMISSION

- 15.1 Member can be enrolled after expiry of 2 years of termination. He/she has to apply for Fresh Enrollment supported by 10 members of the Branch, testifying his/her good conduct and he/she gives a written apology to the State Council IMA Punjab and the IMA Ludhiana.
- 15.2 The member who has been suspended/ terminated for non-payment of dues shall have to pay previous dues to clear the account up to date along with prescribed fine i.e @ Rs.100 P.M after 31st March of that year.
- 15.3 The member whose membership has been terminated on account of conviction in the Court of Law can be considered for re- admission after five years of the end of the punishment period if any. He/she has to apply for Fresh Enrollment supported by at least 10 Life embers of the Branch, testifying to his/her good conduct.
- 15.4 In case of termination of membership coming under Rule 14.4.2, readmission should only be possible subsequent to a person's name being re-entered in the medical register.
- 15.5 Member who has resigned under Rule 14.1 can join the Branch as a New Member by Fresh Enrollment.

16.0 TRANSFER OF MEMBERSHIP

- 16.1 **Transfer From IMA Ludhiana Branch To Any Other Branch:** Any Member may transfer from this Branch to any other IMA Branch in India upon changing his/her permanent place of residence, work or practice. On clearance of all dues of the Association the Branch shall issue a **“Clearance Certificate”**. The Branch Fund Contribution shall be handed over to the member transferred to the Branch to which he/she is taking transfer, only on production of the original money receipt of the same. While issuing Clearance Certificate a notification should also be send to IMA (HQ) through Punjab State Branch.
- 16.2 **Transfer to IMA Ludhiana Branch From Any Other Branch:** In case of transfer of a member from any other IMA Branch to IMA Ludhiana Branch, he/she has to furnish the **“Clearance Certificate”** from his parent/issuing Branch. He/she has to pay this Branch (IMA Ludhiana Branch) the Branch Fund Contribution (BFC) at the rate prevailing at this Branch (IMA Ludhiana Branch) during the transfer.
 - 16.2.1 In case the issuing / parent Branch transfers the previously paid BFC to IMA Ludhiana Branch along with Clearance Certificate he/she has to pay the difference amount only.
 - 16.2.2 In case the BFC from the issuing Branch is not received he/she shall have to pay the full BFC to this Branch at the rate prevailing at this Branch (IMA Ludhiana Branch) during the time of transfer.
 - 16.2.3 In case the BFC from parent Branch is received after he/she has paid the BFC to IMA Ludhiana Branch, he/she shall be refunded the amount received from his/her previous Branch.

17.0 REGISTER OF MEMBERS

There shall be a register maintained at IMA Office in which names of all the members' qualification, registration number, address, telephone / cell phone number and email id shall be entered separately for each category of members along with record of dues and receipt no. of payments made. This register should be continuous and every year it is the responsibility of Honorary Secretary to maintain it. It shall also contain local Branch number, IMA Number & PMC Number. This register along with other records shall be handed over to the new incumbent.

18.0 MANAGEMENT OF THE BRANCH

The Branch shall govern its affairs through an Executive Committee comprising of the following in such manner as it decides within the framework of these Rules and Bye-Laws (Refer Rule 21 to 23).

The Branch Executive Committee comprises of-

18.1 Office Bearers

18.1.1	President (Elected)	One
18.1.2	Vice Presidents (Elected)	Two
18.1.3	Hon. Secretary	One
18.1.4	Hon. Joint Secretary	One
18.1.5	Hon. Finance Secretary	One
18.1.6	Hon. Joint Finance Secretary	One
18.1.7	Hon. Academic Secretary	One
18.1.8	Hon. Public Relation Secretary	One
18.1.9	Hon. Club Secretary	One
18.1.10	Hon. Library Secretary	One
18.1.11	Hon. Internal Auditor	One
18.1.12	Hon. Assist. Secretary	One

18.2 Permanent Invitees to Office Bearers Meeting:

- 18.2.1** President-Elect.
- 18.2.2** Immediate Past President
- 18.2.3** Immediate Past Secy.
- 18.2.4** Immediate Past Finance Secy.

18.3 Special invitees to Office Bearers Meeting:

President may invite any Valid Member/s of Executive Committee or General Body for specific purpose.

NOTE - Office Bearers Meeting:-

Hon. Secy. in consultation with the President may call Office Bearers Meeting (OBM) as & when needed, to discuss various issues concerning the Branch. It may take decisions by itself on urgent matters or refer the matter to Exec. Committee/GB for major issues/ policy decisions.

18.4 Ex-Officio Members

- 18.4.1** All Past Presidents of the Branch.
- 18.4.2** Members- Punjab Medical Council, if members of IMA Ludhiana Branch.
- 18.4.3** Present State President, Or any Office-Bearer of Present State/ National IMA., if members of IMA Ludhiana Branch.
- 18.4.4** All Past State IMA Presidents, if members of IMA Ludhiana Branch.
- 18.4.5** State Council members of the Branch.
- 18.4.6** Regular Central Council members of the Branch.
- 18.4.7** Alternate Central Council members of the Branch.

18.4.8 Hon. State Joint Secretary- Shall be elected from IMA Ludhiana Branch. He/she shall look after the IMA Punjab State Office at Ludhiana and supervise day to day working under the directions & advice of the State Council through the Hon. State Secretary.

18.4.9 Presidents of various Associations/Forums(Local Chapter) of Regd./Recognized All India Bodies like API, ASI, FOGSI, etc., if members of IMA Ludhiana Branch.

Note- This shall not apply to the Associations/Forums of Individuals/Group of Individuals.

18.5 Members

18.5.1 Regional Secys. from different regions of the Branch. Max 10.

18.5.2 Members Executive (Nominated): President shall nominate one member for every 50 members. These members shall enjoy all the privileges and rights of other members of the Executive Committee.

18.5.3 Members Executive (Elected): 10 members shall be Elected in the Annual GBM. Members shall apply to the President. If more than 10 members apply, 10 members shall be elected by voting. If less than 10 members apply, President shall nominate the rest.

18.5.4 Chairpersons of various Standing Committees/ Sub-Committees. Max. 24.

18.5.5 Chairpersons of various Wings of the Branch.

18.5.6 IMA CGP & IMA AMS Chairpersons.

18.6 Co-Opted & Invited Members:

President may Co-opt two members for any particular meeting, and these members will enjoy all the privileges and rights of the regular members for that particular meeting.

NOTE –

1. All the members mentioned in Rule No.18 (18.1 to 18.6) shall form the Executive Committee.
2. These shall be Valid/Effective members of the Branch.
3. Valid/Effective member- shall include a member not in arrears of subscription. He/she should have cleared all dues of the Branch.

19.0 GENERAL BODY

19.1 Composition: All Office Bearers and members of Indian Medical Association Ludhiana Branch shall constitute the General Body. It shall be a continuous body.

