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## **IMA PRAYER**

May every body be happy , May every one of us see  
to it That nobody suffers from any pain or  
sorrow , I do not ask for crown , Nor I wish to  
be in Heaven Or reborn, I only want to  
alleviate the suffering of those people who are  
buring in fire of sorrow .  
JAIHIND Long live IMA

## **FLAG SALUTATION**

We ,the member of I.M.A. stand here to salute our  
national flag. It's honour and glory shall be our light and strength  
and it's course shall be our course. We pledge our allegience  
to it and realising our responsibilities as the accredited member  
of this National Organisation. We swear that we will dedicate  
every thing in our power to see it fly high in the comity of the  
nations. JAIHIND Long live IMA

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## **PHYSICIAN PRAYER**

Dear lord

thou great PHYSICIAN

I knee before thee Since every good and perfect  
gift Must come from thee , I pray .give skill to my hands  
Clear vision to my mind Kindness and sympathy to my  
heart Give singleness of purpose , strength , To lift at  
least a part of the burden of my suffering fellow -men  
and a true realization of the privilege that is mine Take  
from my heart all guile and Worldliness that with the  
simple Faith of a child I rely on thee . JAIHIND Long  
live IMA

## **CONVOCAATION PLEDGE**

“We shall, in thought,word and deed Ever endeavour,  
to be scrupulously honest in the discharge of our duties,  
In our profession and Shall uphold the dignity, and  
integrity of our pfeession , and the honour of our university.  
We shall uphold and advance social order and the well-  
being of our fellow members, and shall devote all our  
energy to promote the unity, and integrity, and the secular  
of our country”

JAIHIND Long live IMA

## FOREWORD

It is my pleasure to present a revised memorandum rules and Bye-laws, as many amendments have been done in the recent past in the H.Q. IMA and in the state to run the association smoothly. Hence there was a need to reprint the revised memorandum rules and Bye-laws. I am thankful to state branch and all patrons for their timely guidance and suggestions.

The effective functioning and with fruitful results of any organization depends upon the co-operative and co-ordinated efforts by the office bearers at all levels. Office bearers and members are ignorant of the responsibilities, duties and function of IMA. I hope this handbook will provide complete information.

At this movement I would like to remember the founder President of IMA C.G. State Branch Dr. J.L. Arya for his hardship and dedication in preparation of the first memorandum and Bye-Laws, under his able guidance I got the opportunity to learn this meticulous task by typing the book of Memorandum Rules and Bye-Laws by my own type writer. I would like to thank my friend Dr. S.P. Saxena who was convenor IMA Chhattisgarh Branch at that time, for encouragement.

**Dr. G.B. SINGH**

All efforts have been put in to prepare this book but if some error is observed please bring it to our notice for needful.

Jai Hind Jai IMA.

Chairman Antiquakery Standing

Committee IMA HQ

Date: 8th Jan 2012

## COMMITTEE

**“Memorandum, Rules & Bye-laws”  
of the IMA Chhattisgarh State Branch**

**Chairman Dr G.B.Singh Bilaspur**

01.	Dr. U.S. Jaiswal	Korba
02.	Dr. A.C. Bhargawa	Bilaspur
03.	Dr. M.L. Rathi	Raipur
04.	Dr. R.A. Sharma	Bilaspur
05.	Dr. S.P. Saxena	Durg
06.	Dr. Anoop Verma	Raipur
07.	Dr.K.W. Deoras	Bilaspur
08.	Dr. A. Hamdani	Bhilai
09.	Dr B.R. Nanda	Bilaspur
10.	Dr Somnath Sahu	Raipur

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**PART - I**

**MEMORANDAM OF ASSOCIATION**

**(I) NAME :**

The Name of the Association, a state Branch of the INDIAN MEDICAL ASSOCIATION, a society Registered under the Societies Registration Act XXI of 1860. Having its Headquarter at New Delhi, shall be INDIAN MEDICAL ASSOCIATION, "CHHATTISGARH STATE BRANCH" HEREIN AFTER CALLED THE "CHHATTISGARH STATE BRANCH." Having HQ at IMA House Link Road CMD Chowk Bilaspur CG 495001.

**(II) OBJECTIVES :**

The objectives of the CG State Branch shall be :-

- (a) To promote and advance medical and Allied Sciences in all their different branches and to promote and improve Public Health and Medical Education in the State of Chhattisgarh.
- (b) To maintain the honour and dignity and to uphold the interests of the Medical Profession and to promote cooperation amongst the members thereof.
- (c) To work for the abolition of compartmentalism in Medical Education, Medical Services and Registration in the State of Chhattisgarh and thus to achieve equality amongst all the members of the profession.

**(III) METHODS :**

For the attainment and furtherance of these objects the State Branch may:-

- (a) Hold periodical meetings and conferences of the Members of the State Branch, Indian Medical Association and the Medical profession in general.

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- (b) Arrange from time to time congresses, conferences, workshops, seminars, lectures, forum discussions, and demonstrations on any aspect of the medical and Allied Sciences.
- (c) Publish monthly/bimonthly/quarterly bulletin/Journal which shall be the official organ of the State Branch and shall undertake publicity and propaganda work of the Association through its columns and publish other literature in accordance to the object to the association.
- (d) Maintain a Library and a CG State Branch Office.
- (a) Conduct Educational campaign among the people in the matter of Public Health and Sanitation by co-operating whenever necessary with different public bodies working with the same objectives.
- (f) Organise Medical corps for providing Medical relief during epidemics and in time of emergencies and National calamities.
- (g) Consider and express its views on all questions and matter concerning the Laws of the State and Proposal Legislation effecting Public Health, the Medical profession, and Medical Education, and initiate or watch over or take such steps & adopt such measures from time to time regarding the same as may be deemed expedient or necessary with the consent and approval of the Indian Medical Association Headquarter.
- (h) Purchase, take on lease 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

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purpose of the State Branch and in particular any land, building, furniture, household or other effects, utensils books, newspapers, periodicals, instruments, fitting appliances, apparatus, conveyance and accommodation and when demanded necessary or desirable in the interest of the State Branch sell demise, let, hire out, mortgage, transfer or otherwise dispose of the same.

- (i) Erect, maintain, improve or alter and keep in repair any buildings for the purpose of the State Branch.
- (j) Borrow or raise money in such manner as the State Branch may think fit and collect subscription and donations for the purpose of the State Branch.
- (k) Invest any money of the State Branch not immediately required for any its objects, in such manner as may from time to time be determined by the State Branch.
- (i) Create or assist in creating Local Branches for any of the purposes as foresaid,
- (m) Do all such other things as are cognate to the objecte of the State Branch or are incidental or conducive to the attainment of the above objectives.

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**PART - II**

**RULES OF THE CHHATTISGARH STATE BRACH OF  
INDIAN MEDICAL ASSOCIATION**

**DEFINITIONS :**

- (a) "Association" means the Indian Medical Association (IMA).
- (b) "State Branch" means the Indian Medical Association Chhattisgarh State Branch.
- (c) "State Council" means State Council of the Indian State Medical Association, under the Chhattisgarh State Branch as constituted under the rules of the Chhattisgarh State Branch.
- (d) "Annual conference" means Chhattisgarh State Annual Medical Conference hosted by the Chhattisgarh State Branch of the IMA and/or organized through one of its Local Branches.
- (e) "Local Branch" means a Local Body of I.M.A. as formed under the Rules and Bye-Laws of the I.M.A. in the State of Chhattisgarh through the State Branch.
- (f) "State Office" means the Headquarters office of State Branch of I.M.A..
- (g) "M.A. Forms" means Membership Application form of the Association.
- (h) ":H.F.C." means Headquarters Fund Contribution of the I.M.A. HEADQUARTERS.
- (i) "Headquarter" means the Headquarters Office of the Indian Medical Association in New Delhi.
- (j) "S.F.C." means the State Fund Contribution of the CG State Branch.
- (k) All the words shall have the meaning as assigned to them in the Rules and Bye-Laws of the Headquarters.

**CONSTITUTION :**

1. The State Branch shall consist of members whose names are on register of the Members of the State Branch at time when these revised Rules and Bye-Laws come into operation and of subsequent members, who shall be those persons, who being eligible, shall after the date of adoption of these revised Rules and Bye-Laws of State Branch be duly granted membership in such manner and upon such conditions as may be prescribed from time to time by rules and Bye-Laws of the Indian Medical Association Headquarters.

**STATE OFFICE :**

2. (a) The State Office of the Branch shall be located at BILASPUR CG . The State Secretary shall be elected from State HQ at Bilaspur.
3. The offices of other wings/faculties etc. as constituted from time to time, and approved, by the IMA Head-quarters shall be located at the state office of the State Branch.
4. The Chief Executive of the State Office shall be the Honorary State Secretary, of the State Branch.

**REGISTER OF MEMBERS:**

5. There shall be a Register of all Members of the State Branch which shall be maintained at the State Office in such a manner and showing such particulars as may be prescribed by the Working Committee of the State Branch similar register of all members of the local branch shall be maintained at their respective offices.

**BRANCHES****LOCAL BRANCHES:**

- 6.(a) The member of the association shall whenever possible group themselves into separate local bodies designated as local branches, Minimum member to form a local body of IMA should be 10. There should be 5 life Members out of 10.
- (b) Each Local Branch shall have a Local Area of its jurisdiction and operation and which shall be determined recommended and approved by the Working Committee of the Association of the State Branch.
- (c) No two local branches shall have overlapping jurisdiction and operation in the same area.
- 7.(a) The State Branch Shall have jurisdiction over the Local Branch of the Association within the Territory of the State of Chhattisgarh.
- (b) All branches of the Association viz local branches of the association shall be under the overall control of the State Branch and governed by the Rules and Bye-Laws of Chhattisgarh State Branch as amended from time to time. Such Branches as are individually registered under the Societies Registration Act or under any Act shall also come under the overall discipline and control of the Chhattisgarh State Branch and abide by its rules and bye laws amended from time to time.



**Explanation :**

For the exercise of jurisdiction over the Local Branch it shall not be necessary that any particular local Branch was or was not in existence or whether the said Local Branch did or did not take part in the formation of the State Branch within whose area the said Local Branch exists.

**RULES AND BYE-LAWS OF LOCAL BRANCHES:**

- 8.(A) A Local Branch shall make its own model set of rules and byelaws to govern itself taking the Rules and Byelaws of I.M.A. Head quarters and of the State Branch as the guideline. The Constitution, Rules and Bye-Laws of the Local Branch shall not infringe or contravene the provisions of Memorandum of Association Rules and Bye-Laws of I.M.A. Headquarters and or of the State Branch.
- 8.(b) The Constitution, Rules and Bye-Laws so framed by a local Branch and submitted to the State Branch, shall be forwarded to the Headquarters for approval and ratification with the remarks of the State Branch thereon in any, and it should be implemented only when it has been approved and ratified by the Working Committee of the Headquarters. Rules and Byelaw so made and the time bring in force shall be binding on the members constituting the branch in reference to which they are made.
- 8.(c) Till such time as the Constitution of a Local Branch has been duly approved by the Headquarters, the said Local Branch shall follow Model set of Rules and Bye-Laws and guidelines prescribed by the Headquarters and the State Branch for a Local Branch.
- 8.(d) The Rules and Bye-Laws of the Indian Medical Association Headquarters shall apply in any matter not covered by the

Rules and Bye-laws of the State Branch or of a local Branch if ratified by the working committee of Association.

**JURISDICTION OF STATE BRANCH :**

9. All Local Branches within the jurisdiction of the State Branch shall be guided by the latter in all matters subject to the Rules and Bye-Laws of the I.M.A. Headquarter and the State Branch.
10. All Local Branches within the jurisdiction of the State Branch shall refer all matters concerning the State of Chhattisgarh to the State Branch and concerning the whole country and Central Government to the I.M.A. Headquarters, through the State Branch for taking such action as is considered necessary by them.
11. The State Branch shall not be liable for any debts or liabilities of any of its Local Branches nor, shall its branches be liable for any of the debts and liabilities of the State

**ELIGIBILITY OF MEMBERSHIP:**

12. Any person Registered with the Medical Council in India on the Basis of his/her Medical Qualification as defined in the Indian Medical Degrees Act 1916 (Act VII of 1916) and included in the Schedules to Indian Medical Council Act, as amended from time to time shall be eligible for Membership. However all interns having temporary registration, will be eligible to become members of the Indian Medical Association as defined in Rule 13 (f)



**CLASSIFICATION OF MEMBERS:**

It will be the same as per constitutions of Indian Medical Association Headquarter as amended from time to time.

13. An eligible person shall be deemed to be a member of the Association only when his/her M.A. form along with the Admission fee, SFC/HFC has been received by the State Office and the Headquarter office respectively and accepted by the Honorary General Secretary of I.M.A Head quarters.

**HONORARY MEMBERS:**

13. a) The State Branch shall have power to elect as Honorary Member such person and in such manner as the Bye-Laws may provide and to grant members so elected such privileges (other than that of receiving notices of meetings or voting or Holding Office) as may from time to time be conferred on them by or under the Bye-Laws.

**Branch Members:**

13. B) Persons enlisting as Member through a local Branch as per Bye-Laws shall be called Branch member.

**Direct Members:**

13. c) Persons who are eligible for Membership and reside or practice or are employed in a place where no Local Branch exists, when enlisted, shall be called Direct Members, and such Direct Members shall be attached to the State Branch.

**Life Members:**

13. d) Members who pay a lump sum in lieu of yearly subscription

according to the Bye-Laws laid down for the purpose shall be life Members. Life Members shall be enrolled through the Local Branch where they reside and where no Local Branch exists as Direct Members of the State Branch.

**Associate Members:**

- 13.(e) Members of one branch who are elected as Associate Members of another branch according to Rules and Bye-Laws of that branch enjoying all the privileges of Membership of that branch except that of Voting or holding office shall be called Associate Members.
- 13 (f) **Intern Members:** All interns otherwise eligible and registered temporarily with the various state medical council under Indian Medical council act, may be enrolled as Intern Members for the period of their temporary registration. These members will be considered for regular membership on their obtaining full registration after completion of internship. Intern members may have all the privileges of membership of the local branch except (1) Right of voting. (2) Right of holding any elected office in the branch and representing the branch in any outside body in any capacity.
- 13(g) **Overseas Members:** Non resident Indian possessing medical qualification include in the schedules to the Indian medical council act as amended from time to time and residing and/or practicing in any foreign country when listed as member of IMA, shall be attached to the State HQ and called Overseas Member.

