

INDIAN MEDICAL ASSOCIATION
CHENNAI KODAMBAKKAM BRANCH
MEMORANDUM, CONSTITUTION, BYE-LAWS & RULES

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PART-1

MEMORANDUM OF THE ASSOCIATION

I. NAME:

The Name of the Association shall be "INDIAN MEDICAL ASSOCIATION - CHENNAI KODAMBAKKAM BRANCH" (Governed under the Bye-Laws and Rules of Indian Medical Association, Head Quarters, New Delhi and IMA Tamilnadu State Branch)

II. SHORT TITLE

The Indian Medical Association, Chennai Kodambakkam Branch hereinafter called the IMA-Chennai KDM Branch.

III. OBJECTIVE:

The objectives of the Association are:

1. To Promote and advance Medical and Allied Sciences and to promote the improvement of Public Health and Medical Education in CHENNAI and surrounding areas.
2. To uphold Medical Ethics and code of conduct, to maintain and protect the honour and dignity, to uphold the interests of the Medical Profession and to promote fellowship and Co-Operation amongst the members and their families thereof.

3. To support and promote ethics and professionalism amongst Medical students and young doctors.
4. To participate in National Health Care programmes and / or to initiate action on Health Care Regulatory / legislation formulations towards equitable health care delivery, service to the people of the Country and to educate the public in the matter of Public Health and to promote public relationship.
5. To promote awareness among public and medical professionals on health related and medical related issues by conducting Conferences, Continuing Medical Education programmes, Medical Exhibitions and Medical Expos.
6. To conduct free medical camps for the needy public.
7. To protect the interest of its members and their families by various means including legal means so that they are able to practice with peace of mind, their health taken care of and their families protected against any catastrophe.

IV. AREA OF OPERATION

The IMA-Chennai KDM Branch shall have its area of operations over Chennai Metropolitan area of Tamilnadu State.

V. OFFICE :

The office of the IMA-Chennai KDM branch shall be located as mentioned in Clause 3 under Part-II hereunder.

VI. MODUS OPERANDI

For the attainment and furtherance of these objectives, the Association may:

1. Hold Periodical meetings and conferences of the members of the IMA-Chennai KDM Branch and the Medical Profession in general.
2. Arrange from time to time continuing Medical Education Programmes, Conferences, Lectures, Discussions and Medical Exhibitions of the Medical and allied sciences.
3. Publish and circulate Journals including e-journal which shall be the official organ of the IMA-Chennai KDM Branch specially adapted to the needs of the Medical Profession and shall undertake publicity and propaganda work of the Health Programmes of the Tamil Nadu State / Indian Union through its columns and publish other literature in accordance with the objectives of the Association which may promote and improve the standard of the Health of the State and Nation.
4. Maintain an Association office with audio visual aids and Library for its members.
5. Encourage research in Medical and allied sciences with grants out of the funds of IMA-Chennai KDM Branch, and to create endowments for issue of scholarships, prizes and

awards and in such other manner as may from time to time be determined upon, by the IMA-Chennai KDM branch.

6. Conduct Educational Campaign amongst the People of the State in the matter of Public Health and Hygiene by Coordinating, whenever necessary, with different State Apex bodies working with the same objective.

7. Organize Medical camps for providing medical relief during epidemics and in times of emergency.

8. Consider and express its views on all questions and the laws proposed by Tamilnadu State Legislature, affecting Public Health, the Medical Profession and Medical Education and initiate or watch over or take such steps and adopt such measures from time to time regarding the same as may be deemed expedient or necessary.

9. Purchase, take lease of or otherwise acquire, hold, manage, let, sell, exchange, mortgage or otherwise dispose of movable and immovable property of every description and all rights or privileges necessary or convenient for the purpose of the Association and in particular any land, building, furniture, household or other effects, utensils, books, newspapers, periodicals, instruments, fittings, appliances, apparatus, transport vehicles and buildings for accommodation as and when deemed necessary or desirable in the interest of the IMA-Chennai KDM Branch.

10. Erect, Maintain, improve and upkeep buildings for purposes of the Association.

11. Borrow or raise money in such a manner as the IMA-Chennai KDM branch may deem necessary and think fit and collect donations for the activities of the Branch.

12. Invest any money of the Association not immediately required for any of its objects in such a manner as may from time to time be determined by the Association.

13. Assist, Subscribe to or Co-operate with any other public body registered and having altogether or in part, objectives similar to those of the Association.

14. Create or assist in creating branches for any of the purposes aforesaid.

15. To Co-operate and participate actively in implementing and executing Public Health Projects sponsored by State and Central governments, WHO, UNICEF and other service organizations.

16. To network and collaborate with Medical Speciality Associations and Academies of Medical Services.

17. Do all such other things, as are cognate to the objects of the Association or are incidental or conducive to the attainment of the above objects including formation of Charitable Trust.

18. To conduct courses or establish and run colleges / institutions for training Medical, Nursing

and Paramedical personnel.

PART-II

CONSTITUTION, BYE - LAWS AND RULES OF THE ASSOCIATION

Definition of Words and Terms:

DEFINITIONS of WORDS and TERMS used in these Bye-Laws and Rules unless the context otherwise requires.

