



Indian Medical Association Hospital Board of India

Model rules and Byelaws for HBI state chapters



1. Preamble

The healthcare delivery system in India is in transition. In a country where large percentage of health expenditure is outside the Government system it is important to have institutions to give direction to growth and activity all players. Over the sixty plus years of independence, the leadership in health delivery has been slowly and steadily passing into the hands of entrepreneurs of all backgrounds. It is important to moor the industry strongly on the ethics and dynamics of the medical profession. To achieve political objective of maintaining the benign influence of the medical profession on the healthcare industry IMA steps in with the initiative of Hospital Board of India. IMA will strive to improve quality of services, ensure better patient safety.

2. Aims and objectives.

1. To assist and equip all healthcare institutions to provide quality healthcare to people by facilitating accreditation.
2. To facilitate all healthcare institutions to play their effective role in public health.
3. To represent and safeguard the interest of all health care institutions and their personnel irrespective of their affiliation.

3. Jurisdiction: concerned state

4. Affiliation: All health care institutions can avail affiliation, The following conditions apply

1. Health care institutions should offer modern medicine services.
2. Health care institutions should be sponsored by a life member of IMA who should represent the particular institution either in administrative or professional capacity.
3. Affiliation accrues by forwarding a formal application form with an affiliation fee as determined by the board from time to time.

5. Affiliation fee:

Wherever state chapters of HBI are in existence, hospitals and other health care institutions have to affiliate with HBI only through the state chapters. The affiliation fee payable to IMA HBI would be at Rs 500 per institution for a term of 5 years. The state chapter should pay this affiliation fee on behalf of its affiliated

institutions to HBI. This can also be paid at Rs 100 per institution every year by the state chapter. The state chapter is free to fix the affiliation fee to be collected from their healthcare institutions.

1. Primary Healthcare Institutions

Clinics and institutions without inpatient care: Rs per year.

2. Secondary Healthcare institutions .

Hospitals and institutions providing secondary healthcare: Rsper year.

3. Tertiary Health care institutions:

Hospitals and institutions providing tertiary healthcare : Rs per year.

6. Affiliation procedure:

Duly filled in application form, along with the prescribed affiliation fee, should be forwarded to the Secretary of the state chapters. The affiliation fee is payable in the name of IMA Hospital Board State Chapter by demand draft only. On receipt of the duly filled in application form and the fee, the Board will arrange for inspection of the institution. Upon satisfaction of the details the affiliation will be sanctioned by the Managing Committee of the Board. The Board reserves the right of admission without assigning any reason.

7. Office bearers:

There shall be a chairman a secretary and a treasurer who will be appointed by IMA State President in accordance with the constitution of the board for a term of two years. Thereafter they will be elected from the state council of hospitals through the same election procedure like other state office bearers of IMA for a term of three years. The chairman, secretary and the treasurer should be life members of IMA and should represent hospitals with affiliation to IMA.

8. Management of IMA Hospital Board state chapter

The management of the the state chapter will be vested with a body designated as the Managing Committee of IMA Hospital Board. The State President of IMA State Branch shall preside over the Board. There shall be a Chairman, Vice Chairman, Secretary, Treasurer and Zonal joint Secretaries to be elected by the State Council of IMA State Branch. The Chairman, Vice Chairman, Secretary, Treasurer and Joint Secretaries constitute the office bearers of the scheme and will serve in the managing committee. The term of the elected Office Bearers will be three years. The Chairman shall, with the concurrence of the State President, nominate few members of IMA State Branch as district representatives to the managing committee. Each member will represent one district. They shall hold office during the pleasure of the State President. The State President and State Secretary shall be members of the managing committee with full voting rights.

9. Representative to the Council of states of HBI

The representatives to the council of states of HBI would be elected from the state council of the state. One representative would be elected to the council of states per thousand affiliated institutions or part thereof.

States having less than one thousand affiliated institutions will be eligible for one representative. Eligibility for being elected to be a representative is life membership of IMA.

10. Functions of the state chapter of the board:

1. To monitor and intervene in all the legislations regarding hospitals being considered and enacted by state legislatures.
2. To work in close tandem with Government of India and state and local Governments on all matters concerning the hospitals.
3. To work with all related institutions and authorities to bring in appropriate standards in hospitals to facilitate accreditation.
4. To maintain a data bank regarding all data emanating from the hospitals
5. To represent and negotiate on behalf of the hospitals with Governments and other national and international authorities.
6. To conduct training programmes for enhancing the knowledge and skill of all human resources related to hospitals
7. To develop, adapt or endorse standards and protocols for hospitals and their services.
8. Any other functions as decided by the board of directors from time to time.

11. Managing committee meeting :

The Managing Committee meeting of the Board will be held preferably once in three months. The meeting will be convened by the Secretary of the Board in consultation with the Chairman. Not less than 15 days notice will be provided. However the Secretary, in consultation with the Chairman, can convene an emergency extraordinary Managing Committee meeting with a short notice of 1 day.