**COLLEGE OF G.P. MEMBERSHIP**

- 13(h) All members of the State Branch (including Life Members) shall also be members of the I.M.A. COLLEGE OF

GENERAL PRACTITIONERS by paying the subscription as prescribed from time to time.

### **STATE BRANCH NEWS BULLETIN MEMBERSHIP**

- 13(i) All members of the State Branch including Life Members shall have to pay State Branch News Bulletin subscription or Life Subscription as prescribed from time to time.

### **ASSOCIATION YEAR:**

- 14 (a) The year of the association and its branches for financial Purposes shall be from the 1st April of one year to the 31st March of the following year. For the purposes of SFC/ HFC the financial year may be divided into two half year periods, viz, 1st JApril to 30th Sept.. & 1st Oct to 31st March of the following year.(Effective from 1.4.98 of Memorandum rules and Bye law of IMA HQ)
- 14(b) The administrative year of the IMA CG State Branch and all its branches for the purpose of administration shall be from 28 Dec of one year to 27 Dec of the following year.

### **SUBSCRIPTION:**

15. Every Local Branch shall pay STATE FUND CONTRIBUTION (S.F.C.) and HFC to the State Branch as per the Bye-Laws of the State Branch. The State Branch shall pay Headquarter Fund Contribution (H.F.C.) to the Head quarters after deducting its share as provided in the Bye-Laws of the of the State Branch & as amended from time to time.
- 16(a) The Members of the State Branch of the association shall pay admission fee and readmission fee and membership

Subscription as provided in Bye-Laws of the State Branch.

- 16(b) Every newly formed local branch and suspended local branch seeking revival shall pay formation/revival fee as provided in bye laws and as revised time to time.(effective 1.10.94 as per Memorandum rules and Bye law of IMA HQ)

### **PRIVILEGES OF MEMBER :**

17. Privileges of Membership -
- (a) Payment of each year subscription shall entitle the member for that financial year to the Privileges of Membership of the Association and to those of the branch through which he is a member. A member joining in the second half from 30th July shall be entitled to the privileges for that part of year only.
- (b) A member shall be entitled to receive a copy of the journal of the Association and of other publications of the Association either free or at such rates as the Association may fix from time to time.
- (c) All life members shall have the right to enjoy the privileges of membership of the Branch within whose jurisdiction they may happen to reside or practice or be employed after their membership has been duly approved or transferred as the case may be.
- (d) All members shall have the right to attend and take part in discussions, at all general and clinical meetings. Lectures and demonstrations organized by the associated or its branches of which they are members.
- (e) All members shall have the right to attend Medical

conferences organized by the Association or any of its Branches on such terms as laid down in the Bye-Laws.

- (f) All member shall enjoy any other privileges that may hereinafter be conferred by the association.
- (g) On termination of membership, a person shall automatically cease to hold such office or appointment as he may be holding in the State Branch or Local Branch.

### **MANAGEMENT OF THE STATE BRANCH OF I.M.A.**

#### **STATE COUNCIL:**

- 18. The General Control, management and direction of the policy and affairs of the State Branch shall be vested in a body styled as the "STATE COUNCIL".

#### **COMPOSITION OF THE STATE COUNCIL:**

- 19. The State Council shall be composed of the following Members of the Chhattisgarh State Branch.

#### **19. a) Ex-Officio Members :**

- i) The President of the State Branch.
- ii) Two Vice President of the State Branch.
- iii) All the Past Presidents and Past Vice Presidents of I.M.A. Head quarter, New Delhi if they are members of the State Branch.
- iv) a) Past Presidents of the IMA M.P. State Branch, residing in Chhattisgarh and all the past president of IMA CG State Branch shall be patrons & life members of SWC. The will
- vi) Hon. State Secretary Elect. from State HQ of IMA. He will work as joint secretary with Hon. State Secretary.

- vii) Three joint secretaries:-
  - a) One from Local Branch to which the president belongs as Secretary to the State President.
  - b) One from the Local Branch which is to be the venue of the next annual conference.
  - c) One from the State Capital (Raipur).
- viii) One Hon State Treasurer from the state HQ..
- ix) Five Zonal Chairman:
  - a) Ambikapur (Ambikapur, Jashpur, Korea)
  - b) Bastar (Jagdalpur, Kanker, Dantewada)
  - c) Bilaspur (Bilaspur, Korba, Champa, Janjgir, Raigarh)
  - d) Durg (Durg, Rajnandgaon, Kawardha)
  - e) Raipur (Raipur, Dhamtari, Mahasamund)
- x) Representatives to the Central Working Committee or their alternatives.
- xi) Director of Studies, IMA CGP Chhattisgarh State Faculty.
- xii) Secretary to the State Faculty of the IMA College of General Practitioners.
- xiii) Joint Secretary to the State faculty of the IMA college of General Practitioners.
- xiv) Representatives to the Governing Council of IMA CGP Headquarter.
- xv) President Elect.
- xvi) Editor, IMA Chhattisgarh State News Bulletin.

xvii) Convenor AMS

XVIII) Chairman IMA National Social Security Scheme and, National Professional Protection Scheme Of IMA.

### 19 b) Representatives of local branches

(ELECTED MEMBERS (BRANCH REPRESENTATTIVES)

i Representation of the Local Branch to the State

Council shall be calculated each year on the number of Members on Register of the State Branch on behalf of whom S.F.C. has been received by the State Office by 31st March (ref. Rule 14B) along with Addressographs.

From the Local Branches shall be in the following scales

From 10 to 25 Members : One Representative

From 26 to 100 Members : One Additional Representative for every 25 Members or part thereof

For every additional 100 Members or part thereof the part not being

less than 50 Members

ii The representative of local branches to the state council should be life members and to be elected for two years .

iii Local branches should also elect alternet members against elected representatives and inform the state HQ atleast two weeks. before the coulcil meeting .

### 19. c) INVITEE MEMBERS :

The President may invite upto five members if he thinks it necessary in the interest of the Association for any particular meeting of the State Council but these members

The President may invite upto five members if he thinks it necessary in the interest of the Association for any particular meeting of the State Council but these members shall have no right to Vote.

### TERM OF OFFICE OF STATE COUNCIL:

20. The State Council shall be a continuous body Additions/ Alternations to the list of members state council maintained at the state office shall be effected each year on or before 30th March, for this purpose the local branches shall intimate the names of their newly elected regular and alternate representatives who shall be members of good standing of local branch in that year to the State office by 31st March . at the latest.

### POWERS & FUNCTIONS OF STATE COUNCIL

21. a) The State Council will administer the affair of the State Branch in accordance with the Memorandum, Rules and Bye-Laws of the State Branch. The State Council shall exercise such powers and do such acts as may be exercised or done by the State Branch.

(b) The State Council shall have the right to delegate all or some of its power except those relating to change or Rules and other specified reservations to the "Working Committee."

(c) The State Council shall have the right to appoint special Committees whenever required with specific terms of reference.

(d) The Office bearers of the State Branch shall be elected by

the State Council as per provisions laid down in the Bye-Laws, other than President, President Elect, Vice-Presidents and Zonal Chairmen who shall be elected by vote as per Bye-Laws.

- (e) The decision of the State Council in all matters not covered by the Rules and Bye-Laws shall be final binding provided it does not infringe any of the Rules and Bye-Laws of the I.M.A. Headquarter.

### MEETINGS OF THE STATE COUNCIL:

Ordinarily, the State Council will meet twice a year during the Annual State Conference or just preceding it on a convenient date and time to be decided by the Honorary State Secretary in consultation with the State President. However the Council may have the following types of meetings:-

- |                     |                         |
|---------------------|-------------------------|
| (a) Annual Meeting  | (b) Ordinary Meeting    |
| (c) Special Meeting | (d) Requisition Meeting |

- 22 **Annual Meeting of the State Council** shall ordinarily be held at the time of the State Annual Conference and it shall finish its work on the first day of the Annual State Conference

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

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

- 22(a-l) The Business to be transacted at the Annual meeting of

the State Council shall be taken in the following order.

- (1) The Election, if necessary (in the absence of the President and Vice Presidents) of the Chairman.
- (2) Adoption of the Annual Report for the previous year of the State Branch.
- (3) Adoption of the Annual Report and audited Accounts for the previous year of IMAGP Chhattisgarh State Faculty.
- (4) Adoption of the Annual audited Accounts of State Branch.
- (5) Election of Office Bearers.
  - (a) To inform the House about the Election of President, 2 Vice Presidents and 5 Zonal Chairmen already elected by Vote (Ballot).
  - (b) 1. Hon. State Secretary.  
2. Hon. State Secretary Elect.
  - (c) Three joint Secretaries.
  - (d) State Treasurer.
  - (e) Election of the Representatives to the Central Working Committee and their Alternates.
  - (f) Election of Director of Studies, Honorary Secretary, and joint Secretary to the State Faculty of the IMA College of General Practitioners.
  - (g) Election of Hon. Editor, IMA, Chhattisgarh State News Bulletin.
  - (h) Election of 3 Representatives to the Board of State Faculty of I.M.A. College of General Practitioners from amongst the members of the State council.
  - (i) Election of one Representative of the State Faculty of IMA College of General Practitioners to the governing council of the IMA college of general Practitioners H.Q.
  - (j) Election of 5 Members from among its members to

serve on the Subjects Committee of the ensuring Conference.

(k) Election of convenor IMAAMS.

(L) Appointment of Chairman of nosly Board.

6. Appointment of Auditors for auditing the Accounts of the State Office and offices of the State Faculty of IMA College of General Practitioners and any other organization being run by the State Branch.
7. Amendment of Rules or/and Bye-Laws, if any
8. Resolutions brought forward by :
  1. State Working Committee.
  2. Local Branches.
  3. By Individual Members of the Local Branches.
9. Selection of the Venue of the State Annual Conference to be held in the ensuring year.
10. To note the recommendations of the Awards Committee.
11. Appoint any Special Sub-Committees/standing committees.
12. Any other business with the permission of the President/Chairman.
13. Address of Incoming President.

### **General rules about the Annual meeting of the State Council:**

#### **22 (A) (II)**

1. Except with special permission of the Chairman no Resolution shall be placed before the Annual Meeting of the State Council that has not been given Notice of and duly circulated with the Agenda of the meeting.
2. Resolutions sponsored by individual members and Local Branches shall reach the Hony. State Secretary through the Honorary Secretary of the Local Branch 6 weeks before the meeting.

- 3 Individual Members of the Local Branches however, shall have the right to send any resolution direct to the Honorary State Secretary, Provided a copy has also been previously submitted to the Honorary Secretary of his Local Branch.

### **Ordinary meeting of the State Council:**

- 22(B) Ordinary meeting of the State Council shall be held subsequent to the Annual Meeting of the State Council for the purpose of:
  - (a) Confirmation of the Minutes of the Annual Meeting of the State Council and such other business brought before it.
  - (b) To consider and adopt the Budget Estimates for the ensuing year.

### **Special Meeting of the state Council:**

- 22.(c) The State President or the State Working Committee shall have the right to request the Honorary State Secretary to convene a special meeting of the state council whenever necessary by notice of 15 days only.

### **Requisition Meeting of the State Council:**

- 22(d) Requisition Meeting of the State Council shall be held within 6 weeks on receipt of a Requisition signed by at least 25 members of the Council stating the Business for which the meeting is required, the time & date and place of such a meeting shall be fixed by the Honorary State Secretary in consultation with the State President.

### **NOTICE OF THE MEETING OF THE STATE COUNCIL:**

23. A) At least 30 days Notice of the Meeting of the State Council shall be given to all members stating the place, the Date and the Hour of the Meeting. The Agenda of Business to



- 23 be transacted there at, will be sent along with the Notice.  
 B) In Emergencies an URGENT (Extra Ordinary) meeting of the Council may be called by the State President to transact Business of an extra-ordinary urgent nature at a shorter notice at his direction.

A shorter notice for such meeting shall be allowed at the discretion of the Honorary State Secretary in consultation with the State President but in no case it shall be less than 7 (seven) days. A Notice may be served on a member either personally, through an employee of the State Association or by post Under Certificate of posting.

#### **QUORUM:**

24. The Quorum for all meeting of the State council other than Requisitioned meeting shall be 15. If there is no QUORUM, the meeting shall be adjourned for 1/2 Hour and shall meet again at the same place and same day 1/2 Hour afterwards or as announced by chairman and shall transact only the Business on the Agenda of the Adjourned meeting and the Adjourned meeting shall need atleast 25% of elected office bearers for QUORUM

In case of a Requisition Meeting the Quorum shall be 40 if there is no Quorum the meeting shall be treated cancelled.

#### **WORKING COMMITTEE:**

25. The working Committee shall be a continuous Body  
 COMPOSITION OF WORKING COMMITTEE:-  
 26. The Working Committee shall be composed of the following :-

#### **(A) EX-OFFICIO MEMBERS:**

All office beares should be considered as Ex Officio members:

- (i) The State President.
- (ii) The Immediate Past State President & All patrons. As scribed in 19 iii and iv.
- (iii) State President Elect.
- (iv) Two(2) Vice Presidents.
- (v) The Honorary State Secretary.
- (vi) The Honorary State Treasurer.
- (vii) The Honorary State Secretary Elect.
- (viii) Five Zonal Chairmen.
- (ix) Representatives to the Central Working Committee or their Alternatives.
- (x) Director of Studies, I.M.A. College of General Practitioners, CG State Faculty
- (xi) Representative of the CG State Faculty of IMA College of General Practitioners to the IMA College of G.P. Governing Council (Central) or His alternative.
- (xii) The Secretary or joint Secretary of the State Faculty of IMA College of General Practitioners.
- (xiii) Editor, CG State News Bulletin.
- (xiv) Convenor IMAAMS.
- (xv) Chairman National Social Security Scheme and National Professionsl Protection Scheme of IMA
- (xvi) Chairmen of all standing / Subcommittees whose agenda is in working committee.

#### **CO-OPTED MEMBERS:**

The State President shall have the power to Co-opt THREE Members. The Co-opted Members will be entitled to Vote and Draw T.A. in accordance with Bye-Laws of the Association for that particular meeting for which he has been co-opted.



**INVITEE MEMBERS.**

The State President may invite upto FIVE Members if he feels their participation is necessary in the interest of the Branch. They shall not be entitled to Vote or draw T.A.

The working Committee shall assume office after the Annual Meeting of the State Council and shall be responsible to it and shall continue to hold office till the end of the Annual Meeting of the state Council in the following year.

Following Members shall stand invited to the meeting of State Working committee.

**POWER AND FUNCTIONS OF THE WORKING COMMITTEE-**

The Working Committee shall be the Executive authority of the State Branch and implement the policy and programme of the State Branch as laid down by the State Council and Central Council of the IMA committees. The State Working Committee shall have the right to.