1. "ASSOCIATION" or "BRANCH" means the Indian Medical Association, Chennai Kodambakkam Branch.
2. "HEAD-QUARTERS" means the HEAD-QUARTERS OFFICE of the Indian Medical Association - New Delhi.
3. "STATE OFFICE" / "IMA-TNSB" means Indian Medical Association, Tamilnadu State Branch Office.
4. "CENTRAL COUNCIL" means the Central Council of the Indian Medical Association Headquarters as constituted under the Rules of the IMA HEADQUARTERS.
5. "STATE COUNCIL" means the State Council of the Indian Medical Association, Tamilnadu State Branch as constituted in the Indian Medical Association, Tamilnadu state Branch Bye-Laws and Rules.
6. "STATE EXECUTIVE COMMITTEE" means State Executive committee of Indian Medical Association, Tamilnadu State Branch as constituted in its Bye-Laws and Rules.
7. "PRESIDENT" means the Branch President of the Indian Medical Association, Chennai Kodambakkam Branch.
8. "HONORARY SECRETARY" means the Honorary Secretary of the Indian Medical Association, Chennai Kodambakkam Branch.
9. "JOURNAL" means the Medical journal of the Chennai Kodambakkam Branch of Indian Medical Association.
10. "YEAR" means the Association year from 1st of January of the year to 31st of December of the same year.
11. "H.F.C." means Headquarters Fund Contribution to the Indian Medical Association, Headquarters Office, New Delhi.
12. "CONSTITUTION, BYE-LAWS AND RULES" means Constitution, Bye-Laws and Rules of IMA-Chennai Kodambakkam Branch.
13. "E.C." means the Executive Committee of the IMA- Chennai Kodambakkam Branch.

Clauses:

1. Constitution

2. Jurisdiction
3. Branch Office
4. Association Year
5. Register of Members
6. Transfer of Membership
7. Subscriptions
8. Headquarters Fund Contribution
9. Deletions
10. Compilation of List of Valid members
11. Eligibility of Membership
12. Types of membership
13. Privileges of Member
14. Termination of membership of Suspended member
15. Readmission of Suspended member
16. Management of the Association
17. Election of Office-bearers
18. Removal of Office-bearers
19. Disputes and Arbitration

1. CONSTITUTION:

The Indian Medical Association - Chennai Kodambakkam Branch shall consist of Members whose names are on the Register of the Members of the Association at the time when these Rules and Bye-Laws come into operation and of subsequent members, who shall be those persons who, being eligible, shall, after the date of adoption of these Rules and Bye-laws of the Association, be duly admitted in such manner and upon such conditions as may be prescribed from time to time by the Rules and Bye-laws excluding those whose names are deleted now and then.

2. JURISDICTION:

The jurisdiction of the Indian Medical Association - Chennai Kodambakkam Branch shall be

Chennai Metropolitan area of Tamilnadu state.

3. BRANCH OFFICE :

The Registered office of the Association will be situated at No.4, 6th Cross Street, United India Colony, Kodambakkam, Chennai-600024.

The Executive office will be the office from where day to day official work will be carried out. It will be shifted to different places whenever the office-bearers change (with the approval of the Executive committee of the Association).

4. ASSOCIATION YEAR:

The Association and Financial year of IMA-Chennai KDM Branch shall be from 1st of January of the year to 31st December of the same year.

5. REGISTER OF MEMBERS:

There shall be a Register of Members (either as hard copy or in digital format) in which the names of all the members of the Branch shall be entered with their Professional Qualifications and contact details kept up to date. A separate register of deleted members with reason for deletion shall also be maintained.

6. TRANSFER OF MEMBERSHIP:

In case of Transfer of Membership, following are the procedures to be followed:

1. Application for Transfer of Membership from the Member seeking for Transfer of Membership to the IMA-Chennai KDM Secretary.
2. Notification of Transfer by IMA-Chennai KDM branch to the Receiving Branch with no objection letter to this transfer along with the Local Branch Share of the Member.
3. Application from the Member seeking Transfer to the New Branch.
4. Notification of Transfer by the receiving Branch acknowledging receipt of the Local Branch share of the members.
5. Intimation of the said transfer to the IMA TNSB office.

7. SUBSCRIPTIONS:

The Members of the Association shall pay Life Subscription (Non-refundable) as fixed by the Executive Committee of IMA-Chennai KDM branch with the guidance of Headquarters and State office from time to time.

8. HEADQUARTERS FUND CONTRIBUTION (H.F.C.) :

The IMA-Chennai KDM Branch shall be responsible for the payment of the State office share and Contribution to Headquarters (out of the Subscription fees collected from the members).

9. DELETIONS:

In respect of Members whose names are to be deleted either on account of Death, Default, Transfer or on any other grounds, the local branch shall intimate the State Branch of such deletions promptly.

10. COMPILATION OF LIST OF VALID MEMBERS:

The Hony. Secretary of IMA-Chennai KDM Branch shall send one copy of the Addressograph list to the State office after incorporating name corrections / Deletions / Change of Address / Transfers / Missing Names etc., during January month of every year.

11. ELIGIBILITY AND ENROLLMENT OF MEMBERS:

Any person duly qualified to practice Modern Medicine and got Registered as a Medical Practitioner with the Tamilnadu State Medical Council or any other State Medical Council under the Indian Medical Council Act or National Medical Commission may be enrolled as a member of the IMA-Chennai KDM Branch. He/She must be residing / doing professional work in Chennai Metropolitan area. He/She must apply to the Hony. Secretary in the prescribed form along with the membership / admission fee fixed by the E.C. from time to time. The Hony. Secretary can reject the application with the approval of the E.C. if he is not satisfied with the conduct and character of the individual.

12. TYPES OF LIFE MEMBERSHIP:

- Single member
- A married doctor couple can join as Couple members with some concessional subscription fee. Each one of them will have all the rights and privileges of single members.
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13. PRIVILEGES OF MEMBERS:

1. All Members shall have the right to attend and take part in discussions at all General Body and Clinical Meetings, Lectures and Demonstrations organized by the Local Branch and State Branch.
2. All members shall have the right to attend Medical Conferences organized by the Tamilnadu State Branch / National IMA Headquarters or any other State Branch, on such terms and conditions prescribed thereof.
3. All members are entitled to receive copies of Medical Journal of The Association from IMA Headquarters / IMA State Office / IMA-Chennai KDM Branch Office.
4. All members will have the right to participate in all Elections, Exercise franchise, contest in the Election for any post in the Local Branch, in the State Branch and in the Headquarters and hold office of the post for which the member is elected provided the member is qualified to contest /

vote as per the Bye-Laws and Rules of the Branch / IMA-TNSB / IMA Headquarters as the case may be.

