

PART- I
MEMORANDUM OF THE ASSOCIATION

1. NAME: The name of this Association shall be “INDIAN MEDICAL ASSOCIATION, BARASAT BRANCH”

2. OBJECTS:

The Objects of the Association are :

- a. To promote and advance medical and allied sciences in all their different branches and to promote the improvement of the standard of public health and medical education.
- b. To maintain the honour and dignity and to uphold the interests of the medical profession and to promote co-operation amongst members thereof.
- c. To work for the abolition of compartmentalism in medical education, medical services and registration and thus to achieve equality among all members of the profession.
- d. To work for the development and strengthening the relationship between all doctors of modern medicine.

3. METHODS :

For the attainment and in furtherance of the above objects, the Association may:

- a) Hold periodical meetings and conferences of the members of the Association other medical professionals.
- b) Arrange, from time to time congresses, conferences, lectures, discussions, debate and demonstrations on any aspect of medical and allied sciences and refresher courses for the members.
- c) Keep and maintain a library at the Association Office.
- d) Publish annual reports of the Association, a periodical journal and from time to time special bulletins for furthering the objects of the Association.
- e) Conduct educational campaign amongst the people of the area in the matter of Public Health and health related subjects by cooperating whenever necessary with different bodies working within the same objectives.
- f) Organize medical camps for providing medical relief during epidemics, natural calamities and in times of emergency.
- g) Erect, maintain, improve or alter and keep in repair and building for the purposes of the Association.
- h) Raise money in such manner as the Association may think fit and collect subscriptions and donations for the purposes of the Association.
- i) 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 in Bank.
- j) 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.

PART II
RULES OF THE ASSOCIATION

1. DEFINITION :

In these Rules and Bye-Laws, made there under, unless the context otherwise requires. Copies of the Association Rules and Bye-Laws and all subsequent changes and amendments therein shall be submitted in duplicate to IMA Headquarters Office for approval with copies to the State Branch for sending their comments to the Headquarters Office in the manner provided in the Rules and Bye-laws of IMA Headquarters.

a) 'Association' means the 'INDIAN MEDICAL ASSOCIATION, BARASAT BRANCH'.

b) 'Conference' means the Conference organized under the auspices of the INDIAN MEDICAL ASSOCIATION, BARASAT BRANCH.

c) State Head Quarter means State Headquarters of Indian Medical Association, Bengal State Branch at 11/3 Dr. Bireswari Guha Street, Kolkata-700017.

d) IMA Head Quarters means the Headquarters of Indian Medical Association located at IMA House, Indraprastha Marg, New Delhi- 110002

2. OFFICE:

The office of the Association shall be located at Dr. Mohit Chatterjee IMA House, Sethpukur, Barasat, North 24 Parganas, Pin: 700124, West Bengal.

3. CONSTITUTION:

The Association shall consist of members whose names are on the Register of the Members of the Association at the time when these regulations came into operation and of subsequently members, who shall be those persons who being eligible, shall become member in such manner and upon such conditions as may be prescribed from time to time by the rules of the Association.

4. REGISTER OF MEMBERS:

There shall be a Register in which the names of all the members of the Association shall be entered with their qualification and addresses.

5. ELIGIBILITY OF MEMBERS:

Any person registered with a 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 the Indian Medical Council Act, as amended from time to time and approved by the Central Working Committee for membership, shall be eligible for membership.

6. CLASSIFICATION OF MEMBERS:

a. ANNUAL MEMBERS: Person possessing qualification as mentioned in Rule (5), may become member of the branch by paying annual subscription and admission fee. These members shall be called Annual members. Any person eligible for membership who resides or practices or works within the area of Barasat or its neighbourhood, may become member of Association paying subscription and will be called Association Annual Member..

b. LIFE MEMBERS: Person possessing qualification as mentioned in Rule (5), who pay a Life Membership fee as decided from time to time according to rules hereinafter laid down, shall be called Life Members.

c. INTERN MEMBERS: All Interns otherwise eligible and registered temporarily with Medical Council of India or State Medical Councils 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 Association except right to vote, right to hold any elected post and right to represent the branch in any outside body in any capacity.

d. ASSOCIATE MEMBERS: Persons, who being annual members of other branches may be elected as Associate Members of the Association according to rules of that branch enjoying all the privileges of membership of that branch except that of voting or holding office. Any member can be enrolled as an Associate Member.