- (A) To make regulations and issue instructions for the proper working of the State Branch.
- (B) To appoint Committees Sub-Committees, on an adhoc or standing basis for a specific purpose when necessary with such.
- (C) To represent any matter before the State Government public bodies or any properly constituted authority in the interest of the Association or Medical profession.
- (D) To receive the reports of Standing and Sub-committees.
- (E) To consider resignation of Members, suspension of members or Branches and question of taking disciplinary action as it may deem fit against any member or Branch for misconduct ,willful neglect or default.
- (F) To write off the whole or part of any unrealizable arrears of subscription or members from Branches or other outstanding dues of the state Branch if considered desirable.

- (G) To appoint or remove salaried officers and servants of the State Branch.
- (H) To fix up the rates of T.A. permissible to members of SC/ WC/Adhoc/Sub-committee and office bearers under the Bye-Laws of the State Branch..
- (I) To consider all matters and make recommendations before these are discussed by the State Council.

**MEETING OF WORKING COMMITTEES:**

- 29. (A) The Working Committee shall hold meetings as often as necessary but at least twice in one session.
- (B) At least a clear 10 Days Notice shall be given to all members stating place, date and the time of the meeting alongwith the Agenda of Business. In emergency a shorter notice may be given at the discretion of the State President, but in no case less than 5 days.
- (C) The QUORUM for the meeting shall be 7 (seven) (They should be elected office Bearers)

**(D) VENUE :**

The meeting of the working Committee shall be held at a convenient place the date, time and place to be decided by the State Secretary in consultation with the State President, except the meeting held at the time of Annual Conference.

**OFFICE BEARERS OF THE CG STATE BRANCH OF I.M.A.**

- (30) The following office bearers shall be elected for management of the activities of the State branch.
  - (A) State President.
  - (B) Two vice Presidents

- (C) President Elect
- (D) (i) The Honorary State Secretary (from the place of location of State office)
- (ii) Hon. State Secretary Elect (from the place of location of state office).
- (E) Three Hony. Joint Secretaries:
  - (i) One from Local branch to which the president belongs.
  - (ii) One from the local branch where the next annual conference of the state branch is to be held.
  - (iii) One from the local branch of the state capital (Raipur)
- (F) Honorary Treasurer, who shall be resident at the place of location of State Office.
- (G) Director of Studies, CG State Faculty of IMA College of General Practitioners.
- (H) Honorary Secretary of CG State Faculty of IMA College of General Practitioners.
- (I) Joint Secretary of CG State Faculty of IMA College of General Practitioners.
- (J) Editor CG State News Bulletin, who shall be resident of the place of location of State Office.
- (K) Convenor IMA Academy of Medical Specialities
- (L) Chairman IMA National Social Security Scheme and National Professional Protection Scheme of IMA.
- (m) Chairman and Secretary of IMA Hospital Board of India. (Duly elected as per their Bye law )

**Term of Office Bearers :**

**30(M)** All office bearers of the CG State Branch of association will hold office for one term of one year.

Filling of Mid-Term Vacancies of office Bearers:

**NOTE :** No member of IMA in receipt of SALARY from the funds of the IMA CG State Branch or any organization run by it, shall be entitled to be an office bearer of the Association or a Member of the Working Committee.

**IMA COLLEGE OF GENERAL PRACTITIONERS:**

**31-A** The State Branch will have a State Faculty of IMA College of General Practitioners with its Headquarter located at Bilaspur which will be governed by Rules of Bye-Laws approved by the working committee. National HQ of college of general practitioners is located at Chennai (Tamilnadu) w.e.f.29/12/2007

**IMA ACADEMY OF MEDICAL SPECIALITIES :**

**31-B** IMA CG State Branch will have an academy of Medical Specialities State HQ shall be at the place of Chairman residing which will be governed as per rules and Bye-laws approved by the Working Committee. National HQ is at Hyderabad (Andhra Pradesh)w.e.f. 29.12.2007.

**IMA SERVICE DOCTOR WING:**

**31-C** IMA CG State Branch will have a service Doctor's Wing

which will be governed as per Rules and Bye-laws approved by working Committee.(Effective in IMA HQ from 30.12.1995)

**IMA WOMEN DOCTORS WING:**

**31-D** IMA CG State Branch will have a Women Doctor's Wing which will be governed as per Rules and Bye-laws approved by the Working Committee.(Effective in IMA HQ 30.12.95)

**32-E** IMA HOSPITAL BOARD

**IMA NATIONAL SOCIAL SECURITY SCHEME AND NATIONAL PROFESSIONAL PROTECTION SCHEME OF IMA .**

33. IMA CG state branch will promote the above schemes of IMA HQ which shall be governed as per Rules and Bye-laws approved by the central council (Effective from 3012.95). and IMA CG State branch shall appoint a chairman for both the schemes. (HQ of IMA NSSS is at Ahmedabad and PPS of IMA at Thiruvananthapuram-29).

#### **VALIDITY OF PROCEEDINGS:**

32. The proceedings of the State council or state working Committee or any Sub-Committee or other body acting under the Rules and Bye-Laws of the State Branch or any of its Branches shall not be invalidated by any accidental omission to give any notice thereby required or by any vacancy among their Members or by any defect in the election or qualification of their members.

#### **DELEGATION OF AUTHORITY:**

33. Where by or under the rules or the Bye-Laws, any act or thing is required to be done by the State Branch the same may be done by such office bearers or members of the State Branch as the state Council or the state Working Committee may appoint for the purpose.

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

#### **IMA BENEVOLENT FUND:**

34. IMA CG State Branch shall maintain IMA Benevolent Fund as per Bye Laws made for the purpose
34. Proposals for change in the memorandum of the State Branch, or Rules or Bye-Laws as and when necessary shall be considered only at an annual meeting of the State Council, or a meeting specially convened for the purpose

and should reach the State Office latest by 31st May, and may be proposed by individual members, Local Branches or the state office. They must be circulated to the Branches for opinion at least 2 Months before the date of the Annual or special meeting of the State Council. The proposal shall be carried into effect only if 2/3rd of the members present vote for it, and have been confirmed in the Ordinary State Council meeting for the purpose of confirmation of minutes of the State Council.

#### **ELECTION DISPUTES :**

35. All election disputes in the State Branch shall be decided in full by a Tribunal which shall comprise of the State President and Two immediate past State Presidents, if any of them is party to the dispute then next immediate Past State President will be the Member.

- 35A (i) All meetings of State tribunal shall be held at (State IMA HQ unless the tribunal otherwise decides. The decision of the Tribunals shall be final and binding to all concerned. In case the Tribunal feels it may grant special permission to appeal to IMA HQ. where decision shall be final and binding to all.
- (ii) Records of the Election shall be maintained for One year.
- (iii) No election shall be called in question except by an Election petition, presented to the State President within 15 days of the declaration of the Election Result along with a Demand Draft/pay order from a Nationalised Bank for Rupees Three Hundreds payable to the Hon. State Secretary CG State Branch. payable at Bilaspur .
- iv) The parties concerned in an election dispute shall bear equally the travel and other expenses of the members of the Election Tribunal .

35(B) For Election disputes at the Local Branch level the Election Tribunal shall be constituted consisting of the Local Branch President and two immediate Past presidents of the Local Branch who are not party to the dispute. In case the Tribunal feels it may grant special permission to appeal to IMA HQ. of State Branch of the Association .

35(C) **LEGAL PROCEEDINGS:** If any where the head quarters of the association is a party, will fall under the court of Bilaspur. while in other cases the jurisdiction of the court shall be at the place of action .

**Arbitration :**

36. Any disputes or differences between a member of a local branch and between (a) Local Branch or (b) State Branch shall be decided by the State working Committee. The Notice of the dispute must be given to the State Office at least 6 weeks before due date of the meeting. The Honorary State Secretary shall place it before the next meeting of the State Working Committee. The State Working Committee may regulate its own procedure for purpose.

**NOTICES :** Notices of such disputes must be Sent by REGISTERED POST WITH ACKNOWLEDGEMENT DUE.

**Suspension /Revival of Branches**

**37(a) Suspension /Revival of Local Branches:**

After due notice, the state branch shall have the right to recommend suspension of a Local Branch under its jurisdiction to the Headquarter Office for non-payment

of SFC/HFC in full by due date and/or non-submission of valid list of addressograph for the year concerned by due date, in case the Branch does not have any life member or the number of life members of the Branch is less than the minimum number of life members required for formation of a local branch. Such suspension shall come into effect immediately and the local branch will be duly informed by IMA HQ and shall be reported at the next meeting of the State Working Committee of I.M.A. Headquarters.

A suspended Branch shall be revived on receipt of revival fee and all other dues.

(b) A Local Branch may be suspended if it acts against the interest of the Association.

(c) **Suspension of membership of the Association.**

Local Branches shall suspend all Membership privileges of such of their members and for such periods, on account of non-payment of Branch Subscription, and such membership will be revived on receipt of all dues, such suspension shall not affect life Members of the Association.

**REMOVAL FROM MEMBERSHIP:**

38(l) If a person is found to be persistently indulging in activities prejudicial to the interest of the Association the Branch Secretary may after giving him/her time to explain or correct his or her conduct, recommend to the Headquarters office, removal of his/her name from Membership, as per the procedure laid down in Rules and Bye-Laws of I.M.A. Headquarters.

- 38(ii) If a Member's name is removed from the Register of Medical Council for unethical practice or for being convicted in a Court case for any crime pertaining moral turpitude or on ground of unethical conduct his/her name would be removed automatically from Membership.

**PART -III**  
**BYE-LAWS OF THE CG STATE BRANCH OF**  
**INDIAN MEDICAL ASSOCIATION**

**MEMBERSHIP**

**BRANCH MEMBERS:**

- 1(a) Every candidate for membership of the Association through a Local branch shall fill up a membership Application form (M.A. form) in the manner prescribed by the head quarter of IMA and submit it to the Branch concerned alongwith subscription fixed by the branch and the Admission fee.
- 1 (b) The local Branch shall consider the Application and keep a photocopy. The Branch Secretary shall forward the original to the State Branch with his recommendation and required State Fund Contribution (SFC) for the whole year within a month of receipt of application in case a member joins the association on or after 1st July, then branch shall send subscription for half year.
- 1 (c) After receipt and after acceptance of state branch the the Honorary State Secretary shall keep the photocopy of the MA form forward the same to the IMA Headquarter along with Headquarters fund contribution out of the S.F.C. and Headquarters share of Admission Fee .
- 1 (d) The membership of the application will begin after the Honorary Secretary General IMA HQ has approved the application and intimate to the Journal Office at Calcutta and the member through state / Local Branch.
- 1 (e) **Conversion of Annular Member to Life Member:**  
The Local branch Secretary should get filled new

M.A. form ( all four copies ) from the member .  
The local Branch Secretary should on top of each form on all four copies write in red: "Conversion from Annunal Member to Life Member . His Serial Number from general list is .----- "

#### **DIRECT MEMBER:**

2. Direct Members through the state Branch shall also do likewise as per bye-law No. 1 dealing directly with the State Office and the same procedure as above shall be followed.

#### **ASSOCIATE MEMBERS:**

3. Persons eligible to be Associate Members of a local branch shall not have to fill in M.A. forms, but shall have to apply to the Local Branch and to pay subscription fixed by it for Associate Members. They would enjoy all the rights and privileges of membership of the branch except that of voting & of holding office. They will be entitled to receive only one copy of the Journal of the Association as Branch members.

#### **HONORARY MEMBERS :**

4. The name of honorary members shall be proposed atleast 100 members of association or 25 members of state council . Where in the merits of the candidate of such honour shall we set forth for proposers election is shall take place at state council voting being done by ballots . Person shall be considered elected if two - third of the members present vote in his favour . Even honorary member shall cease to

be such a member upon a resolution of the council to that effect passed by a majority of not less than two-third of members present and voting.

#### **5 LIFE, ATTACHED AND AFFILIATED MEMBERS :**

Life, Attached and Affiliated members shall be governed by the rules of the I.M.A. Headquarters.

#### **FEE AND SUBSCRIPTION**

**Admission fee :** Every candidate for membership of the Association, as a Branch member or as direct and Attached member or as Life Member or as Overseas Member, as the case may be, shall pay an admission fee as under :

Single member	Rs : 30
Couple member	Rs : 40
Single overseas member	US \$ 10
Couple overseas member	US\$ \$ 15

#### **BRANCH MEMBERS SUBSCRIPTION -**

Branch members shall pay their subscription to their local branch as prescribed and fixed by that local branch. The local branch however shall pay State Fund Contribution (S.F.C.) to the State Branch as per the rates fixed from time to time in one installment for all members on roll (as per Membership Register maintained at the State Office and Headquarter)

Such contribution shall become due on the 1st April but it should be paid in case of existing member by 20th April . to the State Branch. Branches which do not pay their S.F.C. on the above date are liable to be suspended with regard to privileges of membership,



on the recommendation of the State Branch. For new member joining the association through a local branch, if the branch shall pay the full year state fund contribution .For New member joins in the first half of the Association year or half year S.F.C. if the members joins in the second half of the Association year (i.e. after 1st July)

THE RATES OF STATE FUND CONTRIBUTION SHALL BE RAISED BY Rs. 14/- FOR SINGLE MEMBER AND Rs. 20/- FOR COUPLE MEMBER AFTER EVERY THREE YEARS AND OR AS REVISED TIME TO TIME .

**ANNUA SUBSCRIPTION:**

Single annual	Rs 500/-
Couple annual	Rs800/-

**NOTE:-**Rates of State fund Contribution w.e.f. 1st April 2001 (including HFC) is Rs. 200 (Two Hundred only) per single member and Rs. 300 (Three Hundred only) for couple member upto 31st March 2003 (for three years)

**DIRECT AND ATTACHED MEMBERS:**

6. Direct and attached member shall pay a state fund contribution Rs. 313/- for single member & Rs. 469/- for couple member per year which shall be due on 1st Jan every year and must be paid by 20th Jan. New direct and attached members joining the association in second half of the association year shall pay only 50% per single member and per couple member for that year.

**ASSOCIATE MEMBERS :**

7. Associate members shall pay the Subscription fixed by the Local Branch concerned for Associate members, which shall not be more than 50% of the subscription payable by members of the same Branch. The Branch shall not be liable to pay any State Fund Contribution on account of its Associate Members.

**LIFE MEMBES:**

8. Life member shall pay a lump sum for subscription of  
 Single life member Rs. 5,000/-  
 Couple life member Rs. 7,100/- for both in lieu of yearly subcription the state branch through local branch. The state office will forward the HFC of life membership to IMA HQ as fixed time to time.