19.2 Powers & Functions

19.2.1 General Body is the Supreme Body, shall have the right to delegate all or some its powers, except those relating to change of Rule & Bye-Laws and other specific reservation, to the Executive Body, the composition of which shall be governed by the Rules & Bye-Laws.

19.2.2 The decision of the General Body, in all matters not covered by Rules/Bye-Laws, shall be final.

19.3 General Body Meetings of The Branch

19.3.1 Annual General Body Meeting (AGM)

The Annual General Body Meeting of the Members of the Branch shall be held every year in the first meeting before 31st January, at such hour, at IMA House, Ludhiana. The business to be transacted at the AGM shall be :

19.3.2 The election of Chairman of the meeting, if necessary, in the absence of President & Vice-Presidents.

19.3.3 Meeting called to order.

19.3.4 Messages of inability to attend the meeting.

19.3.5 Self introduction of members present.

19.3.6 Any announcement like obituary. One minute silence to pay homage to the departed colleague/ relatives of the members.

19.3.7 Confirmation of the minutes of the last meeting.

19.3.8 To receive & adopt the Annual Report of previous year of the Branch.

19.3.9 To receive & adopt the Audited Accounts for the year.

- 19.3.10** To declare formally the formation of the Executive Committee, including the Office Bearers, Chairpersons of various Committees, Regional Secys., members of State Council & Central Working Committees, etc.
- 19.3.11** To consider & adopt the Budget Proposal for the next Association year.
- 19.3.12** To appoint the Auditor for the next Association year.
- 19.3.13** To consider resolutions if any, recommended by the Executive Committee.
- 19.3.14** To consider the proposed constitutional amendments, if any, as per Rule No.31.
- 19.3.15** To consider State/Headquarter circulars (if any).
- 19.3.16** To transact such business for which due notice has been given by individual member(s) at least seven days before the date of AGM.
- 19.3.17** To consider any other matter with the permission of the chair.
- 19.3.18** Installation of New President and the new Office Bearers along with the New Executive Committee.
- 19.3.19** Address by the Outgoing President.
- 19.3.20** Address by the New President.
- 19.3.21** Vote of thanks.
- 19.4 Ordinary General Body Meetings**
As per requirements, the Hon. Branch Secretary in consultation with the President, shall call Ordinary General Body Meeting for Specific purpose or as decided by the Executive committee.
- 19.5 Special General Body Meetings**
It shall be called by the Hon. Branch Secretary in consultation with the President and/or as decided by the Executive Committee to consider Specific agenda. No other item shall be considered in this meeting.
- 19.6 Requisition General Body Meetings**
A Requisition General Body Meeting shall be called by the Hon. Branch Secretary in consultation with the President within a fortnight whenever a requisition is made in writing to the President/Hon. Branch Secretary by 1/5th Valid Life members of the Branch. The requisition must reach the President or the Hon. Branch Secretary with full signatures of those members demanding it and also mentioning specific agenda(s) to be discussed in the meeting. On receipt of the requisition, the Executive Committee shall forthwith proceed to call a Requisition General Body Meeting. In case the Executive Committee fails to call such a meeting within 30 days after the receipt of the requisition, they (requisitionists) may themselves hold the meeting. But in no case such a meeting shall be held after a lapse of 2 (Two) months from the date of submission of the requisition to the President/Hon. Branch Secretary. No other matter will be transacted at this meeting.
- 19.7 Scientific / Academic & Social Meetings**
These Meetings shall be called by the Hon. Branch Secretary in consultation with the President, as expedient.
- NOTE -** Such meetings shall be held in IMA House only. Only in exceptional circumstances, these meetings shall be held outside the IMA House, with the approval of the Office Bearers/ Executive Committee. IMA shall not join/collaborate with any organization/ hospital/ nursing home/ pharma. etc. for promotional activities of any kind, of these bodies. However they can sponsor any event in IMA House for the benefit of its members.
- 19.8 Emergency Meeting**
Emergency meeting can be called at a shorter notice.
- 19.9 Notice For Meetings** - Notice should be circulated by website notification, short messaging service (sms), e-mail, circular, peon book, land phone, mobile phone or fax.
- 19.9.1 Annual General Body Meeting**
At least 10 (Ten) days' notice of the Annual General Meeting specifying the place, the day, the date & hour of the meeting with the agenda of business, shall be given to each member by the Hon. Branch Secretary.
- 19.9.2 Ordinary / Special General Body Meeting**

At least 5 (Five) days' notice of the General Body Meeting specifying the place, the day, the date & hour of the meeting with the agenda of business, shall be given to each member by the Hon. Branch Secretary.

19.9.3 Requisition General Body Meeting

At least 15 (Fifteen) days' clear notice of the Requisition General Meeting specifying the place, the day, the date & hour of the meeting with the agenda of business, shall be given to each member by the Hon. Branch Secretary.

19.9.4 Scientific / Academic & Social Meetings

At least 5 (Five) days' notice of the Scientific/Academic or Social General Meeting specifying the place, the day, the date & hour of the meeting with the agenda of business, shall be given to each member by the Hon. Branch Secretary.

19.9.5 Emergency GBM can be called at a shorter notice, as needed, by the Hon. Secy. after consultation with the President.

20.0 RULES FOR THE MEETINGS OF THE BRANCH

- 20.1** The quorum for all Ordinary General Body Meetings of the Branch shall be 50 valid Life members of which 30 shall be other than the Executive Committee Members.
- 20.2** In case of Requisition General Body Meeting presence of 1/5th valid Life members of General Body shall form a quorum out of which 3/4th of those who demanded the requisition meeting must be present.
- 20.3** In case of Special GBM for the conduction of purposes laid down in Rule 14.3 the quorum shall be not less than 75.
- 20.4** If any General Body/Executive Committee Meeting is adjourned for want of quorum (except in case of 20.2 and 20.3), members shall meet at the same place, on the same day after 15(fifteen) minutes or such time as decided by the President or the Chairperson of that meeting. At this adjourned meeting, the members present, whatever their number, shall form the quorum. They shall transact only the business on the agenda of the adjourned meeting.
- 20.5** Rule 20.4 shall not be applicable in case of 20.2 and 20.3, which shall be declared annulled if there is no quorum.
- 20.6** All questions affecting the general policy of the Branch shall be determined at a General Body Meeting and shall be decided by majority of votes, only when 3/4th (three-fourths) of the members present & voting, agree in favor of the suggested change/s.
- 20.7 General Procedure of meetings**
- 20.7.1** Minutes of all meetings shall be correctly recorded, in a register maintained by the Hon. Secy., duly read & confirmed at the following meeting of the Executive Committee or that of Gen. Body, as the case may be, and signed by the Chairperson.
- 20.7.2** The President shall be the Chairperson of all meetings & in his/her absence Sr. Vice President/ Vice President in that order.
- 20.7.3** The chairperson shall, in case of equality of votes, has a casting vote.
- 20.7.4** No resolution adopted or negated shall be reconsidered before six months have elapsed or 1/5th of Valid Members of the Branch sign a requisition for its reconsideration.
- 20.7.5** No business shall be transacted at a Special or Requisitioned meeting other than that for which the meeting is called.