7. THE ASSOCIATION YEAR:

- a) The year of the Association shall be from 1st day of April to the 31st day of March of the next calendar year.
- b) The year of the Association for financial purposes shall be from 1st day of April of one calendar year to the 31st day of March of the next calendar year.

8. SUBSCRIPTION:

a) All members of the Association pay Admission fee, re-admission fee, Annual membership Subscription, life membership subscription as decided by Central Council and Branch Executive Committee.

9. HEAD QUARTERS FUND CONTRIBUTION FROM BRANCHES.

IMA Barasat Branch, shall pay Head Quarters Fund Contribution (HFC) to the State Branch as provided in the Bye-Laws of IMA.

10. PRIVILEGES OF MEMBERSHIP :

- a) All members shall be entitled to receive a copy of the Journal of IMA free from IMA Headquarters.
- b) All members shall be entitled to receive copies of all publications of the IMA free or at such rates as the Central or State Councils may fix from time to time.
- c) All members shall be entitled to the use of the Library and the Association rooms, If any, set apart for the members.
- d) All members shall have the right to attend and take part in discussions at all General Meetings, Lectures and Demonstrations organized by the Association.
- e) All members shall have the right to vote on all resolutions put forward at any of the general meetings of the Association.
- f) All members shall have the right to attend the Medical Conferences organized by IMA on such terms laid down by the IMA.
- g) Life members shall enjoy all the privileges of membership of the branch to which he / she is attached for the time being (within whose jurisdiction they may happen to reside or practice for the time being).
- h) All members shall enjoy any other privileges that may hereinafter be conferred by the Councils, Central and State.
- i) On termination of membership, a person shall automatically cease to hold such office or appointment as he / she may be holding in the Association or in a Branch or in any body as Association nominee.

11. GENERAL MEETING : General Rules about the General Meeting:

A. General Meeting shall be of three kinds:

a) **The Annual General Meeting** shall be held, ordinarily before 30th June, or on a suitable date to be decided by the Executive Committee.

b) **The Special General Meeting** shall be held as often as necessary.

c) The Requisition Meeting shall be called within 4 weeks, on receipt of a requisition, signed by at least 50 members of the Association, stating the business for which the requisition meeting is required.

B. Notice: At least clear 15 days' notice from the date of posting specifying place, date and the agenda of business to be transacted at the meeting shall be given to each member by the Hony Secretary.

For special Meeting 7 days notice specifying the place, date and time of the meeting is permissible.

C. Quorum: Quorum for Annual and special meetings shall be 25 out of which minimum 15 shall be other than Office Bearers .

D. Procedure: If within half an hour from the appointed time quorum is not fulfilled in the meeting, the meeting shall be adjourned. The adjourned meeting shall be called again at a convenient date and time and the members present whatever their number may be shall form quorum. If convened on the requisition of members- if quorum is not fulfilled, meeting shall be dissolved.

E. Procedure and order of business : The business to be transacted at the Annual General Meeting of the Association shall ordinarily, be taken in the following order :

i. **IMA Prayer & Flag Salutation.**

ii. **Condolence Resolution.**

iii. **Message of Regret.**

iv. **Adoption of the Annual Report** for the previous Association Year.

v. **Adoption of the Audited Accounts** for the previous Association Year.

vi. **Consideration of Budget Estimates** for the ensuing Association Year.

vii. **Election of Chairman and Co-Chairman of Election Commission of the Branch.**

viii. **Appointment of Auditor** and fixation of his honorarium.

ix. **Consideration of Resolutions brought forward** by Individual members or by Executive Committee.

x. **To select the date of the Medical Conference** for the ensuing year.

xi. **Any other business with** the permission of the president.

F. Except with the permission of the President, no resolution shall be placed before the Annual General Meeting that has not been previously given notice and duly circulated with the agenda of the meeting. Resolutions sponsored by individual members shall reach the Hony. Secretary in writing within 31st March with proper acknowledgement.