**NOTE:** The HFC in case of life member shall be 15 times of Annual membership. (Rates from 1st april 2001.)

9. All subscriptions and contribution are due in advance on the 1st april every year subject to bye-laws 5 to 8.
10. If the Subscription or contribution on behalf on any members is in arrears, action may be taken as laid down in bye-laws.
11. If a branch member leaves the area of his Branch permanently and goes to another branch he must clear all dues of the previous branch and shall pay the subscription of the new branch for the remaining part of the Association year according to the New branch



consitution. The fund contribution shall be paid by the previous branch for the current year. On no account the new branch shall accept the intimation of transfer from any member unless a clearance certificate is produced from the previous branch showing that all dues there have been paid up. The fact of transfer shall be notified by the branches to each other and to State office, Headquarter and Journal Office through State Branch.

12. In case of husband and wife, both being members of the same branch, the couple shall pay between them one full subscription and one half subscription for the full Association year for existing and new couple members joining in 1st half & half of this amount if the couple joins in the second half of the Association year (i.e. in July & onwards). They shall be entitled to one copy of the journal in between them. The State Fund Contribution shall be in the same proportion, i.e. one and one-half. The amount of State Fund Contribution for couple is Rs. 469 for full year and Rs. 235 /- for half year..
13. Orseas member as per IMA HQ Memorandum Rules and Bye Laws P 32 and 34. Single Life member \$ 250 and Couple Life Member \$ 300 + Admission fee is payable.

### **MEMBERSHIP TERMINATION**

#### **TERMINATION OF MEMBERSHIP:**

13. Membership may be terminated by resignation-member may at any time resign his membership by giving 30 days notice in writing to:
  - (a) The Branch Secretary, in case of branch member.
  - (b) The Honorary State Secretary, in case of direct

member attached to State Branch.

The resigning member shall pay up all the dues against him and the Secretary concerned shall put a statements of outstanding due against the members or a clearance certificate, if all dues are paid along with his resignation to the State Office and to the HQ for information and necessary action.

14. Membership may be terminated by removal of name on account of non - payment of subscription after due notice as under.
  - A) In case of direct member suitable letters shall be sent by Registered Post, by the State Branch concerned before 1st Jan reminding the members that their next subscription would fall due on 1st Jan. an unless....
  - B) In case of branch members the Branch shall be free to make any Rules or by laws it likes about payment of its dues by members and for removal of their names on account of non payment of subscription. When however, the Branch decides to terminate or suspend the privileges of a member for this reason, due information of the same shall be given to the Headquarter and Journal Office through the State Branch for necessary action, including stoppage of the journal. The Branches concerned shall however, be responsible for payment of S.F.C./subscription of such a member for the period his name has been maintained on the Membership Register.
15. Membership may be terminated by removal of name on the ground of undesirable conduct as under:-
  - a) If the conduct of a member be deemed by the Working Committee of the State or a local branch, prejudicial to bring the medical profession into dispute. The Working

Committee of the State or the local Branch, as the case may be, may ask him to submit a written explanation of his conduct. In the event of the explanation being found unsatisfactory the member may be asked either to apologise or to resign from the Association. If the member is agreeable, his apology shall be given due consideration and in case of a State Branch with a CONFIDENTIAL note giving details of the case for further reference. In the event of the said member refusing either to apologise or to resign when asked to do so a general meeting of the local branches shall be called to consider the case and at least 7 days notice of the meeting shall be given to the concerned member & he shall be given an opportunity to explain his conduct, if he desires to do so. If at the meeting  $\frac{3}{4}$ th of the members. Present and voting record their votes for the removal of his name from membership, the resolution shall be sent to the HQ through the State Branch for confirmation and his name shall be removed from the register of members of the local branch only after receipt of such confirmation. In the meantime he shall be suspended from enjoying all privileges of membership.

- b) By removal of name on the ground of conviction in a court of Justice, Ipso facto.
  - (i) Upon sentence after conviction in a Court of Justice for any crime entailing moral turpitude.
  - (ii) Upon being deregistered by medical Council of India on the ground of unethical conduct, from the date of deregistration and for the period of deregistration except in case of non-payment of renewal of fee, if any, in the Registering Council or.
  - (iii) Upon forfeiture, through misconduct, of the Medical qualification by virtue of which he become eligible for membership.

- c) In case of direct, similar procedure shall be followed by the State Branch and the Working Committee as the case may be.

(Please refer page 39 IMA HQ Memorandum Rule and Bye-Laws)

### RE-ADMISSION:

- 16. a) any member who has ceased to be a member under bye-laws and can be re-admitted on fresh application being made by him and on payment of any dues outstanding against him on the date when he had ceased to be a member.
- b) A member whose name has been removed under bye-law No. 15(a) may be re-admitted on the expiry of two years or there after provided the Branch testifies to his good conduct during the intervening period. He must also submit a written apology acceptable to the Working committee and the branch concerned.
- c) But in case coming under Bye-Laws 15.(b) this re-admission shall be possible only subsequent to such a person's name being reentered in the Medical Council Register.
- d) Admission and Re-admission Fee
  - i) Admission fee every candidate for membership of the association as a branch member or as a life member or as an overseas member as the case may be, shall pay a admission fee as under; single member Rs. 30/- couple member Rs. 45/-, single overseas member 15\$.
  - ii) Readmission fee: readmission fee of Rs. 15/- in case of single member & Rs. 21/- in case of couple member shall be payable by every member who apply for

readmission under Bye-Laws.

## **FORMATION OF BRANCHES**

### **LOCAL BRANCHES :**

17. A minimum of 10 persons, who are eligible to be members of the Association as per Rule 12 and who reside, practice or are employed in a place or in its neighborhood may group themselves into a local branch of the Association by a resolution passed at a general meeting of such persons, convened for the purpose.

The resolution with the names of the office bearers of the new branch and signed M.A. forms for a branch formation fee of Rs. 100/- and S.F.C. as per bye-laws shall be sent to the State branch. The State Branch shall consider the resolution and forward its recommendations alongwith the copy of resolution, the name of the office bearers, the M.A. forms and the H.F.C. out of the S.F.C. to the HQ for final approval of the branch by the Working Committee at its next meeting.

Local branches shall submit to the Headquarter and Journal office through the State branch yearly return of the members on their Rolls by the 31st Dec. each year together with a list of defaulters, a list of new members and a list of members who have left their Branches with their new addresses if available alongwith report of activities of the Branch.

## **STATE COUNCIL**

### **TERM OF THE MEMBERS OF STATE COUNCIL:**

- 18(a) The State President. The Vice Presidents and Zonal Chairman shall assume their offices from the first day of

as the Annual conference and in case no Annual conference is held, they shall assume office at the close of the Annual Meeting of the State Council and shall in either case continue to hold office till their successors assume office as per rules and bye-laws IMA .

However Association administrative year is 28th Dec to 27th Dec of following year..

- 18(b) All office bearers other than President, Vice-Presidents and Zonal Chairman, Shall be elected by the State Council at its Annual Meeting they shall assume Office in the first ordinary meeting following the Annual meeting of the State Council at which they were elected.

Only those representative of the branches whose names are on the list maintained at the State Office at least six weeks before the date of ensuing meeting of the State Council shall be entitled to attend it and those who are eligible to attend the Annual Meeting of the State Council shall be entitled to attend other meetings of the State Council held during the session of the annual conference.

In case any of the local branch representatives is unable to attend a meeting of the State Council, the President of local branch may nominate any other member of the local branch to deputies for him for that particular meeting.

Casual vacancies in case of ex-officio member as per Rule 19.(A) shall be filled by the State Working Committee in case of elected members from local branches they shall be elected by the branch concerned and shall be confirmed by Working Committee. Such members shall hold office for the remaining period of the year.

## **STATE WORKING COMMITTEE**

### **TERMS OF OFFICE OF THE MEMBERS OF STATE WORKING COMMITTEE:**

19. They shall assume office after the Annual meeting of the State Council and continue to hold office till the end of the next Annual meeting of next Association year or till their successors are elected and installed. However association year for administrative purpose is from 28th Dec to 27 Dec of following year.

### **TRAVELLING ALLOWANCES TO MEMBERS OF WORKING COMMITTEE:**

- 20.(A) (i) The members of the state working committee shall be entitled any traveling allowances when attending the state working committee meeting.
- (ii) In special cases actual traveling expenses may be given subject to approval by the State Working committee to special invitee to such Committee for special purpose if it is very essential in the interest of the Association.
- (iii) No traveling allowance or D.A. will be given to the Working Committee members when meeting during the State Annual conference at the venue of the Conference.

### **GENERAL PROCEDURE OF MEETINGS**

- 20.(B) General procedure of meetings of the State Council and Working Committee.
- (i) Minutes of all meetings shall be correctly kept and shall be duly confirmed at the following meeting of the State Working

Committee or the State Council as the case may be.

- (ii) No resolution adopted or negatived at a meeting shall be reconsidered unless either six (6) months have elapsed or 1/5th of the members of the State Council or the State Working Committee of Sub-Committee concerned sign requisition for its reconsideration.
- (iii) The Chairman of the meeting may adjourn a meeting if deemed necessary, particularly if the majority of members present are in favour of adjournment. At the adjourned meeting only the unfinished business of the meeting shall be transacted.
- (iv) The Chairman shall in case of equality of votes have a casting vote.
- (vi) No business shall be transacted at a special requisitioned meeting other than for which the meeting is called.
- (vi) A Notice may be served to any member either personally, through a servant of the State Branch or by Post Under Certificate of Posting.
- (vii) In the case of meeting of the State Council or State Working Committee other than requisitioned meeting if the quorum is not present the President or the Chairman may adjourn the meeting after waiting for half an hour. The adjourned meeting may be held after this and no quorum will be required for this meeting except that at least five regular members of the State Council/State working Committee are present in this meeting.

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

#### **21(A) PRESIDENT:**

- (1) Shall be Chairman of all the meetings of the State Council and the State Working Committee and shall preside over any other committee of which he may be a member.
- (2) Shall preside at the Annual Conference and all the meetings of the Association.
- (3) Shall guide and control the activities of the Association.
- (4) Shall regulate the proceedings of the meetings and Conference, interpret the rules and the bye laws and decide doubtful points.
- (5) Shall in addition to ordinary vote have a casting vote in case of equality of votes.

**NOTE:**

- (i) In the event of an emergency arising by reason of any cause such as death, detention, resignation or absence for such a considerable period out of India of the President, the duties of the President shall devolve upon the Vice President or in his absence on any other member elected by the State Working Committee or the state Council as the case may be in case of resignation by the President it will become effective when it is accepted by the State Working Committee pending the acceptance of the resignation the Vice President shall act as indicated above in case the President is unwilling to function as such.
- (ii) Since there are 24 branches in the state the President must at least visit one third branches once in a year. The date of visit may be fixed by consultation with the local branch.

**21(B) VICE PRESIDENT:**

- (i) Shall help in the organization of Branches by making fairs and addressing members and other personnel etc. The Vice President who is senior in IMA membership shall act

as president in the absence of President in case the election is unanimous and in case of election the Vice-President receiving the maximum number of Votes shall act as President in the absence of President.

- (ii) Each Vice-President must visit remaining 1/3 local branches once in a year.

**21(C) HONORARY STATE SECRETARY:**

The Hon. State Secretary with the help of Hon. State Secretary Elect.

- i) Shall have the over all charge of all offices of the Association in the State.
- ii) Shall conduct all correspondence.
- iii) Shall have general supervision of accounts, Pass all the bills for payment and sign cheques.
- iv) Shall get prepared by the Honorary Treasurer, a quarterly and Annual Statement of account duly audited by the auditors for adoption by the State Working Committee and the State Councils.
- vii) Shall get prepared budget of other offices of the State Branch and place them before the State Working Committee and the State Council for adoption.
- vii) Shall organize, arrange and convene meetings conferences, lectures and demonstrations.
- viii) Shall attend meetings of the State council Working Committee and keep record of proceedings there of.
- ix) Shall maintain a correct and up-to-date Register of all members of the Association in the State branch wise.



- x) Shall be an ex-officio member of all Committees.
- xi) Shall organize the Association in the State with the help of the Honorary Joint Secretary by encouraging the establishment of branches where they do not exist and by creating a general interest in the Association.
- xii) Shall bring any matter which he considers necessary in the interest of the Association to the notice of the State Council or State working Committee for guidance and decision.
- xiii) Shall act as the returning officer for the election of State President elect, two Vice Presidents, five Zonal Chairman, in case Hon. State Secretary himself is a candidate for any of these posts, one of the Hon. Joint Secretaries at the location of State Secretary nominated by the State President shall function as returning officer for the election.

**21.(D) HON. STATE SECRETARY ELECT AND HONORARY JOINT SECRETARIES:**

- i) Hon. State Secretary elect. Hon. State Secretary elect shall help the Hon. State Secretary in all his work, in looking after the office in conducting correspondence, in preparation of agenda of meetings, in preparing statement of accounts etc. The Hon. Secretary elect, shall act for Hon. State Secretary in his absence.
- ii) The Joint Secretary to the State President shall assist the State President in discharge of his duties.
- iii) The joint Secretary from State capital shall work as liason officer between Government and State Branch and shall assist the Hon. State Secretary in the discharge of his duties.
- iv) Joint Secretaries shall visit the local branches as far as possible along with State President/Vice Presidents.

**21(E) HONORARY TREASURER :**

- i) Shall receive all moneys of the Association and deposit them in a Bank approved by the State Council to the Credit of the Association and operated by the Treasurer as per Rules and Bye-Laws. These or part of them may if approved by the State Council be deposited in the Post Office, Saving Bank or Government Securities etc.
- ii) Shall be responsible for collection of all subscription and contribution due to the State Branch and Headquarters.
- iii) Shall dispose of the bills for payment as sanctioned by the Honorary State Secretary and only on his written order.
- iv) Shall have the right to point out any error discrepancy in the order of payment of the Honorary State Secretary and refer the order book to him with his remarks. In the event of disagreement still persisting between the Honorary State Secretary and the Honorary Treasurer, the matter shall be referred to the State President for final decision.
- v) Shall be responsible for keeping up-to-date the accounts of the State Branch with all the accounts books posted up-to-date.
- vi) Shall get the account audited by the auditors of the State Branch.
- vii) Shall prepare quarterly accounts to be placed before the State Working Committee.
- viii) Shall prepare an Annual statement of accounts and a balance sheet showing the financial position of the State Branch, get it audited by the auditors appointed at the Annual Meeting of the State Council and submit it for adoption by the State Council.