5. All members shall enjoy any other privilege that may hereinafter be conferred by the Association.

6. All members are entitled to receive a copy of T.I.M.A. News Letter (subject to State Office regulations).

7. Can use any of the IMA Guest Houses as per guidelines.

14. SUSPENSION / TERMINATION OF MEMBERSHIP:

i) Membership may be terminated by resignation or on transfer to some other branch or due to demise of the member. A member may at any time resign his membership by giving due notice in writing after paying his dues if any.

ii) Membership may be terminated by removal of name on the ground of undesirable conduct, any action against the interests / objectives of the Association / financial irregularities as decided by two third members (out of the members attending) of the Executive committee of the Branch and approved by simple majority of the members present in a General body meeting.

iii) By removal of name in the Register of State Medical Council or National Medical Commission on the ground of conviction in a court of law.

v) Membership Termination decisions are to be intimated to the State office at the earliest.

vi) On deciding to terminate a member on disciplinary grounds by two thirds majority in E.C., immediate suspension of the membership is to be implemented until confirmation of the termination is received from the State office and Headquarters.

vii) A suspended member shall not take part in any activity of the Association. On Suspension or Termination of membership, the person shall automatically cease to hold an office-bearer post in the branch or any post he / she holds in any body as a representative / nominee of the branch or by virtue of the membership in the branch.

15. READMISSION OF SUSPENDED / TERMINATED MEMBER

A) A member whose membership has been terminated under Bye-Laws 14(ii) may be readmitted after Two years or thereafter, provided his application for Re-enrolment is supported by Ten Members of the Association testifying for his good conduct during the intervening period. He must also submit a written apology acceptable to the Executive Committee of IMA-Chennai KDM if it is asked for. Under exceptional circumstances, the E.C. can reinstate the membership earlier.

B) A member whose membership has been terminated under bye law 14 (iii) may be readmitted on fresh application made by him after his/her name is registered again in the Medical Council / National Medical Commission (after the conviction is set aside by the court or after he/ has undergone the punishment given by the court).

C) Readmission is subject to approval by the Executive Committee. Readmission fee will be decided by the Executive Committee.

D) Readmitted members will be considered as new members with respect to seniority or holding any post in IMA. All their past experiences and attendance in meetings will not be considered or taken into account for the purpose of seniority. This clause will not apply to any member who is absolved of all charges based on which the membership was terminated.

16. MANAGEMENT OF THE ASSOCIATION

(A) EXECUTIVE COMMITTEE

The General Control, Management and direction of the policy and affairs of the IMA-Chennai KDM Branch shall be vested with a Body named as the Executive Committee.

a. Composition

b. Term of Office

c. Powers and Functions

d. General Rules of Procedure and Conduct of Business

a) COMPOSITION OF THE EXECUTIVE COMMITTEE

i) President of the branch for the year.

ii) All Past-Presidents of the Branch

iii) President-Elect of the Branch

iv) Vice-President of the Branch

v) Hony. Secretary of the Branch

vi) All Past-Secretaries of the branch

vii) Hony Joint-Secretary of the Branch.

viii) Finance Secretary of the branch

ix) Communications Secretary of the branch

x) Assistant Secretaries of the branch

xi) Chairman of Wings and Schemes of IMA (in the branch)

xii) Members of the branch who are IMA office-bearers at State level or National level.

xiii) All State council and Central council members representing the branch.

xiv) Branch members who are Central Working Committee members of IMA Headquarters.

xv) Any other member nominated by the President (if he wants) to the Executive committee (maximum two members). They will be known as Co-opted members. This E.C. experience shall not be taken into account while considering E.C. membership duration for any election purposes. They will also not have voting rights in E.C.

xvi) Any member of at least 3 years membership in IMA - Maximum Ten members - to be

elected by the members of the branch once in two years.

xvii) Editor.

b) TERM OF OFFICE OF THE EXECUTIVE COMMITTEE

The Executive Committee's Term is Two years.

c) POWER AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

i) The Executive Committee (E.C.) will administer the affairs of the Association in accordance with the Memorandum, Bye-Laws and Rules of the Association. The EC. Shall exercise such powers and do such acts and things as may be necessary for the Association.

ii) The EC shall have the right to appoint special and ad hoc committees (Sub-committees) for any purpose with terms of reference.

iii) The decision of the EC shall be final in all matters except in -

- amending and changing of Constitution, Bye-Laws and Rules of the branch
- Termination of membership of a member

iv) To represent any matter which it considers in the interest of IMA or the Medical Profession, before the State Government or other Public bodies or any properly constituted authorities.

v) To consider and decide the course of action to be pursued in respect of defaulting members and matters relating to subscriptions, misconduct etc.

vi) To fix and change membership subscription for new membership in the branch.

vii) To fix from time to time salaries, travelling and other allowances etc., to be paid to the Staff and Office Bearers of the Branch and the Members of the Sub-committees constituted by it.

viii) To suspend membership of a branch member under by-law 14(vi).

ix) To recommend to the General Body to modify, amend, or alter the Bye-Laws and Rules with due notice to all Members. The General Body's decision is final in such matters.

d) GENERAL RULES OF PROCEDURE AND CONDUCT OF BUSINESS OF THE E.C.

i)The E.C. shall ordinarily meet at least once in three months. The meeting can be in physical or virtual or hybrid mode as decided by the President.

ii)The EC shall be held in a convenient place (for physical meetings), the date, time and place to be decided by the Hony. Secretary in consultation with the President. For physical meetings, the venue shall be within 10 km from the Regd. office of the branch.

iii) The notice and agenda of the E.C. meetings (prepared in consultation with the President) shall be sent to all E.C. members by the Hony .Secretary at least Ten days in advance by e-mail or e-messaging.

iv) An Extraordinary E.C.meeting can be held with 48 hrs notice during urgent needs.

v) An Emergency E.C. meeting can be held with shorter notice under emergency situations.

vi) The President can invite any member of the branch or other persons for the E.C. meetings (if deemed necessary for discussing any part of the agenda). Such persons will not have voting

rights for decision-making.