12. MANAGEMENT OF THE ASSOCIATION :

A. Executive Committee:

a).The general management of the Association shall be vested in the Executive Committee to be elected by the members of the Branch by secret Ballot for two consecutive years under direct supervision of the Chairman and the Co Chairman, Election Commission of the Association.

b). Composition of The Executive Committee:

i)) The President.

ii) Immediate Past President.

iii) Four Vice-Presidents.

iv) Hony. Secretary

v) Four Hony. Joint Secretaries

vi) Four Hony Assistant Secretaries

vi) Hony. Finance Secretary

vii) Hony. Editor

ix) 18 Executive Committee Members

x) **Invited members :**

1)The Chairman, Election Commission of Association.

2)The Co Chairman, Election Commission of Association.

B. State Council Members of Association to IMA Bengal State Branch:

The representatives to the Bengal State Council shall be elected by Executive Committee for two years as per decision of IMA Bengal State Branch resolution on the following scale:-

10 – 25 - 1 representative

After 25, - 1 representative, per 25 members or part thereof

C. Central Council Members:The representatives to the Central Council, IMA Head Quarters shall be elected by Executive Committee for two years as per IMA Headquarter Rules .

D.Casual Vacancies: The Executive Committee shall have power to fill up vacancies in the Executive Committee, State Council Members and Central Council Members occurring in its elected members , during its term of office. Such members shall hold office only for the remaining period of the term.

E. Functions and Powers of Executive Committee: The Executive Committee shall be the executive authority and as such shall have the power to carry into effect the policy and programme of the Association as laid down by the General Meeting and shall remain responsible thereto. The Executive Committee shall direct and regulate the general affairs of the Association and have powers-

- i) To take decisions for the maintenance and administration of the Association building, rooms, library, properties and for the organization and direction of publication:
- ii) To elect State Council Members, Central Council Members and different Committees of the Association.
- iii) To appoint Standing Committee, Sub-Committees, Special Committees, Ad-hoc Committees and any other Committee which the Executive Committee deems necessary and fix up the powers and terms of reference of each such Committee.
- iv) The Executive Committee shall have power to fill up vacancies in the Executive Committee, State Council Members and Central Council Members occurring in its elected members, during its term of office. Such members shall hold office only for the remaining period of the term.
- v) To represent any matter in which the interests of the Association or of the Medical profession are affected before Government, public bodies or any other properly constituted authority.
- vi) To consider and decide applications for membership, the resignation of members.
- vii) The question of taking disciplinary action against any member be forwarded to General Meeting if Executive Committee thinks so.
- viii) To appoint or remove staffs, to consider honorarium of staffs of the Association and to take disciplinary action against any staff.
- ix) In case of death or disablement of Auditor, shall appoint Auditor.
- x) To exercise in addition to the powers by these rules expressly conferred on it, all such powers and do all such acts / things as may be done by the Association.
- xi) To forward opinions and suggestions to General Body Meeting for any decisions needed by the General Members.
- xii) In case of any dispute President shall ask for the decision of the majority members of the meeting and ruling of President will be final.

F.Term of Office of the Executive Committee and its members:

- i)Term of Office of the Executive Committee: Executive Committee shall be a continuous body.
- ii)Term of Office of the Members of the Executive Committee :- The term of all the office bearers and members of Executive Committee shall be two years, They shall assume office in the Annual Medical Conference at its inaugural session. In case no Annual Medical Conference is held, they shall assume office at the close of the Association year of Executive Committee and shall continue office till their successors assume office.

G.Meetings of the Executive Committee:

- i) **Ordinary Meeting** shall ordinarily be held once in every month.
- ii) **Special Meeting** shall be held as often as necessary.
- iii) **Time and Venue:** The date, time, place and agenda of each meeting shall be fixed by the Hony. Secretary in consultation with the President.
- iv) **Notice:** At least clear 7 days' notice from the date of posting specifying place, date and the agenda of business to be transacted at the meeting shall be given to each member by the Hony Secretary. For special Meeting three days Notice specifying the place, date and time of the meeting is permissible.
- v) **Quorum:** Quorum for ordinary and special meetings shall be 7.
- vi) **Procedure:** If within half an hour from the appointed time quorum is not fulfilled in the meeting, meeting shall stand adjourned, to be called again at a convenient date and time and the members present, whatever their number may be, shall form the quorum.

H.Validity of the Proceedings:

The proceedings of the General Meeting or Executive Committee Meeting or any other body acting under the Rules and Bye-Laws of the Association shall not be invalidated by any accidental omission to give any notice thereby required or by any vacancy among the members or by any defect in the election or qualifications of any of their members.