**21(F) DUTIES OF ZONAL CHAIRMAN:**

- i) Zonal Chairman shall correspond with the branches under his respective zone and shall visit branches assigned to him at least once in a year.
- ii) He shall send regular monthly report to the Honorary State Secretary about the activities and other matters concerning the activities of the local branches in their respective area.
- iii) He shall be responsible to see that the local branches carry out the instructions and policy of the IMA State Branch as also of the IMA HQ.
- iv) He shall assist the State Secretary and the State President in all Association matters in his respective area when called upon to do so.

**ELECTION**

**22. ELECTION OF THE OFFICE BEARERS OF STATE BRANCH:**

Election for the following office - bearers will be conducted at the Annual Meeting of the State Council of the State Branch.

- 1. One Honorary State Secretary from the place of location of the State Office.
- 2. One Honorary State Treasurer from the place of location of the State Office.
- 3. One Honorary State Secretary elect from the place of location of the state office..
- 4. Representatives to the Central Working Committee.

- 5. Director of Studies, to the State Faculty of IMA college of General Practitioners.
- 6. Secretary to the State Faculty of the IMA College of General Practitioners.
- 7. Joint Secretary to the State Faculty of the IMA College of General Practitioners.
- 8. One representative of the State Faculty of the IMA College of general Practitioners to the Governing Council of IMA College of General Practitioners.
- 9. Election or nomination or confirmation of other Office Bearers will be as under:
  - a) Nomination of the State joint Secretary to the State President : By State President
  - b) Nomination of the State Joint secretary to the annual Conference : To be elected by the branch holding Annual medical Conference for the next year
  - c) Election to the State joint Secretary from Raipur : To be elected at annual meeting of the State Council.
  - d) Nomination of the Board of the State Faculty of the College of General Practitioners.
    - i) Three representatives of the State Working Committee to the board of the state Faculty of College of GPS : To be elected by the State Working Committee at its first meeting of the year.
    - ii) Three representatives of the State Council to the State Faculty of IMA CGP : By the State Council at its Annual Meeting.



- iii) Five representatives from amongst the members of the CGP to the Board of Faculty of College of General Practitioners. : By the Member of the College at it's Annual Meeting.
- iv) Convencr IMA AMS : To be nomited as 1st council meeting amongst members of AMS
- v) Nomination of Chairman NSSS& NPPS at 1st State council meeting.
- vi) Chairman and Secretary of IMA Hospital Board of India. Elected amongst the members of the board according to their Bye laws.)

### 23. ELIGIBILITY:

- (A) Eligibility for the contestant for the offices of the State Branch.
- OFFICE : Continuous Members of the State Branch as on 30th Dec. of the year.
- (i) State president Elect - 10 years (out of Which 5 years must be in Chhattisgarh residing/practicing)
- (ii) The candidate for State President elect should have been local branch President & should have held at least two offices in the S.W.C. for full year. or have held the office as past Hon.state secretary.
- Vice President - 8 yrs. (Out of which 5 years must be in Chhattisgarh residing/Practicing)
- Hon. State Secretary and Hon. State Secretary elect-8 years (Out of which 5 years must be in Chhattisgarh residing/Practicing) should be President/Secretary/Zonal Chairman of local branch/should be member of Local branch continuously for 3 years/should be a life member.

Treasurer - 5 years. (Out of which 3 years must be in Chhattisgarh residing/Practicing)/should be a life member.

State Representative to the Central Working Committee - 8 Years (Out of which 5 years must be in Chhattisgarh residing /Practicing)

Zonal Chairman & Other office Bearers - 3 years (Out of which 2 years must be in Chhattisgarh residing/Practicing)

- (i) Candidates for Zonal Chairman should be from amongst the eligible members of local branches from the same zone for which they have been proposed.
- (ii) Particulars of eligibility should be supplied by the proposing Branch. This would be checked by the Honorary State Secretary from the records of the State Branch who should inform the Scrutiny Committee for validity of nomination.
- (iii) The nominee should be a member of an active branch and his State Fund Contribution must have been received in the State Office by 30 une.
- (iv) The nominee for the State Office bearer shall be LM of IMA
- (B) Eligibility of Local branches for nominating the candidate for election of the State Branch.
- (i) The local branch should be an active branch not suspended or Defunct.
- (ii) it should have cleared its S.F.C. for the year by 30th June.

### PROCEDURE OF THE ELECTION FOR PRESIDENT : VICE PRESIDENTS AND ZONAL CHAIRMAN

24. (I) The State Secretary shall be the Election Officer (Returning Officer) for the Election of the State Branch in case State

Secretary himself/herself is the contestant, Honorary Joint Secretary of the location of State Office shall be the Election Officer (Returning Officer).

- (ii) Hon. State Secretary/Returning officer shall on or before 15th July each year invite the local branches to nominate.
- (a) One member of the Association for the post of State President Elect.as per rule 23 (A)
  - (b) Two members for the post of Vice President from amongst the eligible members of the State Branch as per Rule 23.(A), of the State Branch.
  - (c) To nominate one eligible member as per Rule 23(A) from amongst the members of their respective zones for the post of Zonal Chairman

**THE NOTIFICATION MUST BE SENT UNDER  
CERTIFICATE OF POSTING.**

- (iii) Notification of Election shall be delivered from Election officer/Returning officer on 15th July to all branches and nominations are invited.The nomination must reach by Registered Post which acknowledgement due, with nomination fee of Rs. 3000/- for the post of State President Elect. Rs. 2000/- for the post of Vice Presidents and Rs. 500/- for the post of zonal chairman through a bank draft to the office of the Honorary State Secretary/Returning officer, not later than 20th Aug. Nominations received without nomination fee or after the due date will not be considered. The bank draft must be in the name INDIAN MEDICAL ASSOCIATION, C.G. STATE BRANCH, payable at BILASPUR CG.

The followings nominated posts for the working committee shall be eligible subject to the payment of fee as under:  
Hon.State Secretary Rs 1000/-,Hon.State Treasurer Rs 1000/-,Joint Secretaries Rs 500/-,Convenor IMAAMS Rs

500/-,Director of Studies CGP Rs 1000/-,Secretary CGP Rs 500/-Joint Secretary CGP 500/-

**NOMINATION FEE IS NOT REFUNDABLE**

- (iv) The Honorary State Secretary/Returning Officer will then inform by registered post not later than 5th Sept. These members whose names have been nominated & found in order for the post of State President Elect Vice Presidents Hon' Secretary and Zonal Chairman. Any of these members deciding to withdraw their names, must in for the Honorary state secretary/Returning officer in writing not later than 15th Sept. In case of non receipt of any reply in this respect within the specified time, it will be interpreted as the consent of the candidate concerned.
- (v) By 5th Oct..the State Secretary/Returning Officer shall send the ballot papers to all the valid members of the State branch for electing one Hon' Secretary member for the post of State President Elect/Two member for the post of Vice Presidents and one member for Zonal Chairman from the respective zone.
- (vi) Ballot papers will be sent under certificate of posting / Courier/ by post to each valid member. The duplicate ballot papers should be issued to the individual member only on application which should be made to the State Secretary/returning officer directly by individual member and should reach state office by 25th Oct. after which it shall not be considered Ballots should be signed & sealed by the Returing letter in officer Duplicate Ballots must be printed "Duplicate Ballots"
- (vii) All these ballot papers must reach the office of the Hon.

State Secretary/Returning officer on or before 15th Nov. preferably in registered cover/courier..

RETURNING OFFICER WILL RECEIVE BALLOT PAPERS POSTED INDIVIDUALLY AND NOT COLLECTIVELY COUPLE MEMBERS WILL BE TREATED AS TWO INDIVIDUALS.

- (viii) The Ballot paper so received will be scrutinized by a committee of three members nominated by the State President and out of which one will be nominated as Chairman of the sub-committee by State President. They shall also count votes received by the individuals Contestants and communicate the result to the State President who shall declare the result not later than 28th Nov.

(ix) **INSTRUCTION TO THE VOTERS:**

Honorary State Secretary/Returning Officer shall send to all valid members ballot papers under CERTIFICATE OF POSTING. The outermost envelope should be marked VOTING PAPER from the Honorary State Secretary/Returning officer State Branch of IMA (Envelope 'A')

Second envelop (Envelop "B") should be marked VOTING PAPER addressed to the Honorary State Secretary/Returning officer Chhattisgarh State Branch of IMA (at the place of state office). On the left it must bear the signature name and name of branch of the members. They shall be returned back to the State Secretary/Returning officer after keeping the Envelop 'C' in it.

Third Envelop (ENVELOPE 'C') should be marked BALLOT

PAPER ONLY. Name of the candidate for State President elect, Vice Presidents and Zonal Chairman should be in alphabetical order. Members of a particular Zone only will be entitled to elect their Zonal Chairman. The members will vote by putting X (Cross) on the Ballot paper against the name of the candidate whom they elect.

1. One for State President elect.
2. Two for Vice President. elect.
3. One for the Zonal Chairman of their respective Zone and keep the Ballot Paper in the Envelope "C" marked "Ballot Paper Only" Members are not to sign either on the Ballot Paper or on the envelope containing ballot paper which must be properly sealed and then put in ENVELOPE 'B' member must sign on ENVELOPE 'B' and write in BLOCK LETTERS their names, Branch name and address. The envelop must reach Honorary State Secretary/Returning officer by 15th Nov. by post/courier and must be posted INDIVIDUALLY.

**VALIDITY OF MEMBERS FOR VOTING**

24. (10) The members whose SFC is received up to 30th Sept. by the State Office will only be the valid member for voting.

Life members on roll upto 30th Sept. will be valid members for voting.

**FUNDS OF THE STATE BRANCH**

**INCOME :**

25. The fund of the income of the State Branch shall be derived from the following sources:

- a) The Branch share of S.F.C. of I.M.A. and C.G.P. share and

subscription from members for IMA Chhattisgarh State News Bulletin.

- b) The State Branch share of benevolent Fund of I.M.A.
- c) Subscription from members of the I.M.A. College of general practitioners.
  - 1. Entrance fee
  - 2. Annual Subscription
- d) State Branch share of the registration fee of fellowship of IMA College of General Practitioners.
- e) State Branch Share of fellowship of the Academy of Medical Specialties and annual subscription.
- f) Special contribution or donations raised directly or through the local branches.
- g) Contribution received from the local branch organizing the Annual Chhattisgarh State Medical Conference as per Bye-Laws.
- h) Interest of Deposits/Rent etc.
- i) Such other sources as may be authorized by the state Council or State Committee.

## **26. INVESTMENTS AND OPERATION OF ACCOUNTS**

- i) The assets movable and immovable shall vest in the Indian Medical Association Chhattisgarh State Branch and the investment of Funds shall be in the name of "I.M.A. CHHATTISGARH STATE BRANCH" and operated jointly by either of the two of following -
  - (a) Hon. State Secretary, (b) Hon. State Treasurer,
  - (c) Hon. State President. In which Treasurer is a must.
- ii) There shall be a Reserve Fund of the State Branch at least 25% of the surplus at the State Branch be credited to this fund in the following year. The Reserve fund shall only be

drawn by a resolution of the State Working Committee.

## **26. EXPENDITURE:**

- III) The Honorary State Secretary shall out of the funds of State Branch defray all ordinary expenses and shall pay rents, salaries, wages and such charges as may be necessary for carrying out the work of the State Branch and provided in the budget.
- iv) Extra-ordinary expenses if any must be brought to the notice of the Working Committee and its approval obtained.

## **FINANCIAL RULES:**

- v) Chhattisgarh State Government Financial Rules shall be followed and the funds of the State Branch shall be administered by the Honorary State Secretary and the Hon. State Treasurer in accordance with the bye-laws of the State Branch as defined under duties and powers of the officer Bearers.

## **CHHATTISGARH STATE ANNUAL MEDICAL CONFERENCE**

- 27. Chhattisgarh State Annual Medical Conference will be organized every year under the auspices of the State Branch. Such conference shall be usually be held in the II or IIIrd week of Jan. every year.

## **27(1) VENUE :**

The venue of the next Conference will be decided in the Annual Meeting of the State Council from amongst the invitations of the local branches, and shall be announced in the open session of the Annual Conference. In case there are no invitations the Hon. State Secretary shall correspond with the branches and decision taken at the first State Working Committee meeting. The intimation about the selected venue must be given to the local branches at least three months before it is due. The acceptance of the conference venue shall be subject to deposition of Rs. 2000/- as Demand Draft in favour of Chhattisgarh State branch of IMA.

### **27(2) RECEPTION COMMITTEE:**

The Branch inviting the Conference shall form a reception committee of the Annual Medical Conference. The Reception Committee Membership shall be open to following.

- a) All members of the local branch which invites the conference.
- b) All members of the neighbouring local branches who decide to co-operate.
- c) All medical men with qualification registerable under the Indian Medical Degree Act 1916 (Act VII of 1916) residing in the town which invites the Conference or in the neighborhood

Fee for the membership of the Reception Committee shall be decided by the local branch inviting the Conference.

### **27(3) OFFICE BEARERS OF THE RECEPTION COMMITTEE**

Office bearers shall be elected from amongst and by the members of the Reception Committee who belong to the Categories (a) and (b) above only and shall consist of a

Chairman an Organising Secretary (Ex-officio Joint secretary), Treasurer and others as required.

Sub committee members elected or nominated by the local branch or Reception Committee.

### **27(4) REPRESENTATIVES.**

- A) All members of the State Council.
- B) All members elected by the local branches (state) and representatives to the Conference according to the numerical strength of the branches as follows:

From 5 to 25	:	One Representative
From 26 to 100	:	One additional representative for every 25 Members or part thereof

For every additional 100 Members or part thereof, the part not being less than 50 members one additional representative.

### **27(5) DELEGATION FEE:**

Delegation fee shall be Rs. 50/- as a share from delegation fee who are attending the conference.

### **27(6) MEMBERS OF THE CONFERENCE:**

The membership of the Conference shall be open to the following:

- a) All members of the Reception Committee.
- b) All members of the State Working Committee.
- c) All branch representatives.

- d) All other members of the Association who attend the Conference on payment of Rs. 50/- as Delegation Fee.
- e) All medical person possessing registrable qualification under the Indian Medical Degrees Act 1916 (Act VII of 1916) who are not members of the Association, on payment of Rs. 60/- as delegate fee.

#### **27(6) RIGHTS OF THE MEMBERS OF THE CONFERENCE:**

All members of the conference shall have the right to take part in all discussions at the open and scientific session of the Conference. At the open session in addition to the member of the Subjects Committee. Delegate who are members of IMA only will be allowed to vote.