vii) Decisions are taken as per simple majority opinion except for suspension / termination of membership. In the event of equal votes during decision making, the President's decision will be final.

viii) The Quorum for the meeting of E.C. shall be Ten E.C. members. If, within 20 mts. of the time fixed for the meeting, quorum is not present, the meeting, if convened on the requisition of E.C. members shall be dissolved; but in any other case, the meeting shall stand adjourned to be called again by the Hony. Secretary in consultation with the President a few minutes later. In such a reconvened meeting, only the subjects listed in the agenda sent with the meeting notice can be discussed.

viii) Every member attending the meeting (during physical meetings) shall sign in the attendance book kept for the purpose. Compliance with the above shall constitute evidence of attendance not only for the purposes of voting but also for claims of travelling allowance by those who are entitled for the same. Any elected E.C. member not attending three consecutive E.C. meetings can be relieved from E.C. membership by the President. Filling up that vacancy is not mandatory.

ix) The Minutes of each meeting of the E.C. shall be prepared by the Hony. Secretary with reference to short notes by him or his Assistant of the actual proceedings at the meeting, item by item of the Agenda. The Minutes so prepared shall, under his/her authority, be circulated to all the members of the E.C. by e-mail or e-messaging within one week.

x) Briefing of the press, whenever considered necessary, shall be done by the Hony. Secretary or the President with mutual approval.

xi) **E.C. meeting called by members:** A minimum of ten members of the E.C. can jointly make a written request to the President to conduct an E.C. meeting within the next 15 days from the date of receipt of the request. If the President does not call for the E.C. meeting within 5 days of receiving the request, the Vice-President, if not willing, the Senior most member (By way of IMA Enrollment No. and willingness) among the members who had requested for the meeting can call for the meeting and conduct it and the decisions taken during such a meeting shall be binding on the office-bearers. If there is no quorum (10 members) within 20 mts. of the starting time, the meeting shall be dissolved.

xii) The President shall chair the E.C. meetings (except in certain situations mentioned in clause (xi) above. In his / her absence, the Vice-President shall be the Chairperson. If the Vice-President is absent or not willing, any Past-President chosen by the Hony. Secretary shall preside over the E.C. meeting.

(B) GENERAL BODY MEETING OF THE ASSOCIATION

i) **The Annual General Body meeting (AGM)** of the Branch will be held once a year during the period from July to September. It shall be held in Physical mode unless otherwise notified by the Government.

ii) At least 10 days notice of the meeting with the agenda shall be communicated to all the members through News Bulletin / Circular Letter / SMS / email/ e-message.

iii) The venue for the meeting shall be within 10 kms. from the Regd. office of the branch.

iv) All the members of the branch are entitled to attend the meeting.

v) The quorum for the meeting shall be 50 members of the branch. If, within 30 mts. of the time fixed for the meeting, quorum is not present, the meeting shall stand adjourned to be called again by the Hony. Secretary in consultation with the President a few minutes later. In such a meeting, only the subjects listed in the agenda sent with the meeting notice can be discussed.

vi) Every member attending the meeting shall sign in the attendance book kept for the purpose. Compliance with the above shall constitute evidence of attendance for the purposes of voting.

vii) **An Extraordinary General Body Meeting (EGM)** can be called for by the Hony. Secretary (with President's approval) during any time of the year for any important agenda which needs urgent consideration. At least one week's notice (with the agenda) is required for the meeting. The matters mentioned in the two clauses just above this clause will apply for this meeting also. An EGM can also be held during the occasion mentioned under 'Removal of President" in clause 18 hereunder.

viii) **Extraordinary General Body meeting called by members:** A minimum of 75 members of the branch or 20 members of the E.C. can jointly make a written request to the President / Hony. Secretary to conduct an Extraordinary General Body meeting within the next 25 days from the date of receipt of the request. The request should mention the points to be discussed. If the President / Hony. Secretary does not call for the EGM within 10 days of receiving the request, the Vice-President, if not willing, the Senior most member (By way of IMA Enrollment No. and willingness) among the members who had requested for the meeting can call for the meeting and conduct it. The intimation about the meeting, date and agenda shall be sent to all the members at least 10 days before the meeting through e-mail / e-messaging. In such a meeting, only the subjects mentioned in the intimated agenda can be taken up. The Quorum for such a meeting shall be 75. If Quorum is not present within 30 mts of meeting time, the meeting shall stand dissolved. The decisions taken in such a meeting shall be intimated to the Hony. Secretary and to the State office. State office's advice is to be followed.

ix) The President shall chair the General Body Meetings (except in certain situations mentioned in clause (viii) above. In his / her absence, the Vice-President shall be the Chairperson. If the Vice-President is absent or not willing, any Past-President chosen by the Hony. Secretary shall preside over the General Body meeting.

(C) AMENDMENT TO CONSTITUTION, BYE-LAWS AND RULES

i) Every third year, a Constitution Committee with its Convenor (consisting of five members out of which at least three shall be Past-Presidents) shall be formed by the President during the first E.C. meeting of the year. This Committee will review the Constitution and Bye-laws and form the list of required amendments within 3 months and inform the Hony. Secretary. The Convenor of the Committee can request the Hon. Secretary to invite suggestions from the members of the branch. The Committee, after its deliberations, shall intimate the proposed amendments to the

Hony. Secretary for placing before the E.C. for its approval. The proposed amendments approved by the E.C. shall be presented during the AGM (with prior inclusion of the details of the proposed amendments in the notice for the meeting of the AGM) for its approval by two thirds majority of members present.

ii) If there is any urgent need for amendments in the Constitution and Bye-laws, the President can form a Constitution Committee with the same composition as mentioned in the clause above. The Committee shall invite the President and Hony. Secretary for its meetings. After deliberations, it shall present its suggestions to the Hony. Secretary within a period of one month of its constitution, for presenting in the E.C. (if necessary an Extraordinary E.C. meeting). The proposed amendments approved by the E.C. shall be presented during the AGM or Extraordinary General Body Meeting (with prior inclusion of the details of the proposed amendments in the notice for the meeting of the AGM / EGM) for its approval by two thirds majority of members present.