13. DELEGATION OF AUTHORITY

Whereby or under the Rules or Bye-Laws, any act or thing is required to be done by the Association, the same may be done by such office bearers or members of the Association as General Body or Executive Committee may appoint for the purpose.

14.SUSPENSION OF MEMBERSHIP OF THE ASSOCIATION.

Branch shall suspend all privileges of such of its members and for such a periods on account of non-payment of branch subscription such membership will be revived on receipt of all dues. Such suspension will not affect life members of the Association.

PART-III
BYE-LAWS OF THE ASSOCIATION

1. DUTIES AND POWERS OF OFFICE BEARERS:

A. THE PRESIDENT

- i. Shall be the Chairman of all meetings of General Meeting and Executive Committee Meeting.
- ii. Shall preside at the Annual Medical Conference and all meetings of the Association.
- iii. Shall guide and control activities of the Association.
- iv. Shall regulate the proceedings of the meetings and conferences, interpret the rules and bye-laws and give his ruling in case of doubtful points. Interpretation regarding Constitution – opinion of the President shall be final.
- v. Shall supervise accounts, all bills for payment and shall operate all bank accounts jointly with Hony Secretary and Hony. Finance Secretary.
- vi. Shall be ex-officio member of all committees, sub-committees.
- vii. Shall in addition to his ordinary vote, may have casting vote, in case of equality in votes.
- viii. Shall nominate any office bearer or any member to represent the Association to any Government or Non Government organization on any situation of demand.

B. VICE-PRESIDENTS:

- i) The Vice-President securing the largest number of votes shall be called the Senior Vice-President and shall act as Chairman of the General Meeting, Executive Committee Meetings and other meetings in the absence of the President. The other Vice-Presidents in order of precedence based on the number of votes they received shall take up the functions of the senior Vice-President in his absence. If Vice Presidents elected unopposed, in the first Executive Committee Meeting one Senior Vice President will be elected amongst them.
- ii) Shall assist the President in all his works in the Association.
- iii) Shall help in the organization of the Association by keeping contact with members and addressing the meetings of medical men as well as general people etc.

C. HONY. SECRETARY :

- I. Shall be in charge of the Office of the Association.
- II. Shall ordinarily, conduct all correspondence.
- III. Shall prepare Annual Report of the year and will present in the Annual General Meeting. Before doing so shall present it in the Executive Meeting.
- IV. Shall have supervision of accounts, pass all bills for payment and shall operate all bank accounts jointly with President and Hony. Finance Secretary.
- V. Shall get prepared by the Hony. Finance Secretary a quarterly accounts and a duly audited annual statement of accounts for presentation in the meeting of Annual General Meeting.
- VI. Shall prepare a budget, with the help of the Hony Finance Secretary/Finance Committee, and place it at the Annual General Meeting.
- VII. Shall organize, arrange and convene meetings, conferences, lectures and demonstrations and discharge any other responsibilities entrusted by the General Meeting and Executive Meetings from time to time.
- VIII. Shall be ex-officio member of all committees, sub-committees.
- IX. Shall maintain an up-to-date register of all members of the Association.
- X. Shall organize the Association by encouraging members for active participation and by creating a general interest in the Association.
- XI. Shall produce all incoming and outgoing mails and letters to the President.
- XII. Shall keep informed the President ahead about any meeting, workshops or programme with Government or Non government organization.
- XIII. Shall bring any matter, which he considers necessary in the interests of the Association to the notice of the IMA Bengal State Branch in consultation with the President.

D. HONY. JOINT AND ASSISTANT SECRETARIES:

- i) Hony. Joint and Assistant Secretaries shall help the Hony. Secretary in all works, in conducting correspondence, in preparing statement of accounts, in the working of the committees and sub-committees, in organizational works, etc.
- ii) In absence of the Hony Secretary, one of the Joint Secretaries deputed by the President shall ordinarily act in his place.

E. HONY. FINANCE SECRETARY :

- i) Shall receive all moneys of the Association and deposit them in a bank or banks approved by the General Body/Executive Committee to the credit of the Association and operate jointly by him and the President and Hony. Secretary.
- ii) Shall be responsible for keeping up-to-date accounts of the Association.
- iii) Shall prepare a quarterly statement of accounts to be placed for inspection before the Executive Committee Meeting.