21.0 THE EXECUTIVE COMMITTEE

The Executive Committee shall be the Executive Authority and as such shall exercise all such powers to carry into effect the policies and programs of the Branch as laid down and shall remain responsible to the General Body. Basic policy decisions taken by the Executive Committee shall, however, have to be ratified by the General Body, before implementation.

22.0 FUNCTIONS & POWERS OF THE EXECUTIVE COMMITTEE

- 22.1 To make regulations and issue instructions for the proper working of the Branch and for the administration and maintenance of Branch office, library and other movable or immovable properties, its publications and institution of various awards & prizes etc.
- 22.2 To appoint Committees, Sub Committees, Ad hoc Committees as and when necessary and to elect the Chairpersons, Co-chairpersons of such Committees.
- 22.3 To represent any matter in which they consider, the interest of the Branch or the medical profession or the public health, are effected, before the Government or other public bodies or any other properly constituted authorities.
- 22.4 To consider and scrutinize the Applications for Membership and transfer of members to and from the other Branches and to forward the same to State IMA/HQ. for further action.
- 22.5 To consider the suspension of members and the question of taking such disciplinary action as may be deemed fit against any member for misconduct, willful neglect or default.
- 22.6 To write off the whole or part of the unrealized arrears of Subscription of members of the Branch or other outstanding dues of the Branch or its publications, if considered desirable and these shall be submitted for endorsement by the General Body.
- 22.7 To appoint or remove salaried officers and other employees of the Branch.
- 22.8 To consider all matters and make necessary recommendations to the General Body.
- 22.9 It shall oversee the financial management of the Branch & authorize payments and/or disbursement of funds as provided in these rules and for such other activities as decided by the Branch from time to time.
- 22.10 To make, amend or repeal of Rules and By-law as they may deem necessary or convenient for power conduct and management of the affairs of the Branch, provided nothing in them is contrary to the rules of IMA HQ./State IMA. However any such act should be endorsed by General Body.
- 22.11 To perform any other function specially entrusted to it by the General Body of the members.

23.0 MEETINGS OF THE EXECUTIVE COMMITTEE

23.1 Ordinary Executive Committee Meetings

The meetings of the Executive Committee shall ordinarily be held once in Three months. Generally presence of one-third members of the Executive Committee forms the quorum. The Hon. Branch Secretary shall convene all meetings of the Executive Committee in consultation with the President. Notice should be circulated by website notification, short messaging service (sms), e-mail, circular, peon book, land phone, mobile phone or fax, mentioning the date, time, place and agenda to be prepared by the Hon. Branch Secretary in consultation with the President. 5 (five) days notice shall be given to the members of the Executive Committee.

23.2 Extra-ordinary or Emergent Executive Committee Meetings

The Hon. Branch Secretary in consultation with the President may call the Emergent Executive Committee meeting by a notice of 24 hrs. to discuss specific agenda.

23.3 Special / Extended Executive Committee Meetings

The Hon. Branch Secretary in consultation with the President may call the Special / Extended Executive Committee meeting whenever necessary by a notice of 3 days only, to discuss & decide specific agenda, if GBM cannot be called due to any reason.

Note - The Extended Executive shall consist of all Executive Committee members PLUS Co-Chairpersons of various Committees, Advisers and other Invitees.

24.0 CEASSATION OF MEMBERSHIP OF THE OFFICE BEARERS AND MEMBERS OF THE EXECUTIVE COMMITTEE

24.1 By Resignation

Any Office Bearer or member of the Executive Committee may resign from his/her post at any time by giving a 30 days notice/resignation letter to the Hon. Branch Secretary without giving any reason whatsoever.

Hon. Branch Secretary may resign from his/her post by a similar resignation letter to the President.

24.2 By Removal

On the report, against an Office-Bearer or a Member of the Executive Committee,

24.2.1 Of gross indiscretion or professional misconduct or of such acts as may be detrimental or prejudicial to the interest of the Branch or,

- 24.2.2** Willful refusal by the Office-Bearer or member of the Executive Committee to comply with the decisions and directions of the Executive Committee or also of the Rules and Byelaws of the Branch.
- 24.2.3** The Executive Committee after being fully satisfied about the charges made against him/her may ask him/her to resign or remove him/her by expressing “No Confidence” on him/her.
- 24.2.4** Such a decision of “No Confidence” shall be operative only if -
- 24.2.4.1** Due notice of the same has been given to all the members of the Executive Committee
- 24.2.4.2** He/she shall be given show cause notice to be replied within seven days of its receipt.
- 24.2.4.3** 3/4th of the members present agree in favor of such no confidence motion, and also-
- 24.2.4.4** Ratified by the General Body Meeting.
- 24.2.4.5** The removal will be done with an immediate effect.
- 24.3 By Death**
The post of a member of the Executive Committee or of an Office Bearer shall be considered to have fallen vacant on his/her death.
- 24.4 By Requisition**
The Elected members of any Committee, or any one or more Office Bearers or members of the Executive Committee may be removed by a Requisition General Body Meeting (As per Rule 19.6)
- 24.5 Termination / Suspension of Membership under Rule No.14.**
- 25.0 METHOD OF FILLING UP OF VACANCY**
- 25.1 Office Bearers**
In case of any vacancy arising among the Office Bearers, in the course of the year, the vacancy shall be filled up within 30 working days of the vacancy arising, by the Executive Committee preferably from amongst the Executive Committee Members or Office Bearers.
- 25.2 Executive Members**
In case of any vacancy arising in the membership of the Executive Committee in the course of the year, the vacancy shall be filled up within 30 working days of the vacancy arising, from-
- 25.2.1** Amongst the Valid General Body Members of the Branch, by the Executive Committee.
- 25.2.2** Each such newly appointed Office Bearer or Executive Member shall hold office for the rest of the term.
- 26.0 APPOINTMENT OF OFFICE BEARERS**
- 26.1** Hon. Secy. should have been an Office Bearer of the Branch for Two years.
- 26.2** President-Elect & two Vice Presidents shall be elected every year by direct voting as laid down in Rule No. 30.
- 26.3** All Office Bearers shall be nominated by the President & Vice Presidents, in consultation with the Advisory Board and these will be introduced in the Annual General House meeting.
- 26.4** All of them will have tenure of one year. No Office bearer shall continue to function for more than Two years in the same office.
- 26.5** Any member whose membership has been suspended or terminated cannot hold any office in the Local, State Branch or HQ.
- 26.6** All Office Bearers should be the Life members of IMA for 3 years, should be of good standing and should have no outstanding dues.
- 26.7** Any Office Bearer not attending 50% of Meetings of Office Bearers in that year shall not continue at any post for the next two years.
- 26.8** All Office Bearers should be members of the Executive for any two terms & should have attended at least 50% meetings of Executive/Gen. Body in that term.
- 27.0 DUTIES OF OFFICE BEARERS**
- 27.1 The President**
- 27.1.1** Shall be the Chief Executive of the Branch and guide and control the activities of the Branch.

