

**Appendix-III**  
**INDIAN MEDICAL ASSOCIATION**  
**Model Rules/Bye-laws of I.M.A. Branch**  
(A Local Branch of the Indian Medical Association)

**RULES**

**Definition:**

(Various terms used in these Rules; may be defined)

**Name:**

1. The name of this Association, which is a local Branch of the Indian Medical Association, a Society registered under the Societies Registration Act XXI of 1880), and having its Headquarters at New Delhi shall be “Indian Medical Association Local Banch”, under the jurisdiction of ....State/Territorial Branch of Indian Medical Association.

2. It is formed under the Rules of the Indian Medical Association and shall function as a Local Branch as per constitution of the IMA and the Rules and Bye-laws of the IMA shall apply in any matter and covered by Rules and Bye-laws of this Branch, as contained herein.

3. It shall abide by the decisions 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 Honorary Secretary of the Branch or at such other place as may be approved by the General body.

**Jurisdiction:**

5. The Branch shall have jurisdiction over the area as defined by the Working Committee of IMA.

6. It shall function under the jurisdiction of the ....State/Territorial branch of IMA and shall relate with the aforesaid State/Territorial Branch as laid down by IMA.

*Note: Where there is no State/Territorial Branch, it shall be directly attached to IMA Headquarters and known as Direct Local Branch.*

**Objects:**

7. The objects of the Branch are:

(i). 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;

(ii). To maintain the honour and dignity and uphold the interests of the medical profession and to promote co-operation amongst the members thereof.

(iii). To work for the abolition of compartmentalism in medical education, medical services and registration in the country and thus to achieve equality amongst all 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. Headquarters/State or Territorial 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 1st April of one year to the 31st March of the following year as to IMA Rules.

**Composition of the Branch:**

10. The Branch shall consist of members of the IMA who reside and/or practice in the area of jurisdiction of the Branch and whose names are duly approved by Honorary Secretary General of IMA Headquarters of the prescribed form as laid down.

11. The Branch shall maintain a register of all its members, which shall correspond with the register; maintained at the IMA Headquarters and at State/Territorial Branch, IMA.

12. All additions, deletions and transfer of members shall be intimated to IMA Headquarters, through the State/Territorial Branch as laid down in the Rules and Bye-laws of IMA.

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 Headquarters through State/Territorial Branch for ratification by the Working Committee of IMA. The State/Territorial Branch shall forward its comments if any, to the Headquarters office within 4 weeks from date of receipt. The State/Territorial Branch shall, however, have no powers to approve or modify the same. Till such time, the constitution or amendments of Rules and Bye-laws of the Branch are ratified by the Working Committee of IMA, the Model Rules shall be operative.

**MEMBERSHIP****Eligibility:**

14. The members of the Branch shall be enrolled as per eligibility clause viz. Rules 12 of IMA Constitution.

**Enrollment of members:**

15. All prospective and eligible members of the profession shall apply on a prescribed Membership application form to the Honorary Secretary General, IMA Headquarters, who shall approve and accept the membership and intimate the same to all concerned office of IMA. All such application forms shall be accompanied by Headquarters Fund Contribution (H.F.C.) as laid down from time to time, in such manner as prescribed by Rule 16 of I.M.A. Rules.

**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 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 H.F.C. as provided in IMA 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 rights and privileges of the Local and State/Territorial 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 the 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 and/or hold any office in the branch.

**Attached Members of IMA:**

20. The medical personnel of Armed Force of India who are attached Members of IMAS Headquarters as per rules of IMA, shall be attached to the Branch where they happen to reside. They shall have all privileges of membership except that of voting and/or holding any office in the Branch. While they will not pay any HFC they shall be required to pay any charges fixed by the branch for day to day activity and for any special activity.

**Subscription:**

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

**H.F.C.**

22. The Branch shall pay the H.F.C. as fixed by the IMA Headquarters from time to time through the State/Territorial Branch. The existing rate of HFC effective from 1st April 2007 are as under:

	Single Member	Couple Members
Full year (Annual Member)	Rs. 250/-	Rs. 375/-
Life Member	Rs. 3750/-	Rs. 5625/-

23. The Branch will remit the HFC as laid down by IMA Rules in one installment in case of existing Annual Members as on 1st April latest by 30th April each year.

24. The HFC 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 March on behalf of whom HFC has been remitted in full so as to reach IMA Headquarters through the State/Territorial Branch concerned by the 30th April. All addition and deletion shall also be reported to IMA Headquarter from time to time during the year and lists update upto 31st October and 30th April shall be taken as valid member of the Branch and HFC shall be payable branch on it. In case no corrections are received, the list as on 31st March of last year shall be taken as valid for making payment of HFC.

26. The Branch shall maintain separate lists of members on its register of membership as under:

(a). Intern Members

(b). Single Members

(c). Couple Members

(d). Life Members – Single and Couple

(e). Associate Members: This will be maintained at Branch level only for within no extra HFC will be required to be sent.

While remitting HFC the Branch shall give statement of HFC based on the above categories of Membership.

**Termination of membership:**

27. The Rules and Bye-laws of IMA shall be applicable in all cases of termination of membership.

**Suspension of Membership:**

28. The Rules and Be-laws of the IMA shall be applicable in all cases for suspension of membership.\*\*

**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 frame work of these Rules and Bye-laws.

**Elected Office-Bearers and Members:**

(a). President

(b). Vice-President/Vice Presidents

(c). Honorary Secretary Finance/Treasurer

(d). Honorary Secretary/Finance/Treasurer

(e). Committee members-their number shall be fixed by the Branch relating to its strength.