- iv. Shall prepare an annual Statement of accounts and a Balance sheet showing the financial position of the Association, get audited by the Auditor and place it for adoption by the Annual General Meeting. Before doing so shall present it in the Executive Meeting.
- v. Shall dispose of the bills for payment after sanction of the Hony. Secretary with his remarks regarding the reference. In the event of disagreement by the Hony Secretary, the matter shall be referred to the President whose decision shall be final.

F. HONY EDITOR:

- I) Shall publish Souvenir on the occasion of Annual Medical Conference and in any other occasion, the Executive Committee decides.
- II) Shall publish all articles , matters, photographs in the Souvenirs after consultations with President and Hony Secretary.
- III) Finance will be borne by the Association.

2. A. ELECTION OF CHAIRMAN, CO- CHAIRMAN AND ONE MEMBER OF ELECTION COMMISSION OF IMA BARASAT BRANCH:

- i) The General members in the Annual General Meeting will elect the Chairman, Co Chairman and one Member of Election Commission of Association for two years from amongst the members who shall not contest in the election of the Office Bearers of the Association. Regarding any dispute related to the election, Chairman and Co Chairman will consult with President.
- ii) The Office of the Election Commission will be situated at the Office of the Association.
- iii) The Election Commission will be assisted by a member and two staffs nominated by the Chairman, Election Commission in all administrative affairs related to the election process.
- iv) The financial aspects of the election will be borne by the Office.

B. ELECTION OF OFFICE BEARERS AND EXECUTIVE COMMITTEE MEMBERS: On written request of the President to Chairman of Election Commission, shall conduct the Election of Office Bearers, Executive Committee Members. Chairman, Election Commission shall display all notices and forms in the Notice Board of IMA Barasat Branch and will inform all the members.

Chairman of Election Commission shall invite nominations on 1st November of the year of election for the following posts of IMA Barasat Branch for Election for the period two years:

- 1) One President
- 2) Four Vice Presidents
- 3) One Hony Secretary
- 4) One Hony Finance Secretary
- 5) Four Hony Joint Secretaries
- 6) Four Hony Assistant Secretaries
- 7) One Hony Editor
- 8) 18 Executive Committee Members

Nomination Paper with Consent (Form –A) of the Candidate duly filled to be submitted to the Chairman of Election Commission on or before 5pm of 15th November with nomination fees (Nonrefundable) as follows:-

- a. President: Rs. 500/-
- b. Vice President: Rs. 400/-
- c. Hony Secretary: Rs. 300/-
- d. Hony Joint Secretary, Hony Assistant Secretary , Hony Finance Secretary and Hony Editor: Rs. 200/-
- e. Executive Committee Member,,: Rs. 100/-

Nomination may be withdrawn by the Candidate (Form-B) before 5pm on 23rd November. Names of the valid candidates will be displayed on the Notice Board.

If nominations of any candidate are found for more than one post from serial number 1 to 8 above after withdrawal date all nominations of that candidate will be cancelled. Election will be held at Dr. Mohit Chatterjee IMA House , IMA Barasat Branch on the 2nd Sunday of December from 2pm to 5pm by secret ballot. Votes will be taken as per valid list.

All the Office Bearers and Executive Committee Members, are elected for two years, Life Members are the valid candidates to submit nomination and to contest for the election for the above mentioned posts.

After the election, counting will be done and result will be declared on that day. Candidates or their representative may be present during Election and Counting as observer.

Nomination with Consent form (A) and Withdrawal form (B) will be attached with notice.

Chairman of Election Commission will inform all the members about the election procedure and valid candidate list in time.

Chairman of Election Commission shall in consultation with the President may change the dates of Election.

C. VOTERS: The members on the register of the Association on behalf of whom the HFC has been sent in full to the State Branch by the 31st October of the year of election.

3. APPOINTMENT OF AUDITOR: An Auditor shall be appointed at the Annual General Meeting every year for auditing the Accounts of the Association. He shall be a Chartered Accountant and in the Annual General Meeting his honorarium shall be determined.