- 27.1.2** Shall have powers to call and preside over all meetings of Branch- Office Bearers, Executive Committee & General Body.
- 27.1.3** Shall regulate the meetings and give his rulings on all the constitutional points or procedures.
- 27.1.4** Shall be guided by the majority view of the Executive Committee in the functioning of the Branch. On any matter if he differs from the majority view of the Executive, he may call Extra Ordinary General Body Meeting to place the concerned matter before it. The decision of the General House on the matter shall be final & binding.
- 27.1.5** Shall be the Ex-officio member of all Committees, Sub-committees and Standing Committees.
- 27.1.6** Shall, if feels necessary, invite any member/s of the Branch to any meeting of the Executive Committee. Such invited member/s shall have the privileges to participate in the discussions at the meeting but shall have no voting rights.
- 27.1.7** May, at his discretion, nominate any medical professional or scientist as Chairperson for any scientific lecture/meeting.
- 27.1.8** Shall, in addition to his ordinary vote, have a casting vote, in case of equally of votes.
- 27.1.9** In the event of an emergency arising, by reason of any cause such as death, detention, resignation or absence for a considerable period out of state/country, of the President, the duties of the President shall devolve upon the Sr. Vice President or Vice President, for the rest of the remaining term.
- 27.1.10** In case of resignation by the President, it shall effective when it is accepted by the Executive/ General Body. Pending the acceptance of the resignation, Sr.Vice President/ Vice President shall act as indicated above, in case the President is un-willing to function as such.
- 27.2 Vice Presidents:**
- 27.2.1** Senior Vice President shall look after the duties and exercise the powers of the President in the event of President's absence from the meeting or when asked for by the President in his illness or in the event of going out of station. In case Senior Vice President is not available or present, Vice President shall discharge the duties of the President.
- 27.2.2** The Vice Presidents shall be attending their respective Sub-Committee meeting as Ex-officio members, as assigned by the President.
- 27.2.3** Shall assist the President in all his/her activities.
- 27.3 Honorary Secretary:**
- 27.3.1** Shall act on the advice & in consultation with the President.
- 27.3.2** Shall be the in-charge of the Branch Office.
- 27.3.3** Shall conduct all the correspondence.
- 27.3.4** Shall have general supervision of accounts, pass all bills for payments and sign cheques with finance secretary.
- 27.3.5** Shall get prepared the statements of Monthly and Annual accounts and get them duly audited by the Auditors for adoption by the Executive Committee and finally present it at the Annual General Body Meeting.
- 27.3.6** Shall prepare the interim budget to be presented to the Executive Committee and then after approval, at the GBM.
- 27.3.7** Shall organize, arrange and convene meetings, conferences, lectures, seminars, symposia and demonstrations in consultation with the President.
- 27.3.8** Shall attend meetings of the Office Bearers/ Executive Committee/General Body and keep the records of the proceedings thereof.
- 27.3.9** Shall be an Ex-Officio member of all Standing Committees, Sub-Committees etc.
- 27.3.10** Shall maintain a correct and up-to-date register of all members of the Branch.
- 27.3.11** Shall bring any matter, which he considers necessary and in the interest of the Branch to the notice of the Executive Committee for guidance and decisions, with the approval of the President.
- 27.3.12** Shall provide a copy of Constitution of Branch to any members on prior notice.

- 27.3.13** Shall make/maintain the inventory of all the records, assets, movable/immoveable properties of Branch, register of activities & hand it over to the successor before the Annual GBM.
- 27.4 Finance Secretary**
- 27.4.1** Shall be the Finance Secretary of all Committees.
- 27.4.2** Shall receive all moneys of the Branch and deposit them in Bank/s (to the credit of an account in the name of the Branch) approved by the Executive Committee and shall operate along with the Hon. Branch Secretary or in his/her absence with the President.
- 27.4.3** Shall deposit reserve funds in Post Offices, fixed deposit scheme, Government Securities etc. in accordance with the directives of the Executive Committee.
- 27.4.4** Shall be responsible for collection of all subscriptions and contributions due to IMA (HQ)/Punjab State Branch.
- 27.4.5** Shall have the right to point out any error or discrepancy in the order of payment of the Hon. Branch Secretary and refer the order back to him/her with his/her remarks. In the event of disagreement still persisting between the Hon. Branch Secretary & the Hon. Finance Secretary, the matter shall be referred to the President for final decision.
- 27.4.6** Shall be responsible for keeping up-to-date books of accounts of the Branch.
- 27.4.7** Shall prepare in consultation with the Hon. Branch Secretary half yearly accounts to be placed in the Half-yearly General Body meeting after being placed before & passed by the Executive Committee.
- 27.4.8** Shall prepare in consultation with the Hon. Branch Secretary an annual statement of accounts of the accounting year that ended on the 31st day of March and a balance sheet showing the financial position of the Branch & must get it audited by the Auditors appointed at the last Annual General Body Meeting. He must present it before the Executive Committee at a meeting not later than Second week of April of each year.
- 27.4.9** Shall hand over all books of accounts, receipt books, cheque books, etc. in his possession to the new Finance Secy.
- 27.5 Joint Secretary**
- 27.5.1** Shall assist the Hon. Secretary in his/her working as required and shall be acting Secretary in his/her absence.
- 27.5.2** Shall record the minutes of all meetings of the Branch on behalf of the Hon. Secy.
- 27.6 Hon. Assistant secretary**
Shall assist the President or any duty/work allotted to him by the President/ Executive Committee.
- 27.7 Hon. Academic secretary**
Shall arrange the scientific sessions, C.M.Es, lectures, speakers etc. in consultation with the President.
- 27.8 Hon. Club secretary**
Shall arrange the cultural & social programmes and picnics.
- 27.9 Hon. Library secretary**
Shall maintain & look after the Library.
- 27.10 Hon. Public Relation secretary**
Shall work in consultation with the President.
- 27.11 Hon. Joint Finance secretary**
Shall assist the Hon. Finance secretary.
- 27.12 Hon. Internal Auditor**
Shall scrutinize the accounts at periodical intervals, as directed by the President/Executive Committee.
- 28.0 FINANCIAL MANAGEMENT OF ASSOCIATION**
- 28.1** The financial year of the Branch will commence from 1st April, every year.
- 28.2** The income and the properties of the Branch whatsoever shall be used solely towards the promotion of the aims and objectives of the Branch as set forth in the memorandum & Rules and Bye Laws of the Branch and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise whatsoever by way of profit to the members of the Branch. Provided that nothing herein contained shall prevent the payment of remuneration in good faith to any officer or servant of the

Branch or to any member of the Branch or other persons in return of any services actually rendered to the Branch or the payment of interest on funds borrowed from any members or other persons.