#### **27(7) VISITORS:**

The following can attend the Conference as visitors:

- a) Prominent public men who are specially invited by the reception committee to attend the Conference without payment of any fee as Distinguished Visitors.
- b) Medical men or other Scientists who wish to take part in scientific session only on payment of Rs. 10/- as special visitors.
- c) Bonafide Medical Students, with or without payment or fees at the discretion of the Reception Committee, as student Visitors, Subject to accommodation being available.

**27(8)** The State President of the Association for the year shall be the President of the Conference. He shall not be charged any membership fee of the Conference.

#### **27(9) BOARDING AND LODGING ARRANGEMENTS:**

The Reception Committee shall make arrangements for the boarding and lodging of those attending the Conference, if so desired by them on previous intimation and on payment for the same, when required at the rates fixed by the Reception Committee.

**27(10)** The Expenses of the Conference shall be borne wholly by the Branch inviting the Conference. The State Branch shall not be responsible for any part of the expenses.

**27(11)** Audited A/c of conference should be presented in IInd SWC & Rs. 50/- per delegeta or Rs. 5000/- which ever is higher to be deposited to IMA state Branch.

#### **28. BUSINESS AT THE ANNUAL MEDICAL CONFERENCE:**

Business at the Annual State Conference will be as follows:

- a) Inaugural session for address of Chairman of Reception Committee. Inaugural Address, by chief guest etc. if any. Installation of in-coming State President by the Retiring State President.
- b) Scientific session and Exhibition which shall be open to all members and visitors.
- c) Open Session for consideration of resolutions. Except for special or urgent reasons at the discretion of the State President, no resolution will be discussed and passed which has not been previously received by the State Office at least 6 weeks before the date of the conference and circulated to the branches as least 3 weeks before the Conference and approved by subjects committee prior to discussion at the open session.



**29. RIGHTS OF VISITORS:**

The visitors shall enjoy the following rights.

- a) distinguished visitors shall have a right to speak on any Resolution with the permission of the President but shall have no right to vote.
- b) Special visitors shall have a right to speak in the Scientific Session only, and can attend the Open Conference. But they shall not have the right to speak on any resolution or exercise the right to vote in the Open Conference.
- c) Student visitors can attend Scientific session and the General session of the Conference, but shall have neither any right to take part in the discussion nor to vote.

**30. SUBJECTS COMMITTEE**

The following shall form the Subjects Committee of the Conference.

- a) Ex-officio - The office bearers of the State Branch, the members of the Working Committee, Presidents, Hon. State Secretary and Chairman and Organising Secretary of Reception committee.
- b) 5 members to be elected by the Branch delegates from amongst themselves.
- c) 5 members to be elected by the Reception Committee from amongst its members who are also members of the Association.
- d) 5 members to be elected by the State Council from amongst its members.

**INDIAN MEDICAL ASSOCIATION CHHATTISGARH  
STATE BRANCH  
MODEL RULE/BYE-LAWS  
OF I.M.A. .... LOCAL BRANCH.**

(A local branch of the Medical Association) may frame the rules & Bye-Laws as per the model rules & Bye-Laws & these are to

**RULES**

**DEFINATION:**

(Various terms used in these Rules may be defined)

**NAME :**

- 1) The name of this association, which is local branch of the Indian Medical Association, a society registered under the Societies Registration Act XXI of 1860 and having its All India Headquarter at New Delhi and state HQ at Bilaspur of state office shall be "Indian Medical Association ..... Local Branch" under the jurisdiction of Chhattisgarh State Branch of Indian Medical Association.
- 2) It is formed under the Rules of the Indian Medical Association HQ and I.M.A. Chhattisgarh State Branch, and the Rules and Bye-Laws of the IMA HQ and IMA Chhattisgarh State Branch shall apply in any matter not covered by Rules and Bye-Laws of the Branch, as contained herein.
- 3) It shall abide by the decision and policies of the IMA as laid from time to time.

**OFFICE:**

- 4) The registered office of the branch shall be ordinarily located

at the place of the Hony. Secretary of the branch, or at such other place as may be approved by the General Body.

**JURISDICTION: The Branch shall have the jurisdiction over the area as defined by the working committee of IMA State Branch.**

7. The objects of the Branch are:-
- 1) To promote and advance Medical and allied Sciences in all their different branches and to promote the improvement of Public Health and Medical Education in India.
  - 2) To maintain the honour and dignity to uphold the interests of the medical profession and to promote co-operation amongst the members thereof.
  - 3) To work for the abolition of compartmentalism in the medical education, medical services, and registration in the country and thus to achieve equality amongst at members of the profession.

**METHODS:**

- 8) For the attainment and furtherance of these objects, the branch shall follow the methods as laid down by I.M.A. Headquarter/State Branch and shall abide by them and support the policies and activities of I.M.A.

**ASSOCIATION YEAR:**

- 9) The Association year shall be from 27th Dec. of one year to the 28st Dec. of the following year as in IMA HQ Rules for administrative purposes. Financial year is from 1st April to 31st March of for following year .

**COMPOSITION OF THE BRANCH:**

10. The branch shall consist of members of I.M.A., who reside and/or practice in the area of jurisdiction of the branch and whose names are duly approved by Hony. General Secretary of IMA HQ on the prescribed form as laid down in consultation with the Working committee of IMA Chhattisgarh State Branch.
11. The Branch shall maintain a register of all its members which shall correspond with the register maintained at the I.M.A. HQ and at State Branch, I.M.A.
12. All additions, deletions and transfers of members shall be intimated to I.M.A. HQ. through the State Branch as laid down in the Rules and bye-Laws of I.M.A.
13. The branch on formation shall function as per constitution and adopt the 'Model Rules and Bye-Laws' with any modification/amendment thereof and send the same to IMA HQ through State Branch for ratification by the Working Committee of I.M.A HQ. The State branch shall forward its comments if any to the HQ office within 4 weeks from the date of receipt. The State Branch shall, however, have no powers to approve or modify the same. Till such time as the constitution and/or amendments of Rules/Bye-Laws of the Branch are ratified by the Working Committee of I.M.A HQ the Model Rules shall be operative.

**MEMBERSHIP :**

**ELIGIBILITY:**

14. Any person registered with a medical Council in India on the basis of his/her medical qualification as defined in the Indian Medical Degree Act 1916 (Act VII of 1916) and included in the schedules to the Indian Medical Council Act, as amended from time to time and approved by the Working committee for membership shall be eligible for membership.

**ENROLMENT OF MEMBERS:**

15. All prospective and eligible members of the profession shall apply on a prescribed Membership Application form to the Hony. General Secretary, I.M.A. HQ, who shall approve and accept the membership and intimate the same to all concerned offices of IMA. All such application forms shall be accompanied by State Fund Contribution (SFC) as laid down from time to time, in such manner as prescribed by Rule 16 of I.M.A. RULES and RULE part III, 1-16 of Chhattisgarh State Constitution.

**CLASSIFICATION OF MEMBERS:****INTERN MEMBERS:**

16. All interns otherwise eligible and as per IMA Rules and Bye-Laws having temporary registration with Medical Council of India or various State Medical Councils under the Indian Medical Act shall be enrolled as intern Members during their period of internship only.

**LIFE MEMBERS**

17. Life members shall be enrolled in a similar manner on completion of all formalities and on payment of a lump sum in lieu of yearly subscription and remittance of S.F.C. as provided in IMA Chhattisgarh State Branch Rules and Bye-Laws from time to time. They shall be on the rolls of the Branch where they reside/practice/are employed.
18. Life Members shall enjoy all right of privileges of the Local and state Branch without any subscription except payment of such charges that may be levied by the branch for any special activity.

**ASSOCIATE MEMBERS:**

19. Members of another branch can be elected as Associate Members of another Branch according to the Rules and Bye-law of that Branch enjoining all privileges of branch. They shall not fill in another membership form but shall apply to the Branch and pay its subscription only but they would not be entitled to vote/or hold any office in the branch.

**ATTACHED MEMBERS OF I.M.A.**

20. The medical personnel of Armed Forces of India who are attached Members of I.M.A.A, HQ as per Rules of I.M.A., shall be attached to the branch where they happen to reside. They shall have all privileges of membership except that of voting and/or of holding any office in the branch while they will not pay H.F.C./S.F.C. they shall be required to pay any charges fixed by the branch for day to day activity and special activity.

**SUBSCRIPTION:**

21. Members on rolls of the branch shall pay their subscription to the branch according to scale fixed by branch from time to time and such subscription shall include H.F.C.. and S.F.C. on their behalf such subscription for the full year shall become due on 1st Jan. every year for existing members.

**HFC/SFC:**

22. The branch shall pay the SFC as fixed by State Branch which also includes HFC fixed by IMA HQ through the state branch. The existing rates of S.F.C. are as follows.

<b>SINGLE LIFE MEMBER</b>	<b>COUPLE LIFE MEMBER</b>
5000=00	7100=00
Single Annual Member	Annual couple Member
500=00	1000=00

The above amount is to be sent to state office by bank draft in favour of IMA Chhattisgarh state branch (payable at Bilaspur)

Besides, the above branch should fix some amount for old member and life member with the approval of its General Body, as branch share and retain it with the branch for branch activities. Out of this amount life member share amount be placed in fixed deposit and its interest be used for branch activities.

23. The branch will remit the SFC as laid down by IMA Rules in one installment in case of existing members as on 1st Jan. latest by 30th Jan. each year. So as to avoid suspension of branch.
24. The S.F.C. in respect of new members enrolled in the first half of the Association year shall be remitted for full year along with the M.A. forms and for half year if enrolled during second half of the year.
25. the branch shall also send an up to date list of members (Addressograph) on its register of membership as on 31st Dec. on behalf of whom H.F.C. has been remitted in full, so as to reach I.M.A. HQ through the State Branch concerned by the 30th Dec.. All additions and deletions shall also be reported to I.M.A. HQ through State-index from time to time during the year and lists updated upto 15th March and 30th July shall be taken as valid members of the Branch and S.F.C. shall be payable by Branch on it. In case no correction are received, the list as on 30th March of last year shall be taken as valid for making payment of S.F.C.
26. The Branch shall maintain separate lists of members on its register of membership as under.

- 1) Intern Members.
- 2) Single Members.
- 3) Couple Members
- 4) Life Members, Single & Couple.
- 5) Associate Members - This will be maintained at branch level only, for which no extra S.F.C. will be required to be sent.

While remitting S.F.C., the branch shall give statement of S.F.C. based on the above categories of membership.

#### **TERMINATION OF MEMBERSHIP:**

27. The Rules and Bye-Laws of I.M.A. shall be applicable in all cases for termination of membership. (Bye-Laws No. 13, 14, 15 of HQ)

Membership may be terminated by resignation. A member may at any time resign his membership by giving 30 days notice in writing to Branch Secretary, in case of Branch Members.

The resigning member shall pay up all dues against him and the Secretary concerned shall put a statement of outstanding dues against the member to a clearance certificate if all dues are paid along with his resignation to the State HQ and Central HQ for necessary action.

#### **SUSPENSION OF MEMBERSHIP:**

28. The Rules and Bye-Laws of the I.M.A. shall be applicable in all cases for suspension of membership.

**NOTE:-**It may be noted that membership is that of I.M.A. and it is

Working Committee of the I.M.A. only which is the authority to suspend/terminate membership and privileges of membership as per the Rules and Bye-Laws of I.M.A. The Branch has no such authority and shall submit its recommendation in the manner as provided in the Rules and Bye-Laws of I.M.A.

#### **MANAGEMENT:**

29. The Branch shall govern its affairs through an Executive Committee/Management Committee comprising of the following, in such manner as it decides within the framework of these Rules, and Bye-Laws.

#### **ELECTED OFFICE-BEARERS AND MEMBERS:**

- 1) President one post
- 2) Vice President/Vice Presidents : Preferably 2posts
- 3) Hony. Secretary : one post
- 4) Joint Secretary : Two posts
- 5) Hony. Secretary Finance/Treasurer. : one post
- 6) Committee Members-Their number shall be fixed by the Branch relating to its strength.

#### **EX-OFFICIO MEMBER:**

- 1) Imm. Past President.
- 2) Imm. Past Hony. Secretary for one year.
- 3) Members of State Working Committee.
- 4) All past State/National Presidents/Office Bearers HQ.

#### **CO-OPTED & INVITED MEMBERS:**

President may co-opt one or two members and invite few members.

30. The office Bearers and members of the Executive Committee shall be elected every year by the General Body

of membership as provided in the Election procedure in these Rules and Bye-Laws.

#### **EXECUTIVE COMMITTEE:**

31. The Executive Committee shall act on behalf of the branch and shall be vested with power of general management. It shall meet regularly at periodic intervals.
32. It shall appoint Committees/Sub-Committees for various activities and functions and shall express views on behalf of the branch when asked for by the state Branch and/or I.M.A. Headquarter.
33. It shall oversee the financial management of the branch and authorise 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.
34. The Executive Committee shall frame Bye-Laws, lay down procedures for day to day functioning of the branch, conduct yearly elections and exercise all other powers as may be conducive to the branch within the framework of these rules and perform any other function specially entrusted to it by the general body of members.

#### **ELECTION OF OFFICE-BEARERS AND EXECUTIVE COMMITTEE:**

35. Office Bearers and members of the Executive Committee shall be elected every year at a General Body meeting in such manner as provided in these Rules and Bye-Laws and as per schedule decided by the Executive Committee, through a process of calling for nominations by a fixed date, scrutiny of nominations and thereafter giving time to valid nominees to withdraw nominations if they like and later

fixing date for election where all members in good standing shall be allowed to vote by secret ballot. The whole process shall be completed by 28th Nov.

36. The Branch may frame suitable Bye-Laws to conduct election.

#### **DUTIES OF OFFICE BEARERS:**

37. The duties and functions of office bearers of the Branch shall be as under.

- (1) **PRESIDENT** : He shall preside over all meeting and shall be ex-officio member of all Committees. He shall control and guide the affairs of the branch and shall interpret these Rules and Bye-Laws and his decision in all matters shall be final. He shall have a casting vote in case of equality of voting on any account.
- (2) **VICE-PRESIDENTS**: The President shall be assisted by the Vice-presidents, who shall act on his behalf in his absence.
- (3) **HONY SECRETARY** : He shall be responsible for the day-to-day administration of the branch under the guidance of the President and/or of the Executive Committee. He shall issue notice of all meetings and maintain records of all business transacted at meetings. He shall keep membership record and all documents of the branch. He shall carry out all correspondence on behalf of the branch and comply with the essential requirements in relation to the State Branch and/or I.M.A. HQ. He shall act as Returning Officer for the Branch Elections. He shall pass all expenditures and bills and operate bank account along with President and Treasurer.