4. THE ANNUAL REPORT: The Annual Report shall be prepared by Hony. Secretary every year in which the following matters be incorporated and be placed in the Annual General Meeting:

- a) The Annual Report of the Association for the previous year.
- b) The results of the election of Office-Bearers for the ensuing year.
- c) The latest amendment of Rules and Bye laws, if any.
- d) The important items of News of the IMA Head Quarters, IMA Bengal State Branch in particular and the Association in general.
- e) Any other matter approved by the Annual General Meeting and Executive Meeting.

The Hony Finance Secretary shall place the following reports with the Annual report :

- a) The Audited Accounts for the previous year.
- b) The provisional budget for the ensuing year.

5. SUBSCRIPTION:

A. Rate of Subscription

The members shall pay subscription as follows:

a) Admission fee:

New members joining the Association shall pay admission fee at the rate decided by the IMA Headquarter.

At Present the rate is :

- | | |
|--------------------|-----------|
| i) Single Member | Rs. 30.00 |
| ii) Couple Members | Rs. 45.00 |

b) Annual Subscription for Annual Member-

Annual members shall pay HFC plus branch share of subscription as decided by the Association annually, which becomes due on the 1st April every year.

Couple Annual Members shall pay 1 and ½ times of the single member.

c) Subscription for Life Member :

Life members shall pay at one time, life membership subscription which includes HFC plus Association Share .

Couple life members shall pay 1 and ½ times of that of the single member.

d) Subscription for Associate members shall pay only branch share of the subscription annually which becomes due one 1st April every year.

e) Subscription for Intern members: Intern Members shall pay HFC plus branch share of subscription as decided by the branch annually, which becomes due on 1st April every year.

f) Headquarter fund Contribution(HFC)

All members whether annual or life shall pay HFC as decided by the IMA HQs. The HFC will be included in the subscription of members.

g) Revival fee for Annual Members: Re-admission fee of Rs. 15.00 in case of a single member and Rs. 21.00 in case of a couple member, shall be payable by every member applying for re-admission.

B.GENERAL RULES ABOUT SUBSCRIPTION AND CONTRIBUTION.

i) All subscription including HFC becomes due on 1st April every year. Hony Secretary shall direct Association Annual members to pay their Annual Subscription by 31st March every year . Non compliance of this Bye-Laws make the member liable for suspension of all the privileges of the membership.

ii) If any Annual Member fails to pay his Annual Subscription within 31st March of the year his membership will be suspended and will lose privileges of his membership. Such membership will be revived on receipt of all dues.

iii) In case of husband and wife both being members of IMA, the couple shall pay one full and one-half subscription per year to the branch, shall be entitled to one copy of the Journal for them. The HFC for the couple shall also be in the same proportion.

iv) A member, enrolled at any time during the year shall pay the full subscription for that year irrespective of the date of enrolment.

C. TRANSFER OF MEMBERSHIP.

If a branch member leaves the Association permanently and goes to another branch, he / she must clear all the dues of the branch, and shall pay the subscription of the new branch according to the rules of the new branch. On no account, the new branch shall accept the intimation of transfer from any member unless he produces a CLEARANCE CERTIFICATE from the previous branch showing that he has paid up all his dues. The branch accepting the transfer of a member shall immediately notify the State Office, which in turn shall inform the Headquarters, Journal Office and the previous branch regarding the transfer.

If a member leaves a branch and goes to a place where there is no branch, he shall enjoy the privileges of membership for the period for which HFC on his account has been paid by the branch.

6. ELECTION OF MEMBERS:

A. Annual Members : Any doctor applying for admission, shall fill in and sign the Membership Application Form (M.A. Form) which shall be forwarded, along with the requisite Headquarters Fund Contribution (HFC) by the Association to the State Office for information of the Headquarters and the State Office on his election by the Branch.

B. Life Members: A doctor who is eligible to be an ordinary member seeking enlistment, as a Life Member shall submit an M.A. Form through Branch Secretary on payment of the Life Membership Fees(HFC/SFC/BFC) as decided from time to time.

C. Associate Member: A Branch member of other Branch may apply to be an Associate Member of Barasat Branch by payment of the requisite subscription to the branch. If the Branch approves the application, the fact should be notified to the State Office.

D. Intern Members: All Interns otherwise eligible and registered temporarily with Medical Council of India or State Medical Councils 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 Association except right to vote, right to hold any elected post and right to represent the branch in any outside body in any capacity.