28.3 Finance Standing Committee:

The Finance Standing Committee shall be the overall supervisory & policy making body for the Branch finances. The Committee shall meet at least once in three months to review & scrutinize all the financial matters and to deliberate/ discuss & give recommendations to the Executive on the matters referred to it by the later.

28.4 The Finance Standing Committee shall comprise of:-

One Chairperson, Two Co-Chairpersons & two members can be co-opted as in other Standing Committees.

28.5 The Branch President, Immediate past President, President-elect, Hon. Secy., Hon. Finance Secretary., shall be the Ex-officio members.

28.6 Book Keeping, Banking & Auditing:

28.6.1 All the money of the Branch shall be deposited with a Scheduled Bank/Banks or some Public Sector Undertaking (Semi-governmental) as approved by the Executive.

28.6.2 The books of accounts shall be kept & properly maintained by the Hon. Finance Secy. Monthly income and expenditure statement shall be prepared and scrutinized by the Finance Standing Committee. Any member of the Branch can inquire about any aspect of finances in writing. It shall be binding on the Executive Committee to reply the member in writing within one month of the receipt of his/her letter.

28.6.3 Internal auditor shall be appointed by the Branch Executive Committee for scrutinizing the accounts at periodical intervals.

28.6.4 Accounts shall be audited every year by the competent Auditors appointed by the General House and shall be presented at the time of Annual General Body Meeting along with the budget for following year for the approval.

29.0 BANK ACCOUNT

IMA Ludhiana Branch shall have Bank A/c in any Nationalized/ Reputed Private Bank/s, as decided by the Executive Committee/ General Body.

30.0 ELECTIONS

Elections shall be held every year in the Month of December (date shall be decided by the Executive Committee) for the posts of the 1. President-Elect. 2. Two Vice-Presidents from among the ELIGIBLE MEMBERS of IMA Ludhiana Branch .The elections shall be conducted by the Election Commission.

30.1 Eligibility criterion to contest for the post of President- Elect and Vice Presidents

A-For the post of President-Elect. He/she-

30.1.1 Should be regular Life Member of the IMA Ludhiana for the last 5 years and having a good standing.

30.1.2 Should have worked as Executive Member for any Three year in IMA Ludhiana Branch since his/her membership.

30.1.3 Should be an Office Bearer of the Branch for One Year.

30.1.4 Should have cleared his dues of the Branch by 31st October of that year (dues clearance certificate from the Hon. Finance Secretary).

30.1.5 Should have attended minimum of 50% of the total meetings held by the Branch in the current year till the last date of filing of the nomination.

30.1.6 At the time of filing his/her nomination papers he/she has to deposit Rs. 5000/- as Non-Refundable Security by Cheque/ DD/Cash in favor of Indian Medical Association, Ludhiana.

30.1.7 He/she shall have to file **Consent & Undertaking** along with the Nomination papers stating that he/she has read all the eligibility conditions and agrees to these and fulfills these (refer-Nomination Form. Appendix-II-A).

- 30.1.8** Good Conduct & his/her fulfilling conditions as laid down in Rule No. 30.1.1; 30.1.2; 30.1.3; 30.1.5; Certificate from the Hon. Secy.
- B—For the posts of Vice Presidents**
- 30.1.9** Same as for the President-Elect.
- 30.1.10** At the time of filing of Nomination, he/she has to deposit Rs.3000/, as Non-Refundable Security, in favor of Indian Medical Association, Ludhiana, by Cheque / DD / Cash.
- 30.2 Voter List**
Voter list shall be displayed at IMA Office by 1st November. Objections can be raised by 15th Nov. and Final list shall be made available by 1st December. It shall be posted on the IMA Ludhiana website (www.imaludhiana.org)
- 30.3 Notification for Election.** Tentative Schedule is given below:-
- 30.3.1** The Hon. Secy. IMA Ludhiana Branch in consultation with the President shall write to the Chairman Election Commission (CEC) to notify and start the process of Elections by 30th November.
- 30.3.2** Shall submit the updated list of ELIGIBLE Voters & relevant records along with books after clearing any objections.
- 30.3.3** CEC will sign last page of all receipt books.
- 30.4 Filing of Nominations**
- 30.4.1** The candidates shall file Nominations by 5th December, up to 5.00P.M at IMA House, on the prescribed Performa, Appendix II (attached), proposed by one Life Member & seconded by another one Life Member, whose dues are clear.
- 30.4.2** One person can file Nomination for only one post.
- 30.5 Scrutiny of Nominations**
- 30.5.1** The EC shall scrutinize the Nomination papers on 7th December at IMA House, Ludhiana.
- 30.5.2** Hon. Secy. shall be present at the meeting to inform the EC about the Eligibility of the candidates contesting elections. All clarifications will be given in writing.
- 30.5.3** Contesting candidates shall be present in the meeting.
- 30.5.4** EC shall inform the candidates in writing about the validity or rejection (giving reasons thereof) of the Nominations by hand, regd.post/speed post or courier so as to reach the candidate by 10th December.
- 30.5.5** The EC shall supply the list of Eligible voters to the candidates whose papers are found in order.
- 30.6 Withdrawal of Nominations-**
- 30.6.1** The candidate who does not want to contest, can withdraw his/her candidature on his/her letter head with signature, to the satisfaction of the EC by 15th December.
- 30.6.2** Withdrawal papers once submitted cannot be withdrawn.
- 30.6.3** Election, if necessary, shall be held on 3rd Sunday of December as per the time decided by the EC, after giving minimum 10(ten) days clear time for canvassing, but not later than 31st December.
- Note -** Final dates of the above schedule shall, however, be decided by Executive Committee in consultation with the Election Commission and be informed in the Notification Letter.
- 30.7 Election Commission**
- 30.7.1** The President in consultation with the Advisory Board/ Executive Committee, shall constitute a Three Member Election Commission in the Annual General Body Meeting every year and shall appoint one of them as Chairperson of the Election Commission (CEC), which will conduct the election process.
- 30.7.2** The term of the Commission will be one year from the date of constitution to the day of next Annual GB Meeting.
- 30.7.3** The CEC shall be responsible for calling the meeting of the Commission as per the procedures of Election.
- 30.7.4** The EC shall issue the Notification for the Elections and shall be solely responsible for conducting the proceedings related to the Elections in a free, fair & transparent manner till the conclusion of the Elections.
- 30.7.5** The EC shall take list from the Hon. Secretary of those members who are Eligible voters.