- (4) **HONY Joint Secretary**, He shall assist the Hony. Secretary in duties allotted to him by the Hony. Secretary/ Branch Executive Committee.

- (5) **HONY. TREASURER** : He shall maintain the accounts of the branch, operate bank account jointly with Hony. Secretary & President, invest or disburse funds as approved by Executive Committee through the Hony. Secretary as per budget allotments and help raise finances for the branch including collection of subscription etc. He shall prepare quarterly/half yearly statement of accounts get them audited as per decision of the Executive Committee.

#### **MEETINGS OF THE BRANCH:**

- 38 The following meeting shall be held:
- (1) **ANNUAL GENERAL MEETINGS**: The Annual General Meeting of the Branch shall be held every year before 31st Dec. to receive Annual report, Annual Accounts, approve next year's budget, elect. Representative of the branch to various I.M.A. bodies viz Central Council, State Council and other bodies and to consider Constitutional amendments and any resolutions moved by the Executive Committee or member provided such resolutions have been submitted at least four weeks in advance of the meeting.
- (2) **GENERAL BODY MEETINGS** : As per requirement the Hony. Secretary shall call General Body meeting for specific purposes like holding election of Branch Office bearers and Executive Committee in consultation with President or as decided by Executive Committee. Such meeting shall also be called to elect office bearers of HQ and /or of the State Branch as per rules of I.M.A. and State Branch respectively.



- (3) **EXTRA-ORDINARY GENERAL MEETING** : It shall be called by Hony. 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.
- (4) **REQUISITION MEETING**: It shall be called by Hony. Secretary in consultation with the President/Executive Committee on requisition from such specified number of members as decided by the branch and laid down in these rules which shall not be less than 10% of the membership strength of the branch within a fortnight of the receipt of requisition to consider the specific item of agenda as demanded by the requisitionists. No other matter will be transacted at this meeting.
- (5) **SCIENTIFIC/ACADEMIC AND SOCIAL MEETING**  
These meeting may be called by the Hony. Secretary as expedient.
39. The Executive committee shall fix the venue of the meetings prescribe the quorum for respective Meetings.

#### **BYE-LAWS:**

40. All Bye-Laws operative to the Rules shall be framed by the Executive Committee and shall be in operation thereafter till alterations are effected.

#### **RULES:**

41. Amendments to these Rules shall be made at the Annual General meeting of the branch provided a due notice of the

same is given by the members of Executive committee. Such amendments as approved shall come into force only after being ratified by the working Committee of I.M.A.HQ and State Branch

42. The local branch must invite state president/state vice president/Hon. State secretary/state joint secretary/zonal chairman for official visit to the branch once in a year. It is compulsory for the branch. During their visit local branch must organized executive and general body meeting and official records and accounts must be presented before the state office bearers.

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

43. Members of the branch shall be eligible to become members of the IMA CGP as per rule. On becoming the members of the college, they shall be on the rolls of the college, in the list maintained at the HQ of the college and also at the state faculty and at sub-faculty if such faculty/ Sub-faculty exist in the area of their juris diction.
44. The rules/Bye-Laws of the college shall be subscribed by each member.

#### **IMA ACADEMY OF MEDICAL SPECIALITIES:**

45. Members of the branch may become members of the IMA AMS provided they are eligible as per rules and bye-laws of the Academy. These who become members of the Academy, shall be on the roll of the HQ of the Academy and also on the roll of the state chapter and local branch chapter if they exist.

#### **PRIVILEGES OF MEMBERSHIP:**

45. On being enrolled and membership being approved by IMA HQ. the member shall be entitled to all privileges of membership of the association as provided in the Rules of IMA and also to those of this local branch, for the period which he has paid subscription and of the State Branch through which HFC on his behalf has been remitted to I.M.A. HQ. These privileges shall include.
- a) Receiving a copy of the journal of the Association and other publications of the Association either free or at such rates as fixed by the Association from time to time.
  - b) Attending and taking part in discussion at all general and clinical meetings organized by the I.M.A. HQ or its local/state/Territorial branch, of which he is a member.
  - c) Attending the Medical Conference organized by I.M.A. HQ or by state/Territorial branch, &
  - d) Enjoying such other privileges that may hereafter be conferred by the Association under specified conditions eg. Joining I.M.A. Study Tours, IMA Benevolent fund or other membership Services/ Benefits schemes etc.

#### **BYE-LAWS:**

Bye-Laws of operation of provision of the Rules shall be framed by the Executive Committee and shall be as under:-

- 1)
- 2)
- 3)

#### **APPENDIX:**

**NOTE:** Part of obligatory requirements by Branches in matters of sending membership lists, H.F.C. representatives etc. are to be compiled as the Secretaries Manual and be referred to.

**AWARDS I.M.A. C.G. STATE H.Q.  
BILASPUR(C.G.)**

#### **IMA C.G. STATE AWARDS**

1. **Dr. Ambika Prasad Saxena Memorial Life Time Achievement Award Instituted by Dr. S.P. Saxena, Durg.**

#### **Eligibility:-**

- He should be a good clinician having longstanding Clinical Practice.
- He should be a good human being & a social worker.
- Describe activity involved in IMA activity..

#### **Criteria:-**

1. The awardee should be an eminent medical practitioner of good character and standing practicing in the State of Chhattisgarh.
2. Ordinarily to be given to a senior most parctitioner &

should have standing of at least 30 years in the profession.

3. The awardee should have been a member of the IMA for at least 10 years and should be a life member.

**2. Dr. M.L. Rathi Oration Award  
Instituted by Dr. M.L. Rathi Raipur.**

- To be awarded to an individual only.
- The awardee shall give an oration in the Annual conference of IMA CG State Branch.
- Will be awarded with a medal and scroll.

**Eligibility:-**

1. A member of IMA CG State Branch for at least 10 years (including M.P.) & should be a bonafide resident of CG State.
2. Should have served/practiced in the CG State including M.P. State for more than 20 years.
3. Has a reasonable record of interest in IMA & reasonable participation in IMA Activities.
4. Should be practicing modern system of medicine recognized by Medical Council of India exclusively.
5. Should possess a postgraduate degree or diploma recognized by Medical Council of India.
6. Should have published at least five scientific papers in National Level Journals of his/her speciality or should have presented scientific papers at National Level Conference of his/her speciality.
7. The oration should be scientific and academic based on his/her own academic work in the field.

**3. S. Mahinder Singh & Smt. Shanti Rani Memorial**

**Best Local Branch of IMA Membership more than 100. Instituted by Dr. G.B. Singh Bilaspur. (Category A)**

**Criteria:-**

Total points allotted 100

Membership 15

1. Strength of the Branch as on 31st Dec. of previous year.
2. Strength of the Branch as on 31st Dec. of current year (under consideration for award).
3. Number of new members enrolled.
4. Number of Members deleted during the year.
5. Number of members revived during the year.
6. Net increase of membership during the year.
7. Percentage increase of membership during the year.

**Payment of H.F.C.10**

1. H.F.C. Paid to State H.Q for first half for \_\_\_\_\_ members on \_\_\_\_\_ by Draft No. \_\_\_\_\_
2. H.F.C. Paid to State HQ for second half for \_\_\_\_\_ members on \_\_\_\_\_ by Draft No \_\_\_\_\_

**Academic Activities 15**

Scientific activities/C.M.E. Programmes under banner of Branch/IMA/CGP/IMAAMS. Please give detail like topic, date, time, duration, name of speakers and number of participants.

**Social/Cultural Activities for members. 05**

Give details.

**Community Service Projects 15**

Give details of such activities including celebration IMA Health

Week, WHO Day, Doctor's Day, Aao Gaon Chalen Project, Crae of Elderly Project etc.

**Response to Call by IMA HQs. State/National Mark's 10:-**  
Call for activities of IMA Head Quarters/State Head Quarter as per their circulars etc. (mailing of list members in time, addressograph to the the journal, half yearly report of the branch etc.)

\*Participation in State Conference/All India Medical conference/International Conference by members of the Branch 10

\* Calendar of activities of the branch including election of the new office bearers and handing over and taking over charge 10.

\* Official visit of State Office bearers to local Branch 10

**4. Late Dr. W.J. Deoras memorial Award Best local Branch Award for medium size Branch. Category - B.**  
**Instituted by Dr. K.W. Deoras Bilaspur in the memory of his father in the year 2009.**

**Criteria :-**

- IMA Branch Membership of 50 to 100 activity report of branch for whole year including New membership.
- Other criteria are same as mentioned in award no.3.

**5. Late Shri Raja Ram Ji Saraf & Smt. Jograni Devi Saraf Memorial Award. Best Local Branch Award, for Small Branch. category - C.**  
**Instituted by Dr. M.K. Saraf & Dr. Mrs. Urmila Saraf Durg in Memory of their parents in year 09.**

**Criteria :-**

- IMA Branch Membership of 10 to 50.
- Activity report of Branch for whole year including New Membership.
- Other criteria are same as mentioned in award no. 3.

**6. Dr. R.A. Sharma Membership Growth Award Instituted by Dr. R.A. Sharma Bilaspur.**

To be awarded to a local Branch of IMA C.G. State Branch adjudged as the best for its membership drive on the basis of the net increase in its membership during a year over the preceding year in relation to drop out etc.

1. Membership as on 31st December of previous year.
2. New enrolment during the year.
3. Membership as on 31st March of current year.
4. Number of members deleted during the current year (Details. Transfer to other branches and suspension or lapse of membership due to non payment of H.F.C.)
5. Number of members revived during the year.
6. Transfer from other branches during the year.
7. Net increase in membership during year (1+2+6+4).
8. Percentage increase of membership during the year.
9. H.F.C. Payment.
  - a. H.F.C. Paid to S.F.C. for full years/first half year for members on \_\_\_\_\_
  - b. H.F.C. paid for 2nd half for \_\_\_\_\_ Members on.
  - c. Amount \_\_\_\_\_ due on \_\_\_\_\_
  - d. Annual \_\_\_\_\_ dues to IMA State HQ \_\_\_\_\_
  - e. Amount of arrears to be paid.
  - f. Any other information.

7. Dr. Alpana Verma Memorial  
Best Zonal Chairman Award Instituted by Dr. Kamal Verma Raipur.

**Criteria:-**

1. Correspondence with Branches
  2. Correspondence with the State Secretary & State President.
  3. Sending monthly report to the State ^ Head Quarters in time.
  4. Visit to local branches of his zone.
8. **Dr. G.P. shrivastava  
Academic Excellence Award Instituted by Dr. Anoop Verma Raipur.**

**Criteria:-**

1. The awardee should be good medical practitioner and should be bonafide resident of Chattisgarh.
2. He should have served the medical fraternity of CG State for more than 5 years.
3. He should be life member of IMA CGSTATE BRANCH.
4. He should have contributed academically in the following way in the current year.
  - (a) Contribution in State/National/International Conference as Guest Faculty/Speakers/Moderator/Chairperson/Panelist.
  - (b) List of academic articles in State/National/International Journals.
  - (c) Contribution as Author/Editor/Co-editor in scientific bulletins and journals.
  - (d) Recipient of any award pertaining to scientific activity.
  - (e) Contribution in organizing State/National/International

conference.

9. **Late Dr. J.L. ARYA Memorial Award for Best Hi-Tech Branch.**

**This award is instituted by I.M.A Bilaspur Branch in the memory of IMA Past President Patron C.G. State Late Dr. J.L. ARYA, Bilaspur in year 2008.**

**Criteria:-**

1. Local IMA Branch of C.G. State sending monthly activity report to State HQ IMA by email.
  2. Local Branch which use email facility for correspondence & reply with the State H.Q.
  3. Detail's of activity report of whole year.
10. **Dr. Akhilesh Verma President Excellence Award for outstanding President of Branch Instituted by Dr. Akhilesh Verma and Dr. Smt. Asha Verma Bilaspur in year 2011.**
- CRITERIA:**
1. Outstanding leadership, administrative/social/Scientific.
  2. Growth in the membership.
  3. Implementation and followup of National State and local programmes.
  4. Liaison with of at office and other wings like AMS/CGP.
  5. Participation in National and State conference.
  6. No. of visits organised for state/HQ office bearers.
  7. Organisation of conferences/meet/National programmes/ CME/Training programmes given by IMA HQ.
- (The Awards shall be conferred at the IMA Conference of CG State))**

# Indian Medical Association

Headquarters - New Delh

STATE BRANCH CHHATTISGARH  
BILASPUR (C.G.)

(Streangth of any association is its members)

## Protocol Manual

(Ref IMA HQ News Nov Dec 2009,Leadership mannual 2013.)

### **CONTENTS:**

1. IMA Prayers, Flag Salutation; Physician's Prayer, Convocation Pledge (Page 1-2)
2. Model Agenda for any Meeting-Groad Guidelines.
3. Protocol in IMA.
4. Seat Arrangements in istallation funtions for National IMA, State and Local Branches.
5. Model invitation Letters.
6. Model invitation Letters.
7. Monthly Activity Report of Local Branches.
8. Various Wings and Schemes of IMA HQs.
9. Designated Days to be observed by IMA Branches.

## 2. MODEL AGENDA FOR ANY MEETING : BOARD GUIDELINES

- \* Silent Prayer
- \* Flag Saluation
- \* Adornment with Medallion
- \* Meeting call to order.
- \* Address by president
- \* Hony. Secretary's report
- \* Introduction of Dignitaries on the Dias and welcome of the chief guest.
- \* Address by the Chief Guest
- \* Award/Felicitations , if any.
- \* Vote of thanks
- \* National Anthem .

## 3. PROTOCOL IN IMA

- \* Protocol should be observed strictly in all formal occasions .
- \* Presiding officers , Master of ceremonies and every member of IMA should know and follow protocol .

### 4. Protocol for arranging Chairs on the Dias

- ( Please see seat arrangement diagrams )
- \* The number of chairs in the front row of the Dias should be in odd number .
  - \* The Chair of presiding officer should be in the middle .
  - \* The podium shall be placed on the Right end of the Dias ( Right hand side of the presiding officer )
  - \* The Seat of the speaker/Chief guest/Guest of honour should be on the Right hand Side of Presiding officer .