7. ANNUAL MEDICAL CONFERENCE

A. General Rules:

a) The Annual Medical Conference shall be organized before 1st April of every year.

b) Financial aspects:

i) **Expenses of Conference :** The expenses of the Medical Conference shall be borne by the Association.

ii) **Members of the Conference :** Membership of the Conference shall be open to the following:

a) All delegates of the Association on payment of delegate fees.

b) All invited medical practitioners possessing registered qualifications under the Indian Medical Degree Act, 1916, who are not members of the IMA on payment of delegate fees.

c) All invited guests from other IMA Branches, State and Head Quarters Leaders, eminent persons as invited by the Conference Committee/ Executive Committee.

iii) **Rights of members of the Conference:** All members of the Conference shall have the right to take part in all discussions at the open and Scientific Sessions of the Conference.

B. Programme of Conference: The Conference shall have:

a) **An Inaugural Session** for the address of the Chairman of the Delegate and of the President of the Branch of the Association This session will be open to the members of the Conference , medical students and visitors.

b) **Scientific Sessions:** Open to members and medical students.

c) **Medical and Scientific Exhibitions:** Organized by the Delegate.

d) **Awards of different categories.**

C. Delegates:

a) The Delegate membership fee and fees for hospitality shall be decided in consultation with the Executive Committee. The members who are delegates shall pay Delegate fee.

b) **Funds of the Delegate:** shall be raised by donation, membership fees and in any other way as decided by the Committee.

D. The President: The President shall be the President of the Conference.

8. CONVERSION OF ANNUAL MEMBER TO LIFE MEMBER:

The Hony Secretary should get filled new M.A. Form from the member. The Hony Secretary should on top of each form write in red " conversion from Annual Member to Life Member" and send it to the State Office along with HFC. No admission fee shall be charged for conversion.

9. TRANSFER OF MEMBER:

Member desiring to transfer his membership from one branch to another branch shall apply to the Hony Secretary for a 'no objection certificate'. After getting the no objection certificate he / she shall apply to new branch with a copy of NOC from his branch. The new branch secretary shall put the application in the executive committee meeting and if accepted shall write to State Branch Secretary for the transfer, who shall forward the same to IMA Hqrs.

10. TERMINATION OF MEMBERSHIP:

Membership may terminated : -

a) **By Resignation:** A member may at any time resign his / her membership of the Association by giving 30 day's notice in writing to the Hony Secretary concerned, and on payment of all money due from him / her to the Branch, for the particular year. The Secretary concerned shall put up a statement of outstanding dues of the member or statement of clearance certificate if all dues are paid up, along with notice of his resignation to the State Office for information and necessary action.

b) **By removal of name on account of Non-Payment of Subscription of Annual Member after notice as follows:**

i) The Association shall remove the names of its Annual member on account of non-payment of subscription within 31st March. When, however, the Association decides to suspend the privileges of membership of an

Annual member for this reason, due information of the same shall be given to the State Office as well as Headquarter Office for necessary action.

c) By Removal of name of the ground of undesirable conduct:

If the conduct of any member be deemed, by the branch, prejudicial to the interest of the Association or calculated to bring the medical profession into disrepute, he / she may be asked to submit a written explanation of his / her conduct. In the event of the explanation being found unsatisfactory, the member may be asked either to apologize or to resign from the Association. In the event of the said member refusing to do so, a General Meeting of the local branch shall be called to consider the case and at least 10 day's notice of the meeting shall be given to the member concerned and he / she shall be given an opportunity to explain the conduct, if he / she desires to do so. If at the meeting 3/4th of the members present and voting, record their votes in favour of deletion of his / her name from the register of membership, the resolution shall be sent to the State Council for forwarding it to Central Council / Central Working Committee for confirmation and his / her name shall be removed from the branch register only after receipt of the confirmation. In the meantime he / she shall be suspended from enjoying all the privileges of the membership.

d). Ipso facto :

- i. Upon sentence after conviction in a Court of Justice of any crime entailing moral turpitude.
- ii. Upon being de-registered by any Medical Council in India on the ground of unethical conduct, from the date of de-registration and for the period of de-registration in the registration council, or;
- iii. Upon forfeiture through misconduct, of the medical qualification by virtue of which he / she became eligible for membership.

e)Re-admission : Members who have ceased to be members, under Rule 10-A and 10-B, can be re-admitted on fresh application being made by them and on payment of any dues outstanding against them on the date when they had ceased to be members with a re-admission fee as fixed by IMA(HQs) from time to time.