*\*\*Note: It may be noted that membership is that of IMA and it is the Working Committee of the IMA only which is the authority to suspend/terminate membership and privileges of membership as per the Rules and Bye-laws of IMA. The Branch has no such authority and shall submit its recommendation in the manner as provided in the Rules and Bye-laws of IMA.*

**Ex-officio Members:**

- (i). Immediate Past Presidents for 2 years
- (ii). Immediate past Honorary Secretary for one year
- (iii). Members of State Working Committee.

**Co-opted & Invited Members:**

President may co-opt 1 or 2 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 the power of general management, it shall meet regularly at periodic intervals.

32. It shall appoint Committees and Sub-Committee for various activities and functions and shall express views on behalf of the Branch when asked for by the State/Territorial Branch and/or the IMA Headquarters.

33. It shall oversee the financial management of the Branch and authorize payments and/or disbursement of funds as provided in these Rules and for such other activities as decided by the Branch from time to time.

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 frame work of these Rules and perform any other function specially entrusted to it by the General Body of the 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 nomination and thereafter giving time to valid nominees to withdraw nominations if they like and later fixing a date for election where all members in good standing shall be allowed to vote by secret ballot. the whole process shall be completed by 31st October.

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

**Duties of Office-Bearers:**

37. The duties and function of Office-Bearers of the Branch shall be as under:

(i). **President:** He shall preside over all meetings 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.

(ii). **Vice President:** The President shall be assisted by the Vice Presidents, who shall act on his behalf in his absence.

(iii). **Honorary 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 notices of all meetings and maintain records of all business transacted at meetings of the General Body, Executive Committee and other Committees. 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/Territorial Branch and/or IMA Headquarters. He shall act as Returning Officer for the Branch elections. He shall pass all expenditures and bills and operate Bank Account along with one Joint Secretary and Treasurer.

(iv). **Honorary Joint Secretary:** He shall assist the Honorary Secretary in duties allotted on him by the Honorary Secretary/Branch Executive Committee.

(v). **Honorary Treasurer:** He shall maintain the accounts of the Branch, operate bank account jointly with the Honorary Secretary and in the absence of Honorary Secretary, the Joint Secretary, invest or disburse funds as approved by the Executive Committee through the Honorary Secretary as 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 meetings shall be held:

(i). **Annual General Meeting:** The Annual General Meeting of Members of the Branch shall be held every year before 31st December, to receive Annual Report, Annual Accounts, approve next year's budget, elect representatives of the Branch to various IMA bodies viz. Central Council, State Council and other bodies and to consider constitutional amendments and any resolutions moved by the Executive Committee or Members provided such resolutions have been submitted at least four weeks in advance of the meeting.

(ii). **General Body Meeting:** As per requirements, the Honorary Secretary shall call General Body Meeting for specific purpose like holding election of Branch Office-bearers and Executive Committee in consultation with President or as decided by Executive Committee. Such meeting shall be also called to elect office-bearers of Headquarters and/or the State/Territorial Branch as per Rule of IMA and State/Territorial Branch respectively.

(iii). **Extra-ordinary General Meeting:** It shall be called by Honorary 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.

(iv). **Requisition Meeting:** It shall be called by the Honorary 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, 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.

(v).**Scientific/Academic and Social Meetings:** These meetings may be called by the Honorary Secretary as expedient.

39.The Executive Committee shall fix the venue to the meetings and 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 IMA.

### **IMA College of General Practitioners:**

42.Members of the Branch shall be eligible to become Members of the IMACGP. On becoming the members of the College, they shall be on the rolls of the College in the list maintained at the Headquarters of the college and also at the State Faculty and at Sub-Faculty if such Faculty/Sub-Faculty exist in the area of their jurisdiction.

43.The Rules/Bye-laws of the College shall be subscribed by each member.

### **IMA Academy of Medical Specialties:**

44.Members of the Branch may become members of the IMA AMS provided they are eligible as per Rules and Bye-laws of the Academy. Those who become members of the Academy, shall be on the roll of the Headquarters of the Academy and also on the roll of the State Chapter and Local Branch Chapter if they exist.

### **Privilege of Membership:**

45.On being enrolled and membership being approved by IMA Headquarters, 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 the Local Branch, for the period for which he has paid subscription and of the State/Territorial Branch through which HFC on his behalf has been remitted to IMA Headquarters. These privileges shall include-

(i).Receiving a copy of the Journal of the Association and other publication of the Association either free or at such rates as fixed by the Association from time to time.

(ii).Attending and taking part in discussion at all general and clinical meetings organized by the IMA Headquarters or its Local/State/Territorial Branch, of which he is a member.

(iii).Attending the Medical Conference organized by IMA Headquarters or State/Territorial Branch; and

(iv).Enjoying such other privileges that may hereafter be conferred by the Association under specified conditions e.g. joining IMA Study Tours, IMA Benevolent Fund or other Membership Services/Benefits Schemes etc.

## **BYE-LAWS**

Bye-Laws for operation of provisions of these 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 matter of sending membership lists, HFC representatives etc are compiled as the Secretaries Manual and be referred to.