- 30.7.6** The EC shall supply list of Eligible voters to the Eligible contesting candidates on demand.
- 30.7.7** The Election Commission shall hold the Elections if needed.
- 30.7.8** The EC shall declare the results and inform the President IMA Ludhiana or the Sr. Vice President if the President himself/herself is the candidate, about the results with a request to close the Election process.
- 30.7.9** All the decisions of the EC shall be taken by simple majority.
- 30.7.10** In case of the some dispute, EC can discuss and take help of the President Punjab State IMA, if the matter is not resolved in Executive Committee/ General Body of the Branch, to the satisfaction of all concerned.
- 30.8 Voting Right**
Members having cleared all their dues including Local Branch dues by 31st October shall have the voting right.
- 30.9 Appeal against the decision of the Election Commission:-**
- 30.9.1** Any candidate aggrieved by the decision of the Election Commission regarding rejection of the Nomination papers, can file an appeal within 48 hrs of the decision being informed to him/her, before the President, or the Sr. Vice President/Vice President if the President himself/herself is a candidate, against the decision of the Commission.
- 30.9.2** The President/Vice President, if the President himself/herself is a candidate, shall ask the Election Commission not to proceed further with the Election process till the pendency of the appeal and call the Emergency General Body Meeting. The GBM may call the appellant to hear his/her case and then give its decision to the President after considering and discussing amongst itself, the appeal.
- 30.9.3** The President shall inform the appellant of his /her decision either rejecting or upholding of the appeal in writing, with a copy to the Election Commission asking it to proceed further with the election process. The President must take the decision either way before the date of withdrawal so that Election schedule is not delayed.
- If the President/Vice President/Secretary all are contesting the Election then the IPP will take their place.**
- 30.10 Independence of the Election Commission.**
- 30.10.1** To ensure impartiality of the Election Commission it is laid down here that once the Election Process has been started by issuing of the Election Notification, the members of the Election Commission can't be removed by order of the President. He/she can only be removed if a complaint citing the reasons thereof against him/her is brought in writing before the President signed by at least 75 Eligible voters of the Branch and the General Body decides by 3/4th majority of the present members and quorum for this meeting shall be 50% of the total strength of the General Body. More over Election process can only be declared as closed by the President on the advice of the Election Commission.
- 30.10.2** Any Office Bearer of the Branch shall cease to act in that position after the Nomination is filed, if he / she himself/herself is a candidate for the Elections.
- 30.11 ELECTIONS:-If held, will be as follows**
- 30.11.1** EC shall conduct free and fair Elections.
- 30.11.2** EC shall publish ballot papers.
- 30.11.3** Elections shall be held on.....from 9.00 AM to 4.00PM at IMA House, BRS Nagar, Ludhiana (as decided by the Executive Committee in consultation with the Election Commission).
- 30.11.4** Life Members having cleared the local dues by 31st October, whose names appear in the voter list, shall have the voting right.

- 30.11.5** Eligible voters can cast their votes two days before the date of Election, directly with the CEC (procedure devised by the EC), if they are unable to come for the voting on the day of Election at IMA House.
- 30.11.6** Arrangements and Procedure for the Elections on the day of Election shall be under the direct supervision of EC, supported by the Office Bearers of the local Branch, if needed.
- 30.12 COUNTING OF VOTES:-**
- 30.12.1** Counting of votes shall be held at IMA House Ludhiana, immediately after the Elections are over, directly under the supervision of EC.
- 30.12.2** Candidate or his authorized person (only one) can be present in the counting hall.
- 30.12.3** Any objection, if arises, shall be decided by the EC by simple majority.
- 30.12.4** The decision of the EC shall be final & binding on the candidate.
- 30.12.5** In case of equal number of votes for the post of President-Elect, the candidate with the longer tenure in IMA shall be declared as winner.
- 30.12.6** In case of Vice President, the candidate who shall secure more votes, shall be the Senior Vice-President & the next as Vice President.
- 30.12.7** In case of equal number of votes by two candidates for Vice President, the candidate with longer tenure in IMA shall be the Senior Vice President. This rule shall also apply to candidates who shall be elected Vice Presidents, un-opposed.
- 30.13 DECLARATION OF THE RESULT:-**
- EC shall compile the result & after following all the formalities and signatures of the members of Commission, shall declare the result immediately after counting of the votes is over.
- 30.14 CODE OF CONDUCT:-**
- 30.14.1** Once the Elections are announced, no extra-curricular activities can be held in IMA House.
- 30.14.2** Only Emergency meeting can be held with prior permission of the EC.
- 30.14.3** IMA House cannot be used for purpose of Election propaganda directly or indirectly, to the satisfaction of EC.
- 30.14.4** Character assassination of any type shall lead to disqualification of candidature.
- 30.14.5** EC can draft its own model code of conduct before the Election process starts, for free & fare Elections, to the satisfaction of all concerned.
- 30.15 ELECTION DISPUTES:-**
- 30.15.1** Election disputes of the Branch shall be referred to State President IMA Punjab for resolution as laid down under IMA Punjab State constitution(Rule No 35).
- 30.15.2** No Election should be called into question except by Election Petition filed to President IMA Punjab State within 15 days of declaration of result.
- 30.15.3** Records of the Election shall be maintained for 12 months, or till the dispute is resolved if the Election has been called into dispute or till the case is disposed off.
- 31.0 AMENDMENTS OF THE MEMORANDUM, RULES & BYE-LAWS**
- 31.1** The Branch may from time to time frame, modify, add to or repeal the Rules, Regulations and Bye laws for the working of the Branch. Ordinarily it will be taken up in the Annual General Body Meeting. However it can be taken up in Special or Ordinary General Meeting if the Executive so desires. Any member can move the amendment but it should be supported by at least 5 more Eligible members of the Branch and in proper format as given in the Appendix-1.
- 31.2** The proposed alterations in the Memorandum, Bye-Laws must reach the Branch Office at least One month before the date of the Annual or Ordinary or Special General Body Meeting. The Hon. Branch Secretary shall circulate copies of the alteration to all the members of the Branch at least seven days before the date of the meeting. The Executive Committee shall take it up in its next meeting and after its

approval, it shall be presented in the Annual, Special or Ordinary General Body Meeting for final approval.

- 31.3 Any addition to, modification or repeal of the Rules, Bye-laws etc. shall be considered to have come into force only after the Chairperson of that meeting has endorsed the proceedings of the meeting at which they were passed.
- 31.4 The Hon. Branch Secretary shall send the approved modified/amended Rules & Bye-Laws of the Branch to Punjab State Branch within four weeks for its approval, which shall forward it to National HQ. for ratification by the Central Working Committee. It shall come into operation after its approval by CWC.
- 31.5 As a local Branch of Indian Medical Association (HQ), this Branch shall follow and abide by all Rules, Bye-laws, decisions and directions of the IMA (HQ), and also of the Punjab State Branch, notwithstanding whatever may be contained or laid down in these Rules & Bye-laws.
- 31.6 The Branch Executive Committee shall have the power to make any necessary consequential changes in the Rules & Bye-laws of the Branch, due to any Amendment in the Rules & Bye-Laws of the IMA (HQ) or Punjab State Branch & shall notify the members as early as possible.