12. Power and duties of the managing committee

- 1) It shall receive, discuss, amend and approve the reports and accounts presented by the Secretary and Treasurer of the Board for the period between two consecutive board meetings as well as the annual and audited accounts. The quorum of the meeting will be 50% of its total strength.
2. It shall manage the state chapter of the Hospital Board of India taking appropriate decisions in the interest of the Board and be responsible to the state council of IMA State branch .
3. It shall receive, discuss and approve the amendments to the Rules and Byelaws of the state chapter Board brought forward by the Secretary or any other member from time to time with a due notice of 15 days.

weeks and circulated among all the members of the board along with the agenda. The Rules and Bylaws cannot be amended in an extra ordinary meeting. The amendments are subject to the approval of the Board and CWC of IMA.

13. Power and duties of the chairman:

1. The Chairman shall conduct all the meetings of the state chapter board.
2. The Chairman shall interpret the Rules and Byelaws of the Board. His interpretation shall be final and binding.
3. The Chairman shall have a casting vote in addition to his ordinary vote in case of equality of votes.
4. The Chairman shall, in consultation with the State President of IMA, nominate any life member of IMA to fill a vacancy in the managing committee caused by death, resignation or otherwise.
5. The Chairman can invite as special invitees, *bona fide* members of IMA and experts for taking part in meetings. However the invitees shall not have voting rights.

14. Powers and Duties of Vice Chairman

The Vice Chairman may exercise the powers of Chairman in his absence. In the absence of the Chairman and Vice Chairman the board meeting will be conducted by a member of the managing committee elected by the managing committee for the purpose.

15 .Duties of the Secretary

1. The Secretary shall carry out the day to day functioning of the state chapter Board and will implement the decisions taken by the board of directors.
2. He shall be in over all charge of affiliation of institutions to the Board.
3. Shall represent the Board in legal matters and court cases personally and / or through lawyer appointed by him.
4. Shall conduct all correspondence and be in charge of the Board office.
5. Shall have general supervision of accounts, pass all bills for payment and sign cheques jointly with the Treasurer.

6. Shall get prepared a quarterly and annual statement of accounts by the Hon. Treasurer duly audited by Chartered Accountant and submit the same to the board of directors, CWC, and central council for ratification.

7. Shall maintain a correct and update register of all affiliated institutions.

8. Shall prepare annual report of activities and submit the same to board of directors, CWC, and central council for ratification.

16. Duties of the Treasurer :

1. The Treasurer shall maintain day-to-day accounts of the state chapter of the Board.
2. He shall submit a statement of the audited annual accounts and quarterly accounts to the board of directors, Central Working Committee and the Annual Central Council.
3. He shall jointly operate the bank accounts of the Board and sign the cheques and other instruments along with the Secretary

17. Duties of the Joint Secretaries

1. They shall work to promote the affiliation and efficiency of the Board.
2. They shall inspect the hospitals in respect of all matters relating to the affiliation and running of Board.
3. They shall report the deficiencies noted in the activities of the state chapter Board from time to time to the Secretary of the Board.

18. Duties of the District Representatives :

1. They shall work to promote the affiliation and efficiency of the state chapter of Board.
2. They shall report the progress in the implementation of the Board decisions from time to time to the Secretary of the Board.
3. They shall hold separate charge of specific activities as assigned to them by the chairman or the Secretary

19. Accounts and Audit:

1. A separate bank account shall be opened in any nationalised bank and shall be jointly operated by the Secretary and the Treasurer of the state chapter of HBL.
2. The financial year of the Board shall be from 1st April to 31st March.

3. The Managing Committee will approve the accounts submitted by the Treasurer quarterly and annual du audited by the Chartered Accountant.
4. The audited accounts of the Board passed by the managing committee has to be ratified by the Annual State Council of IMA State Branch.

20. Appellate Body:

If any affiliated institution is aggrieved by the decision of the managing committee of the Board the affiliated institution can file an appeal before the appellate body namely State Working Committee of IMA State Branch within a period of 90 days. Such an appeal should be addressed to the State President of IMA State Branch. The State working Committee's decision shall be final and binding. Where ever state working committee do not exist the state council of IMA shall discharge the functions.

21 .Office of the State Chapter :

1. The office of the state chapter shall be situated at the place of the secretary of the state chapter.
2. The state chapter will employ as many employees as necessary in different categories.
3. The state chapter can enter into a contract with any professional agency in carrying out the objectives of the Board.

22. Power to form local subchapters of HBI:

Where ever possible the state chapter will form local sub chapters under the local branches of IMA . All local subchapters will be under the jurisdiction of the state chapter and IMA state branch.

23. Saving Clause:

1. The services of the HBI state chapter shall be extended to all its affiliated members.
2. The profit in the operation of the HBI state chapter belongs to IMA State Branch. The Chairman of the Board, at the request of the State President, will allow transfer of funds from the Board to the accounts of IMA State Branch periodically. This exercise shall be completed at least once in a year.

24. Dissolution of the Board:

If it becomes impossible to carry out the objectives of the Board, the Board shall be dissolved by decision of 3/4 majorities of votes in the Managing Committee, subject to ratification of the State Council of IMA State Branch. This decision taken by the State Council of IMA State Branch shall be final, legal and non-negotiable. The State Council of IMA State Branch shall meet the liabilities and debts and recover the assets.