- \* Nameplates ,badges of the peoples on the Dias may be placed on the table in front of each officer bearer .
- \* The printed or typed names of officers should be stuck on the respective chairs (as per diagram )

### **Protocol while the Dignitaries are lead to the dias and seated**

- \* It is better to escort the dignitaries to the dias by some member.
- \* There should be someone on the dias to welcome the dignitaries with a warm hand shake (president/Secretary )
- \* The order of leading to the dias should be as per protocol order (given below)
- \* The president is adorned with the presidential Medallion by respective Secretary ( National / State / Local ) Branch. Who will be the presiding officer ?
- \* National Meeting:- National President should be the presiding officer and shall call the meeting to order .
- \* State meeting:- The State President should be the presiding officer and shall call the meeting to order .
- \* Branch meeting:- The Branch President should be the presiding officer and shall call the meeting to order .

### **Order of addressing during SOLUTION by speakers**

- \* The presiding officer should be addressed first .
- \* Then the Chief Guest / Guest of Honour / Seeaker should be addressed next to the presiding officer followed by others with regard to official rank in IMA.

### **Protocol during welcome address , felicitation and while honouring giving mementos etc .** **State IMA Branch protocol order**

1. State President.
2. Chief guest/ IMA Hqs. Office bearers or dignitaries .
3. Immediate past state president.
4. Past state president.
5. State president elect.
6. State vice president.
7. State Hony. Secretary
8. State Hony. finance secretary.
9. Chair persons of various wings.
10. Hony. secretaries of various wings.
11. State joint secretary.
12. Joint secretary of various wings.  
National past president of IMA if present to be invited on the dias .

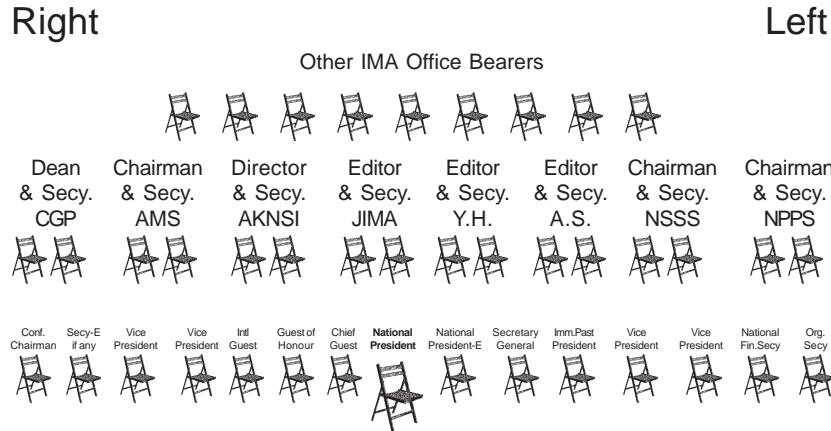
### **LOCAL IMA BRANCH PROTOCOL ORDER**

1. IMA Local Branch President
2. Chief Guest / Guest of Honour / IMA Hqs Office Bearers/ State HQs. Office bearers.
3. Immediate past president.
4. Branch President elect .
5. Branch Vice President.
6. Branch secretary .
7. Branch Treasurer.
8. Chairpersons of various wings .
9. Branch joint secretary.
10. Secretaries of various wings.  
Past National president or Past state president of IMA to be invited on the dias.

## DIAS SEAT ARRANGEMENTS

### Installation function & Other functions

### National IMA



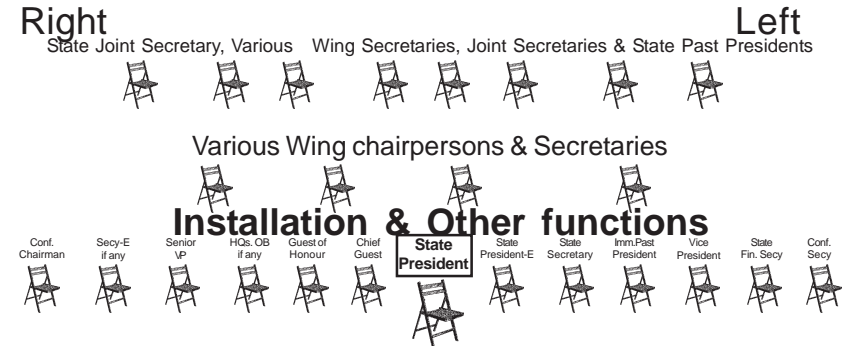
<b>1<sup>st</sup> Row : Press/Media/Past IMA President</b>			
Audience	Audience	Audience	Audience
Audience	Audience	Audience	Audience
Audience	Audience	Audience	Audience
Audience	Audience	Audience	Audience
Audience	Audience	Audience	Audience
Audience	Audience	Audience	Audience
Audience	Audience	Audience	Audience
Audience	Audience	Audience	Audience

NB:- For Installation function, the Incoming President will sit on the left side of the present President and immediately after installation, they will exchange the Chairs.

## SEAT ARRANGEMENTS

### Installation function & Other functions

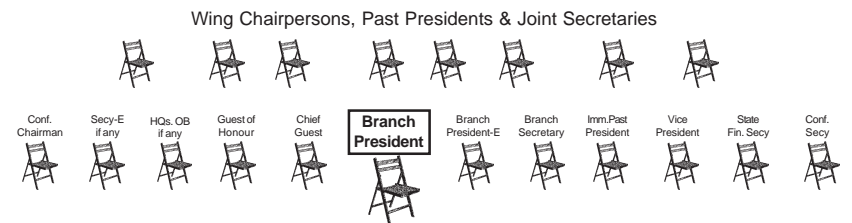
### STATE IMA



<b>1<sup>st</sup> Row : Press/Media/Past IMA President</b>			
Audience	Audience	Audience	Audience
Audience	Audience	Audience	Audience

NB:- For Installation function, the Incoming President will sit on the left side of the present President and immediately after installation, they will exchange the Chairs.

### IMA Local Branch



Audience	Audience	Audience	Audience
Audience	Audience	Audience	Audience
Audience	Audience	Audience	Audience

NB:- For Installation function, the Incoming President will sit on the left side of the present President and immediately after installation, they will exchange the Chairs.



**Model Letterhead for State Branch**  
**Indian Medical Association**  
 ..... State Branch

Address :.....

Ph :..... Fax :.....

Website (if any):..... Email :.....

**State President**

Dr:.....

Address:.....

Ph:.....

e-mail:.....

**Hony. State Finance Secretary**

Dr:.....

Address:.....

Ph:.....

e-mail:.....

Imm. Past State president

Dr:.....

State president Elect.

Dr:.....

Sr. State Vice.president

Dr:.....

State Vice Presidesnt

Dr:.....

**Hony. State Secretary**

Dr:.....

Address:.....

Ph:.....

e-mail:.....

State Joint Secretary

Dr:.....

State Joint . Secretary

Dr:.....

State Joint Secretary

Dr:.....

Chairman, IMA AMS

Secretary IMA AMS

Director of Student IMA CGP

State Faculty Secretary IMA CGP

C.W.C. Members

Dr:.....

Dr:.....

Dr:.....

Dr:.....

All communications intended for State Office should be addressed to the Hony. State Secretary



**Model Letterhead for State Branch**  
**Indian Medical Association**  
 ..... Local Branch

Address :.....

Ph :..... Fax :.....

Website (if any):..... Email :.....

**President**

Dr:.....

Address:.....

Ph:.....

e-mail:.....

**Hony. Finance Secretary**

Dr:.....

Address:.....

Ph:.....

e-mail:.....

**Immediate Past president**

Dr:.....

**President Elect.**

Dr:.....

**Vice President**

Dr:.....

**Joint Secretary**

Dr:.....

**Hony. Secretary**

Dr:.....

Address:.....

Ph:.....

e-mail:.....

**Joint Secretary**

Dr:.....

**Central Council Members**

Dr:.....

Dr:.....

Dr:.....

**State Council Members**

Dr:.....

Dr:.....

Dr:.....

Dr:.....

**Branch Executive Members**

(Chairman & secretary of various wings & Schemes)

All communications intended for Branch Office should be addressed to the Hony. Branch Secretary



## INDIAN MEDICAL ASSOCIATION

IMA Head Quarters  
New Delhi - 110002

### MONTHLY REPORT FORMAT

Name of the Local Branch	
Name of the State Branch	
Branch Email ID (Correspondence)	
Membership Strength (1st April, 20..... to 31st March, 20.....)	
<b>(pl. attached details on separate sheets)</b>	
1. Topics for CME	
Name of Speakers	
2. Community Related Projects done	
a. Any Combined District/Zonal/State/ National meets Sponsored by your Branch	
b. Details of Participation in any State/National IMA events by your Branch	
c. Govt. Health Programmes Implemented by your branch during this month.	
d. Observation of any International/National Designed dates/seeks/month by your branch.	
e. Any Immunization activity by your branch	
3. Social/Cultural	
4. Any legal members concern issues and solution by your branch.	
5. Any Other	

#### NB:

1. Additional sheets may be attached if necessary.
2. Please enclose documents in the form of Invitation/Notice/ Photographs/News Cuttings/Appreciation Letters/Certificates etc.
3. Please send the report along with the Documents to the following address so as to reach on or before 10th of the next month.

## MODEL INVITATION

Indian Medical Association

..... Branch

The President and the members of IMA .....Branch solicit your august presence ( with kith and kin) to ..... the function's name at .....(time) on .....(date) at .....venue

Mr/ Dr :.....

Will be the chief guest

Mr/Dr :.....

Will be the guest of honour

1. Mr/Dr: .....

2. Mr/Dr : .....

will felicitate

-----  
President    Org. Secretary    Chairman    Organising Committee

N.B. : Protocols order should be followed in the invitation while printing the names of the chief Guest / Guest of honour / felicitators etc. (please refer protocol order)

### INVITATIONS IN SPECIAL SITUATIONS

#### Combined functions of

#### Headquarters/ State/ Local Branches

For the combined functions of National/ State/Local branches the names of the involved branches should be present on the top.

**IMA State Branch**

**&**

**IMA local Branch**

The names of the President and Secretary of both the involved Branches should be included at the bottom.

For the wing/Scheme meetings functions of IMA Branches, the name/names of the involved branches as well as the name of the wings and emblems should be there on the top.

**IMA State Branch &  
IMA HOSPITAL BOARD OF INDIA of IMA State  
Branch**

In the bottom along with the President and Secretary the names of the Chairman, Secretary and Treasurer of the wing should be included.

**For Installation Functions**

The names of the outgoing and incoming President and Secretary names should be printed at the bottom of the invitation.

**IMPORTANT ADDRESSES OF IMA AND WINGS:**

**INDIAN MEDICAL ASSOCIATION .**

IMA House .Indraprastha Marg New Delhi 110 002.  
Tel 2337 0009.23378819.2337 0492.2337 8428 Fax +91-11-2337  
9470,2337 9178 .Telegram INMEDICIC New Delhi 10 002  
E-Mail inmedici@gmail.com.national president.imahq@gmail.com.  
Website:www.ima-india.org.

**IMA College of General Practitioners**

13,VI Cross Street; New Colony Chrompet; Chennai-44 (Tamilnadu)  
imacgp.chennai@yahoo.com, lapsurgeon2001@yahoo.co.in

**IMA Academy of Medical Specialities**

105, IMA Building, Esamia Bazar, Hyderabad-500027 (AP)  
Tell.: 040-24656378, Fax:040-24738197  
E-mail:imaapstate@yahoo.co.in

**IMA AKN Sinha Institute (HQs.)**

of Continuing Medical & Health Education and Research  
IMA Building, Dr. AKN Sinha Path, S.E. of Gandhi  
Maidan, Patna-800004 (Bihar)  
Fax & Ph.No.: (0612) 2320539  
E-mail: aknsi01@yahoo.com

**Journal of IMA (JIMA)**

IMA House, 53, Creek Row, Kolkata- 700014  
Phone: (033) 2237-8092, 2236-0573,2237-0412  
Fax: (033)2236-6437  
E-Mail: Jima@vsnl.net;admin@journalofima.org;  
jima1930@rediffmail.com  
jimamkt@gmail.com;jimacir@gmail.com

**Your Health of IMA**

IMA House, 53, Creek Row, Kolkata - 700014  
Phone: (033) 2237-8092, 033-22364200  
Fax: (033) 2236-6437  
E.mail:your.health.ima@gmail.com

**Apka Swasthya**

C-7/31, IMA House, Chetganj, Varanasi, UP  
(0542) 2414122, 2414197

**I.M.A. National Social Security Scheme**

2nd Floor, AMA House, Opp. H.K. College, Ashram Road  
Ahmedabad- 380 009. Gujarat; Ph./Fax:(079)26585430  
Email:imansss@vsnl.net Website: www.imansss.org

**I.M.A. National Professional Protection Scheme**

IMA Kerala State Branch Headquarters, Anayara. P.O,  
Thiruvananthapuram-29 (Kerala)  
Phone: (0471) 2741144, (0471)2741155  
imaksb@satyam.net.in

**Designated days to be observed by IMA Branches-**

<b>January</b>	Jan. 26 th	Republuc Day
	Jan. 30th	World Leprosy Day
<b>February</b>	Feb. 7th-14th	STD focus week
	Feb. 21th-28th	Pregnancy awareness Week
<b>March</b>	March 8th	International women's day
	March 24th	World Tuberculosis day
	March 31 st	Measles Immunization Day
<b>April</b>	April 1st	National Blood Donor Month
	April 7th	World Health Day (WHO day)
<b>May</b>	May 3rd	World Asthma Day
	May 8th	World Red corss Day
	May 31st	Word No Tobacco Day
<b>June</b>	June 5th	World Environment Day
	June 21-27th	Drug Awareness week
	June 26th	International Anti Drug Day
<b>July</b>	July 1st	Doctors Day
	July 11th	World Population Day
	July 16th	Hepatitis Day
<b>August</b>	August 1st-7th	World Breast Feeding week
	August 1st-10th	National Cancer week
	August 9th	National Women's Day
	August 11-17th	Organ Donor Week
	August 13-18th	National Oral Health Day
	August 15th	Independence Day
<b>September</b>	Sep. 12th	National Leprosy Day
	Sep. 7-14th	National Heart Week
	Sep. 26th	World Deafness Day
<b>October</b>	Oct. 1st	Blood Donation Day
	Oct. 1st	World Elders Day
	Oct. 2nd	Anti Quackery Day

<b>November</b>	Oct. 12th	World Sight Day
	Oct. 17th	World trauma Day
	Nov. 10th	World Immunisation Day
<b>December</b>	Nov. 16th	Diabetics Day
	Dec. 1st	World AIDS Day
	Dec. 3rd	World Disabled Day

**STATE OFFICE**

IMA House Link Road , Near C.M.D Collage,  
BILASPUR (CHHATTISGARH)

Web Site: imacgb.com. Email: imacgs 2000@gmail.com.  
Phone :IMA HOUSE: 07752- 417560

**LIST OF IMA HOUSES**