(D) OFFICE BEARERS OF THE BRANCH

1) Posts:

The affairs of the IMA-Chennai KDM Branch shall be managed by the following office-bearers and they shall be responsible and answerable to the EC and GB.

i) President

ii) Immediate Past President

iii) President Elect

iv) Vice President

v) Hony. Secretary

vi) Finance Secretary

vii) Communication Secretary

viii) Joint Secretary

ix) Editor-in-chief

x) Assistant Secretaries - Maximum Six

xi) Chairmen (For specific Wing or Scheme of IMA)

xii) Advisors

xiii) Internal Auditing Committee (Comprising of at least one Past-President and two other E.C. members who have completed seven years of IMA membership).

2) TERM OF OFFICE OF OFFICE-BEARERS

i) President - One Year.

ii) Vice President - Two years

iii) Hony. Secretary, Joint-Secretary and Communications Secretary - Two Years

iv) Finance Secretary - Two Years

v) Editor - When needed, the E.C. shall appoint a suitable person (from the members of the branch) who shall hold the post for the period decided by it and vacate the post when requested by the E.C.

v) Communications Secretary / Assistant Secretaries - Will be appointed by the President in consultation with the Hony. Secretary according to the needs. The President can change the Communications Secretary / Assistant Secretaries as and when required.

vi) Chairman (For Wings and Schemes of IMA) - As and when required, the President, with the approval of E.C., can appoint any member of the Branch (preferably a Past-President) with at least 7 yrs membership in IMA as Chairman for the Wings and Schemes of IMA. The President can change the Chairman as and when required with the approval of E.C.

No member shall hold the office of the President or Hony. Secretary for more than one term. No member shall hold the office of the Vice-President or Finance Secretary for more than two terms. Past-Presidents shall not hold any of the above posts except Chairman post. A member cannot hold more than one post (among the above) at a time.

3) DUTIES AND RESPONSIBILITIES OF THE OFFICE-BEARERS

i) President:

- Shall guide and control the Activities of the Association.
- Shall be the Chairperson at all meetings of the Association.
- Shall preside at the General Body meeting, EC meeting and any other event held by the Branch.
- Shall regulate the proceedings of the meetings and conferences, interpret the Rules, and decide on doubtful points. His ruling will be final and can be over-ruled only by the E.C. through majority vote following proper procedure.
- President's opinion and decision will be final whenever there is a stalemate or tie while voting for any issue in any of the branch events.

ii) Imm. Past President:

- - Treated as a Branch office Bearer. He / She can perform the assignments allotted

and requested by the Branch President.

iii) President-Elect:

– Treated as a Branch office Bearers, but not eligible to preside over any meetings. He / She can perform the assignments allotted and requested by the Branch President.

iv) Vice-President:

– The Vice President shall be the Chair-person for the meetings of the Association in the absence of the president.

v) Hony. Secretary

- Hony. Secretary shall be the Chief Executive of the Branch.
- Shall conduct all correspondence of the Branch. He / She can assign certain communication work to the Communications Secretary.
- Shall have general supervision of Accounts, in consultation with the Finance Secretary and pass all bills of payment.
- Shall assist to prepare a Budget by the Finance Secretary for the ensuing year and present it at the E.C. Meeting for acceptance.
- Shall organize, arrange and convene, meetings, conferences, Lectures and Demonstrations.
- Shall maintain a correct and up-to-date register of all the members of the Association with their addresses, E-mail ID and Phone Number, IMA Enrollment number along with the Photograph (wherever possible)
- Shall submit reports and other information required by the State office / Headquarters of IMA
- Shall issue official circulars to the members of the branch with the prior consent of the President wherever possible.
- Shall be the Medium of Correspondence between Government authorities and the Association with the guidance of the President.
- Shall bring out a Newsletter for the Branch as and when requested by the E.C.
- Shall operate the Bank accounts of the Branch in conjunction with the Finance Secretary
- Shall attend all legal cases and he shall be the officer of the Association to sue or be sued in a Court of law.
- Shall assist the Election Commission of the Branch by initiating the process and giving necessary inputs as and when requested by the Commission.
- Shall be responsible for the proper functioning of the branch in all aspects.
- On completion of his / her term, shall hand over all the records of the Branch to the new Hony. Secretary.

vi) Communications Secretary:

– The Communications Secretary will do the communications work which are assigned to him by the Hony. Secretary.

vii) Joint-Secretary:

– The Joint Secretary shall help the Hony. Secretary in all matters pertaining to the Association and act as the Interim Hony. Secretary in the event of a Vacancy arising due to sudden illness, death, Resignation, etc., of the Hony. Secretary, till the EC makes alternate arrangements.

viii) Finance Secretary:

– Shall receive all the money of the association and deposit it in a Bank approved by the E.C. to the credit of the Association.

– Shall keep the Hony. Secretary informed about the collection and contribution. Shall arrange for payment of Bills on their being confirmed by the Hony. Secretary provided the same are within the Budget limits. If otherwise he will obtain additional special sanction from the President, subject to ratification by EC in its next meeting.

– Shall have the right to point out any error or discrepancy in the order of payment by the Hony. Secretary and refer the order back to him with his remarks. In the event of disagreement still persisting between the Hony. Secretary and Treasurer, the matter shall be referred to the President for a final decision on the matter.

– Shall be responsible for keeping up-to-date Accounts of the Association.

– Shall prepare a Budget for the year in consultation with the President and Hony. Secretary and present it to the E.C. for approval.

– Shall prepare a quarterly Statement of Accounts and Balance sheet showing the financial position of the Branch to the Internal Auditing Committee and subsequently present it before the E.C.