The Central Working Committee on the recommendation of the State Working Committee shall have the power to remit a part or whole of any outstanding dues against such members on the recommendation of the Branch.

Members whose names have been removed under rule 10-C may be readmitted on the expiry of two years or thereafter, provided ten members of the Association testifying to their good conduct during the intervening period support their application for re-enrolment. He must also submit a written apology to Hony Secretary.

But for the cases coming under rule 10-C (b) this re-admission would only be possible subsequent to such a person's name being re-entered in the Medical Register.

11. APPOINTMENT OF LEGAL ADVISOR:

A legal advisor may be appointed at the Annual General Meeting.

12. FUND OF THE ASSOCIATION:

A. Income:

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

- i. Subscriptions of the members after deducting the share of the IMA Headquarters/State as per rule.
- ii. Branch share of the Life members as per Rule and interest from the share of Life Membership fee deposited in approved and profitable investment.
- iii. Special contributions or donations raised directly.
- iv. Income derived from the publication of special bulletins, books, handbooks, directories, journals and annual and other reports, etc.
- v. Contributions and delegate fees received by organizing the Medical Conference as per Rule.
- vi. Bequests received by legacies from persons who desire to benefit the Association.
- vii. Such other sources as may be authorized by the Executive Committee and General Members.
- viii. There shall a Reserve Fund of the Association, At least 25 per cent of the surplus of each year shall be credited to this fund. The Reserve Fund shall only be drawn upon by a special resolution of a meeting of the Executive Committee Meeting in favour of the resolution of withdrawal.

B. Expenditure :

a. The General Body and Executive Committee shall out of the funds of the Association , defray all ordinary expenses and shall pay rents, taxes, salaries, wages and such other charges as may be necessary for carrying on the work of the Association. It shall further provide for such publications as may be authorized and shall be empowered to spend money on scientific seminars, conferences, prizes, scholarships, social functions, health measures and on such other purposes as if may consider advisable in furtherance of the objects of the Association.

b. Tours by Office Bearers: For any benefit of the Association all tours by any office bearer or any deputed member shall ordinarily be undertaken by the Association with prior sanction of the President / Hony. Secretary.

c. Operation of Accounts: The Bank Accounts of the Association shall be operated jointly by the President, Hony. Secretary, and Hony. Finance Secretary amongst them any two of the three will operate.



**INDIAN MEDICAL ASSOCIATION
BARASAT BRANCH**

FORM (A)

**NOMINATION FORM FOR ELECTION OF OFFICE BEARERS AND
EXECUTIVE COMMITTEE MEMBERS**

- 1) NAME OF CANDIDATE (BLOCK LETTERS) _____
IMA MEMBERSHIP NUMBER: _____
CONTACT NUMBER: _____
POST FOR WHICH NOMINATED _____
- 2) NAME OF PROPOSER (BLOCK LETTERS) _____
MEMBERSHIP NUMBER _____
CONTACT NUMBER: _____
- 3) SECONDED BY (NAME IN BLOCK LETTER) _____
IMA MEMBERSHIP NUMBER _____
CONTACT NUMBER _____

FULL SIGNATURE OF PROPOSER _____

FULL SIGNATURE SECONDED BY _____

CONSENT

I (NAME OF THE CANDIDATE IN BLOCK LETTERS) _____

HEREBY AGREE TO CONTEST IN THE ELECTION FOR THE POST OF _____

FOR THE YEAR _____

NOMINATION FEE : RS. _____ PAID

SIGNATURE IN FULL OF THE CANDIDATE _____

DATE _____



**INDIAN MEDICAL ASSOCIATION
BARASAT BRANCH**

FORM (B)

**FORM FOR WITHDRAWAL OF NOMINATION FROM ELECTION OF OFFICE BEARERS
AND EXECUTIVE COMMITTEE MEMBERS**

I (NAME OF THE CANDIDATE) _____

WITHDRAW MY NOMINATION FROM ELECTION OF IMA BARASAT BRANCH FOR THE
POST _____ FOR THE YEAR _____.

FULL SIGNATURE OF THE CANDIDATE _____

DATE _____