32.0 VARIOUS STANDING COMMITTEES / SPECIAL COMMITTEES

- 32.1 Various Committees/Special Committees may be formed by the Executive Committee to be approved by the General Body every year in January. Such Committees may be dissolved whenever deemed necessary by the Executive Committee.
- 32.2 All Standing Committees/Special Committees so formed, have responsibility to the Executive Committee and must follow the directives of the Executive Committee of the Branch.
- 32.3 The Executive Committee shall appoint one Chairperson, two Co-chairpersons. Two members can be co-opted for each Standing committee/Special Committee.
- 32.4 The Hon. Finance Secretary shall be the Treasurer for all the Standing Committees/Special Committees
- 32.5 The President or one of the Vice presidents (appointed by the President) and the Hon. Branch Secretary or Hon. Jt. Secy. shall be the Ex-Officio members of all Standing Committees/Special Committees.
- 32.6 Complaint of any kind shall be sent to the President of the Branch, who after discussing it with the Office Bearers, may refer it to concerned Committee or constitute an Enquiry Committee. The Committee shall hold a proper inquiry into such a complaint & send its findings to the President for further action.
- 32.7 Decisions taken in these Committees shall be discussed in the Executive Committee/GBM for final approval/ action.
- 32.8 The Bank Accounts of the Branch & its Various Committees/ Sub-committees/ Wings shall be operated jointly by the Hon. Finance Secretary & the Hon. Branch Secretary or in his/her absence, the President.

33.0 THE NAMES & FUNCTIONS (TO BE DECIDED BY THE EXECUTIVE COMMITTEE/GB) OF VARIOUS STANDING COMMITTEES/SPECIAL COMMITTEES—

Following are some of the Standing Committees/Special Committees of IMA Ludhiana Branch to be formed by the Executive Committee & to be approved by the General Body.

- 33.1 Election Commission (EC): Chief Election Commissioner (CEC) (One), Members Election Commission (Two).
- 33.2 Ethics & Disciplinary Committee.
- 33.3 Action-cum- Legal Cell Committee.
- 33.4 Public Grievances Committee.
- 33.5 Hospital / Nursing Home Committee.
- 33.6 Constitution Review Committee.
- 33.7 Health Awareness/ Community Project Committee.
- 33.8 Public Relation Committee
- 33.9 Membership Enrollment Committee.
- 33.10 PNDDT Committee.
- 33.11 Academics/ CMEs Committee.
- 33.12 Medical Expert Committee.
- 33.13 Anti-Quackery Committee.

- 33.14 Bio-Medical Waste Management Committee.
- 33.15 RNTCP Committee.
- 33.16 IMA NSS Committee.
- 33.17 Website, Computerization/IMA Bulletin Committee.
- 33.18 Cultural Committee.
- 33.19 Sports Committee.
- 33.20 Purchase and Maintenance Committee.
- 33.21 Hospitality Committee.
- 33.22 Finance Management Committee.
- 33.23 Award Committee.

The Award Committee shall decide the Annual Awards of Excellence. It can take input from anyone. Its decision shall be final. Its Composition & Rules shall be same as other Standing Committees.

- 33.24 Any other Special Committee/Sub-Committee as decided by the Executive Committee.

34.0 WINGS OF IMA LUDHIANA

- 34.1 In-Service Doctors Wing
- 34.2 Women Doctors Wing
- 34.3 Students Wing- Medical Students up to Internship.
- 34.4 Young Doctors Wing-up to 5 years after Internship.

Rules & Composition are same as in other Standing Committees.

35.0 IMA COLLEGE OF GENERAL PRACTITIONERS (IMA CGP)

The Life Members of the Branch shall be eligible to become Members of the IMA CGP on payment of prescribed Life Membership Fees of the College. On becoming the Members of the College, they shall be on the rolls of the College. A list shall be maintained at the Headquarter of the College (IMA CGP, New Delhi), at the State Faculty (IMA CGP Punjab State Faculty) and at Sub-Faculty if such sub faculty is set up at the Branch level. Each Member shall subscribe to the Rules & Byelaws of the College. **(See Rules & Byelaws of IMACGP, Ludhiana Branch Sub-Faculty/IMA CGP, New Delhi).**

36.0 IMA ACADEMY OF MEDICAL SPECIALITIES (IMA AMS)

The Members of the Branch can become the Members of the IMA AMS provided they are eligible as per Rules & Byelaws of the Academy. On becoming the Members of the Academy, they shall be on the rolls of the Academy. A list shall be maintained at the Headquarter of the Academy (IMA AMS, New Delhi), at the State Chapter (IMA AMS Punjab State Chapter) and at Local Branch Chapter if such a Chapter is set up at the Branch level. Each Member shall subscribe to the Rules & Byelaws of the Academy. **(See Rules & Byelaws of IMAAMS, Ludhiana Branch Chapter/IMA AMS, New Delhi).**

37.0 REPRESENTATIVES TO CENTRAL & STATE COUNCIL (Elected Members):-

(Subject to Changes in the Rules of IMA (HQ) for Central Council & IMA Punjab State Branch for State Council.)

- 37.1 **CENTRAL COUNCIL:** The total number of members of the Branch on whose behalf HFC has been deposited in full by 31st December shall form the basis of determining the representation of the Branch on the Central Council. The Branch representatives to the Central Council shall be in the following manner: 20 to 100 members: One (1) Representative;

Above 100 members one (1) additional representative for every 100 members or part thereof.

Complete list of membership as on 31st December shall be sent by the Branch so as to reach the HQs., through the State Branch by the 30th January. For convenience, Branch should send the list in duplicate to the State IMA Office/Hon. State Secy., so as to reach him/her on or before 15th January.

Note - Sequential changes shall apply.

- 37.2 **STATE COUNCIL:** The total number of members of the Branch on whose behalf HFC / SFC has been deposited in full by 31st December shall form the basis of determining the representation of the Branch on the State Council. The Branch representatives to the State Council shall be in the following manner: 25 Members: One (1) Representative; After 25 Members one additional representative for every 25 Members or part thereof. **Note: Sequential changes shall apply.**

- 37.3 **ALTERNATIVE MEMBERS TO CENTRAL COUNCIL:**

The Branch shall elect an equal number of Representatives to the Central Council who shall be entitled to represent as substitutes in place of Regular Representatives as & when occasion arises. The Hon. Branch Secretary in consultation with the President shall forward the names of such Representatives to the Headquarter Office along with the Regular Representatives at the beginning of the term. The Hon. Secretary shall inform the Headquarter Office about the possible replacement at least two weeks before the scheduled meeting. The agenda received by the Regular Representatives should be passed on to the Alternative Representatives.

38.0 INCOME OF THE BRANCH

- 38.1** Subscription from the Annual & Life Members(Branch Fund Contribution), the rate of which shall be decided, from time to time, by the Executive Committee and confirmed by the General Body.
- 38.2** Subscriptions from Associate/Intern members (BFC)
- 38.3** Special contributions/ donations raised directly or indirectly, from Govt .or non-Govt. sources.
- 38.4** Savings as contribution and delegate fees from any Conference or Convention or Special contributory functions.
- 38.5** Bequests received by legacies from persons who desire to benefit the Branch (Appendix-III).
- 38.6** Interest on deposit(s) from Banks.
- 38.7** Such other sources as may be authorized by the Executive Committee/General Body.