– Shall prepare Annual Statement of Accounts Statement, get it audited by an Auditor and place it before the E.C. followed by the General Body for approval.

ix) Assistant Secretaries:

– The Assistant Secretaries shall perform the duties allotted to them by the President and Hony. Secretary.

x) Chairman of Wings and Schemes:

– The Chairman will work to promote the Wing / Scheme of IMA amongst the branch members and carry out the actions requested by the President for achieving the purpose.

xi) Advisors:

– The President can have a maximum of four Past-Presidents as Advisors to seek advice in the Association administrative matters.

xii) Editor-in-Chief:

– Shall bring out the Journal of the Branch, namely Journal of Indian Medical Association, Chennai Kodambakkam Branch (JN IMACK) with the guidance of the President and Hony. Secretary. He is to be assisted by an Editorial Board appointed by the E.C. The broad guidelines for the publication including financial sanctions will be given by the E.C. periodically.

(E) REPRESENTATION OF THE BRANCH IN STATE COUNCIL AND CENTRAL COUNCIL

i) The Branch shall have the privilege of nominating its Representatives to the State Council and the number of Representatives shall be regulated as follows:

- a) The President
- b) The Hony. Secretary
- c) Up to the first 100 members - one Representative.
- d) For every additional 50 members or part there-of - one additional Representative.
- e) This ratio may be changed whenever the State office changes the rules.

For purposes of representation in the State Council, the strength of the Branch shall be calculated on the number of life members of the branch as on 1st Jan of the year. The State Council Members from the branch are to be elected from among the members who have been a member of IMA during the past 5 yrs.(including present and past office-bearers), if necessary by election. All the members of the branch can vote for this purpose.

The names of the representatives shall be communicated by the Branch secretary to the Hony. State Secretary immediately after the nomination. The members of the State council shall continue to be members of the State Council until their successors are elected. The State Council members shall be elected once in two years along with the election for Hony. Secretary. State Council Members shall attend as many State Council meetings as possible. In case of the nominated representatives of the Branch are unable to attend a meeting of the State Council, the President or Hony. Secretary may nominate alternate member or members of the Branch as may be necessary to depute for them for the particular meeting of the State council.

The membership of the State council will cease with the termination of the membership of the IMA either due to death, resignation or termination / suspension.

The elected State Council members who do not attend three consecutive meetings may be

replaced (if the President wants) with some other member as per President's choice and decision. The President can also fill up any vacancy arising in the State council membership list (due to resignation or termination or suspension or other reasons) with any member of his choice. Such newly nominated members can hold the post till the next election.

ii) The Branch can nominate one representative for the Central Council (C.C.) of IMA for every 100 members and part thereof. (This ratio may be changed whenever the IMA Headquarters changes the rules). Any member of IMA-Chennai KDM who has been an IMA member during the last 5 years and has served as State Council member is eligible to become a C.C. member. The C.C. members are to be nominated and elected by the E.C. members once in two years. The President can fill up any vacancy arising in C.C. membership.

17. ELECTION OF OFFICE BEARERS

The President-Elect, Vice-President, Hony. Secretary, Finance Secretary, Joint Secretary of the Branch shall be elected by the Members of the branch by Secret ballot or by E-voting.

(A) ELIGIBILITY CRITERIA:

a) *President-Elect and Vice-President:*

- Should have a continuous IMA Membership for the last 7 Years out of which at least the last 4 years should have been in IMA-Chennai KDM branch.
- Should have been a member of the E.C. for at least two terms including the current term.
- Should have attended at least two of the four E.C. meetings held before the nomination filing.

b) Hony. Secretary:

- Should have a continuous membership in the Branch for the last 4 Years.
- Should be a current E.C. member of the branch and should have attended at least two of the four E.C. meetings held before the nomination filing.

c) Finance Secretary:

- Should have a continuous membership in the Branch for the last 4 Years.
- Should be a current E.C. member of the branch and should have attended at least two of the four E.C. meetings held before the nomination filing.

d) Joint Secretary:

- Should have a continuous membership in the Branch for the last 3 Years.
- Should be a current E.C. member of the branch and should have attended at least two of the four E.C. meetings held before the nomination filing.

(B) ELECTION PROCEDURE:

- The President in consultation with the Immediate Past-President and Hony. Secretary shall

form an **Election Commission** with a Chairman and get it approved during the First E.C. meeting of every election year to carry out the electoral process. The Election Commission (including the Chairman) shall consist of three Past-Presidents. The term of office of the Election Commission shall be till the new Election Commission is formed during the next election year, If any member of the Commission wishes to get relieved, the President can replace him/her with another Past-President of his choice.

- The Election Commission will call for nominations during the first week of September of the Election year

- Last date for receiving nominations will be 30th September - The Election Commission will scrutinise the nominations and inform the list of eligible contestants (to all those who have filed nominations) on or before 15th October.

- Any clarifications with the Election Commission, reconsiderations by the candidates or Election Commission and withdrawals can be done during the next two weeks (on or before 30th October).

- Final list of candidates along with Election date and timings (if necessary) shall be announced on 1st of November.

- The Election shall be held on any date from 9th to 15th of November.

- The Elections shall be conducted either by Secret ballot or E-voting from 7 am to 7 pm. The Election Commission can make use of the members of the branch or office staff of the branch for assisting it during the voting day.

- The counting of votes shall be done after the voting time is over. The Contesting candidate or his nominee will be allowed to witness the counting process.

- After completing the process, the Election Commission will officially announce the result to all the members through e-mail / e-messaging.

- The format for formal announcement of the election results shall be “ **Dr.xxxx has been elected for the post of xxxx**”. **The words WON / LOST shall not be used in the formal declaration of the election results.** The number of votes got by the different contestants shall not be announced in the formal declaration of election results. The candidates can get the details of the numbers of votes got by all the candidates by directly communicating with the Election Commission. The candidates are expected not to put these details in the social media.

- The contesting candidate shall canvas or seek for vote from the members on their individual merits. They are expected to refrain from forming groups to seek votes.

- The Election Commission shall also conduct elections for any post wherever requested by the E.C. at any time of the year. The Commission shall follow similar election procedure as mentioned above.

(C) ELECTION RELATED DISPUTES:

- In case of Election Disputes, an Election Tribunal shall be constituted by the President. The Tribunal shall comprise of The President and two Immediate Past-Presidents (in the reverse order of seniority subject to willingness).

- The nominee or the contesting candidate who raises a Dispute shall address the petition in written format to the President with a non- refundable Deposit of Rs. 5,000/- by D.D. in favour of IMA-Chennai KDM Branch within seven days from the date of announcement of results.

Election dispute petitions without the Deposit shall not be considered.

- The Election Tribunal shall give its award on or before 30th of November. The decision of the Tribunal is binding on everyone concerned with and related to the issue of the dispute.

(D) ASSUMING OFFICE BY NEW OFFICE-BEARERS:

- The President-Elect shall assume office / deemed to have assumed office as President on the 1st January of every year. The newly elected office-bearers shall assume their offices / shall be deemed to have assumed office on the 1st January which follows the election. A formal Installation function may be held between the 15th December and 10th January of the following year.

- In the rare situation of the elected member not willing to assume office, or the President-Elect not willing to take over as President, an Election for President or Re-election for other posts shall be held by the Election Commission before the end of January (following a reasonable schedule). The Election Commission will decide about the interim arrangement. The eligibility criteria for the post of President shall be the same as for President-Elect. A newly elected President will hold office till the end of December of that year. In such situations, at the end of his / her term, he / she shall be deemed to have held the post for one year (even though the actual period may be a few days or weeks short of one year). The same criteria will apply to other office-bearers who get elected in the re-election and assume office.

(E) INTERIM VACANCY:

- **President:** Vice-President can take over. If not feasible, E.C. can decide about an interim arrangement.

- **President-Elect:** The President will request the Election Commission to do the process of election of the new President during the ensuing Oct. - Nov. period.

- **Hony. Secretary:** The Joint Secretary can take over as interim Hony. Secretary till alternate arrangement is done by E.C.

- **Finance Secretary:** The E.C. will decide.

18. REMOVAL OF OFFICE-BEARERS:

Due to improper conduct or inefficiency in duty, any office-bearer of the branch can be removed from his/her post. The following procedures are to be adopted in such situations:

- The President can remove the President-Elect or Hony. Secretary or Finance-Secretary with the approval of (by way of majority) a group of Seven Past-Presidents (selected in reverse order of seniority subject to willingness and availability). The President can invite any other Past-President for the meeting held for this issue to get their views. Such invitees and the President shall not vote for the decision-making. This group shall interact with the concerned office bearer for his/her explanation before making any decision for removal from the post. If the office-bearer does not cooperate in giving an explanation, the group can go ahead with its decision.

- The President can remove the Joint-Secretary or a State Council Member or a Central

Council Members from his/her post with the approval of (by way of majority) a group of Five Past-Presidents (selected in reverse order of seniority subject to willingness and availability). This group shall interact with the concerned office bearer for his/her explanation before making any decision for removal from the post. If the office-bearer does not cooperate for giving an explanation, the group can go ahead with its decision. The President shall not vote in the decision making.

- The President can remove any of the elected E.C. member with the approval of two thirds majority of E.C. members present in the meeting.

- Removal of President: A minimum of 15 members of the E.C. or 75 members of the Branch can give a written request to the Hony. Secretary for the removal of the President. In such a situation, the Hony. Secretary shall have discussions with the President and some Past-Presidents and try to sort out the issue. If the issue could not be resolved, the Hony. Secretary shall call for an Extraordinary General Body Meeting (EGM) of the Branch within 15 days of receiving the notice. Ten days notice with this exclusive agenda mentioned is required for such an EGM. The Hony. Secretary shall inform the State office about the issue and request the State office to send a State office-bearer as Observer for the EGM. Travel and accommodation expenses for the Observer shall be paid by the Branch. The presence of the Observer during the EGM is not mandatory. The Vice-President (if not present, one of the Past-Presidents chosen by the Hony. Secretary) shall chair this meeting which has to be held in a place within 10 km from the Regd. office of the Branch.. The Quorum for this meeting shall be 75. If there is no quorum within half an hour, the meeting shall be cancelled and the issue is to be dropped (which means that no further action is required). Any five (chosen by the Chairperson of the meeting) of the members who have signed the request for removal of the President shall be allowed to give their views during the meeting. The Chairperson may allow any other member to present his/her views. The President can give his/her explanation for the issues raised by the members. The voting on this issue shall be done by secret ballot. Two thirds majority of the members present is required to pass a resolution to remove the President from the post. If the General Body decides to remove the President from his/her post, the order for such an action shall be signed by the Vice-President and Hony. Secretary. This information shall be intimated to the State office within a week.

19. DISPUTES AND ARBITRATIONS :

- If a dispute arises between office-bearers (not involving the President), the President shall resolve the issue. His/her advice is binding on the concerned office-bearers. If a dispute arises between the President and Hony. Secretary, either of them can refer it to a body consisting of three Past-Presidents (in the reverse order of seniority subject to willingness) and get it resolved. This body's advice is binding on the two officer-bearers.

- If at any time any member desires to refer any dispute of the Association (except election disputes) to an arbitration, the Arbitration shall be done by a Committee of Arbitrators comprising of three Past-Presidents excluding the Immediate Past-President (in the reverse

order of seniority subject to willingness). If any of these Past-Presidents is involved in the matter for arbitration, he/she shall not be in the Arbitration Committee. The Senior-most Past-President in the Committee shall be the Convenor for the Committee.

- The Arbitrators shall give an opportunity to both the parties to file their representation and if any party desires to be heard in person, the Arbitrators shall arrange the same at the expense of that party, and at the said hearing the other party shall be allowed to be present if it so desires.

- The Arbitrator shall allow either party to examine and cross examine to elicit information in connection with the Dispute before the Arbitration.

- The decision of the Arbitration Committee is binding on all the parties concerned.