39.0 INVESTMENTS AND OPERATION OF ACCOUNTS

- 39.1** For defraying the expenses of the IMA (HQ) & of the Punjab State Branch, this Branch shall contribute according to the direction of IMA (HQ)/Punjab State Branch.
- 39.2** The Executive Committee shall be solely held responsible for true & accurate accounts, to be kept of all moneys received and expended for the Branch and of the Assets, Credits and Liabilities of the Branch.
- 39.3** The Income & Expenditure accounts shall be periodically or annually as determined by the Executive Committee, audited by Auditors previously appointed in the Annual General Meeting.
- 39.4** All securities belonging to the Branch shall be kept in a Bank approved by the Executive Committee in the name of the Branch for safe custody.
- 39.5** Operations of Accounts- as per Rule No. 28.6 & 32.8.

40.0 LIABILITIES

This Branch shall not be liable for any of the Debts or Liabilities neither of the Indian Medical Association (HQ) nor of the IMA Punjab State Branch.

41.0 EXPENDITURES

41.1 Ordinary Expenses

The Branch shall out of its funds and income, defray all ordinary expenses, and shall pay rents, salaries, wages and such other charges as may be necessary to carry on the work and day to day functioning of the Branch.

41.2 Others

It shall be empowered to expend money on scientific investigations, conferences, prizes, publication/s, medical relief operations, social gatherings, buying books, journals, furniture etc and on such purposes as it may consider advisable.

42.0 ADVISORY BOARD

It shall consist of all the Past Presidents & the current President. Advisory Board can call urgent meeting of the Executive Committee in extraordinary circumstances. Its majority decision, provided meeting is attended by 2/3rd of the Board Members, shall be binding on the President. The President may refer any matter/dispute in the Branch to the Advisory Board for its advice/redressal.

43.0 EMPLOYEES OF THE BRANCH

All salaried employees of the Branch shall be on contractual basis. Terms & Conditions of Service shall be decided in the Annual GBM by the New Team.

44.0 INSTALLATION CEREMONY

In the month of January, the New Team shall take over. An Installation Ceremony may be held in IMA House, for this purpose, in the 1st week of January or earlier. All the Records in the possession of Office Bearers of Previous team shall be handed over to the Office Bearers of the New Team. The proceedings of this Ceremony shall be presented & ratified in the Annual GBM to be held before 31st January.

NOTE:- Failure to hand over of Records to New Incumbents by any Office Bearer, shall invite Strict Disciplinary Action including Termination of Membership, to be decided by the Executive Committee/General Body.

45.0 IMA PUNJAB STATE BHAWAN: Management

The Rules & Bye-Laws (No.53) of IMA Punjab State Branch shall be applicable.

46.0 THE RULES AND BYE-LAWS of IMA State Branch/HQ. shall apply in any matter if not covered by Rules / Bye- Laws of IMA Ludhiana Branch.

CONSTITUTION DRAFT COMMITTEE

Chairperson	Dr. R.K.Sharma	President- IMA Ludhiana
Co-chairperson	Dr. Arun Mitra	Member-P.M.C., Coordinator State/HQ.IMA.
Co-chairperson	Dr. P.S.Jassal	Chief Election Commissioner, IMA Ludhiana.
Member	Dr. Anakhvir Gill	Branch Coordinator- IMA Ludhiana.
Chief Advisor	Dr. Manoj Kumar Sobti	Imm. Past President IMA Punjab

Ex-officio Members:

Dr. Narjit Kaur	Sr. Vice President-IMA Ludhiana.
Dr. Avinash Jindal	Vice President-IMA Ludhiana.
Dr. Deepak Parasher	Hon. Secy.- IMA Ludhiana.
Dr. Shiv Kumar Gupta	Hon. Finance Secy.-IMA Ludhiana.
Dr. Neeraj Aggarwal	Hon. Joint Secy.-IMA Ludhiana.

APPENDIX-I

Format for sending amendments to Constitution, Rules & BYE-Laws

Existing Rule		Proposed amendment.	
Rule No.	Text	Rule No.	Text
Proposed By.		Dated.....	
1. Name		Signature.....	
Supported by:-			
2. Name		Signature.....	
3. Name		Signature.....	
4. Name		Signature.....	
5. Name		Signature.....	

Appendix –II
INDIAN MEDICAL ASSOCIATION, LUDHIANA
NOMINATION FORM

Paste Recent
colour photo
Do not staple

Nomination for the post of

Name (in Block Letters) _____

Address-----

Mobile No.----- Email-----

IMA Life membership No _____

PMC Registration No _____

IMA Ludhiana Dues paid vide Receipt No _____

Demand Draft details Nomination Fee for Post of President Elect- Rs. 5000/- (Cash/Demand Draft)

Demand Draft details Nomination Fee for Post of Vice President- Rs. 3000/- (Cash/Demand Draft)

D/D Number: _____ Bank _____ Date _____

Drawn in favour of "INDIAN MEDICAL ASSOCIATION LUDHIANA" Payable at Ludhiana.

Cash Receipt Details-----

Proposed By

Seconded By

Name _____

Name _____

PMC No _____

PMC No _____

IMA Life Membership No _____

IMA Life Membership No _____

Mobile _____

Mobile _____

IMA Dues paid vide Receipt No _____

IMA Dues paid vide Receipt No. _____

Signature

Signature

Documents to be attached:-

1. Bank Draft of Rs 5000/- (For President-Elect), Rs.3000/- (For Vice President), in favour of Indian Medical Association Ludhiana payable at Ludhiana.
2. Consent & Undertaking by the candidate (Appendix 11-A)
3. Dues Clearance Certificate from the Hon. Finance Secy. (vide Rule no.30.1)
4. Good Conduct & Conditions fulfilling Certificate from the Hon. Secretary (vide Rule no.30.1)

Note:- The Nomination Form complete in all respects along with Documents should reach the Office of the CEC IMA Ludhiana at IMA House on or before 5.00 PM, on the last day of the filing of the Nominations.

CONSENT & UNDERTAKING BY THE CANDIDATE

I, Dr.....Life membership no.....

Whose name has been proposed for the Post of President-Elect/Vice President IMA Ludhiana, hereby give my Consent to contest the Election & declare that I have read all the Eligibility Conditions as mentioned under Rule No.30.1 and agree to these. I further declare that I fulfill all the Eligibility Conditions mentioned above and if later on it is found that I have made a false declaration and don't fulfill any of the above mentioned conditions, my candidature is liable to be cancelled and my security deposit will be forfeited.

Signature of the candidate

Date.....

Place.....

Appendix –III
THE INDIAN MEDICAL ASSOCIATION LUDHIANA

Form of Bequest:

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

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