- If any member wants to take up an issue legally, he/she has to first exhaust the services of the Arbitration Committee / Election Tribunal. If a matter involving the Association is to be taken up to a Court of Law, the jurisdiction for it shall be a Court in Chennai city.

PART - III

FUNDS, INVESTMENTS, ETC.

- 1) FUNDS OF THE ASSOCIATION
- 2) INVESTMENT AND OPERATION OF ACCOUNTS
- 3) MEMBERSHIP CORPUS FUND
- 4) EXPENDITURES
- 5) TRAVELLING ALLOWANCE
- 6) MOVABLE AND IMMOVABLE PROPERTIES
- 7) APPOINTMENT OF AUDITORS AND LEGAL ADVISOR

1.FUNDS OF THE ASSOCIATION

The funds of the Association shall be derived from the following sources:

- i) Subscription from Members
- ii) Endowments received from members or their family members / contacts. The minimum amount for an Endowment shall be Rs.2,00,000/- and can be modified by the E.C. as per the prevailing situations. The E.C. has the discretion to approve or refuse such Endowments. The E.C. also has the discretion to accept or refuse the name on which the Endowment is to be instituted.
- iii) Special contributions and donations from other IMA branches / State office / Headquarters
- iv) Contributions from Sponsors of Meetings and associated events.
- v) Bequests received by legacies from persons who desire to contribute to the Association
- vi) Subscription from affiliated bodies as per Bye-laws
- vii) Interest on Deposits and Bonds
- viii) Income from Building / property owned by the Association
- ix) Money collected from contestants or their nominees during election
- x) Sponsorships /Donations from non-members / other organisations / Government bodies for programmes in which IMA is a stakeholder

- xi) Funds collected through Fund-Raising Events
- xii) Contributions / Donations received from the members of the public for the cause of fulfilling the Objectives of the Association or for acquiring an asset for the Association (subject to approval by the E.C.)

2. INVESTMENT AND OPERATION OF ACCOUNTS

- i) The Assets (movable and immovable) shall vest in the 'IMA - Chennai Kodambakkam Branch' and Investment of funds shall be in the name of 'IMA - Chennai Kodambakkam Branch'.
- ii) The funds of the IMA - Chennai KDM branch shall be operated by the Finance Secretary along with the Hony. Secretary or as decided by the E.C.
- iii) The funds of the Association shall be administered in such a manner as directed by the E.C. and the General Body.
- iv) Surplus funds shall be deposited in the manner decided by the E.C. It will be the policy to have deposits in Nationalised Banks and in Central Government Bonds.

3. MEMBERSHIP CORPUS FUND

The branch share of the Membership fee shall be invested as a separate Corpus fund and the interest received from such Deposits may be used for Administrative expenses.

4. EXPENDITURE

- i) The E.C. shall give appropriate sanction for—
 - all ordinary expenses like Rent, Salaries and Wages, telephone expenses, building tax and other expenses required for carrying out the administration of the Association out of the Funds of the Association
 - expenses for the publications of Journals / Newsletters
 - contribution by the branch to the IMA-TNSB / Headquarters for activities concerned with all the IMA members of Tamil Nadu / India.
 - contribution to the Governmental agencies for the welfare of the Society
- ii) The Hony. Secretary shall vest with the power to spend up to Rs.25,000/- for any one purpose which he/she may consider urgent and necessary or shall consult the President and Finance Secretary when the expenditure exceeds the limit. All such expenditure shall be subsequently brought to the notice of the E.C. The E.C. may periodically review and modify this Urgent Expenditure limit.

5. TRAVELLING ALLOWANCE (T.A.)

The T.A. and accommodation charges for members / office-bearers may be sanctioned by the E.C. as and when required.

6. MOVABLE AND IMMOVABLE PROPERTIES OF THE ASSOCIATION

- i) The Hony. Secretary in consultation with the President and with the approval of the E.C. may acquire or purchase movable and immovable assets as may be necessary for the Association. While contemplating to purchase or sell an immovable property, the President may constitute a Property Purchase/Disposal Committee and get it approved by the E.C. This

Committee shall study the proposals and present its views to the E.C. for final approval. The President, Hony. Secretary and Finance Secretary can join the deliberations of this committee whenever possible.

ii) The Hony. Secretary shall maintain an inventory of the movable assets and records / documents of the immovable assets and arrange for the proper maintenance of the same.

iii) Outdated / damaged movable assets may be disposed of and replaced by the Hony. Secretary with the approval of E.C.

7. APPOINTMENT OF AUDITORS / LEGAL ADVISOR

Auditors (Registered Chartered Accountants) shall be appointed at the AGM every year for auditing the accounts of the Association. Legal Advisor may be appointed by the E.C. as and when required.

IV, MISCELLANEOUS GUIDELINES

1. RECORDS MAINTENANCE / PRESERVATION

The Hony. Secretary shall maintain and preserve the records of his term in the Executive office. The records of the previous terms shall be maintained at the Registered office or as decided by the E.C. periodically.

2. DIAS ARRANGEMENT FOR MEETINGS

AUDIENCE

IV / III / II / I / P / 1 / 2 / 3 / 4

P - President

1 - Chief Guest

I - Guests of Honour

2 - State Office-bearers

II - Vice-President

3 - Headquarters Office-bearers

III - Joint-Secretary

4 - Hony. Secretary

IV - Treasurer

3. CONSTITUTIONAL CRISIS:

- If a situation arises where there is a constitutional crisis or there is an issue for which no clear solution is given in the Constitution and Bye-laws, a Forum consisting of all the Past-Presidents (whoever is able to participate) can take a decision and act through one of the Past-Presidents nominated by the Forum. This Forum's decision will be binding on all the Office-bearers and other members of the branch.

4. DISSOLUTION:

- In the rare event of the dissolution of the IMA-KDM branch, its properties, funds, documents, ledgers and official files shall be surrendered to the IMA-TNSB. All such materials and funds will become the property of IMA-TNSB.