

**MEMORANDUM, RULES & BYE-LAWS OF THE INDIAN MEDICAL
ASSOCIATION HARYANA BRANCH (IMAHB) or IMA HARYANA BRANCH or
IMA HARYANA**

***(In conformity with the Rules and Bye-Laws of the Indian Medical Association,
Revised up to 20 July 2014)***

PART I

MEMORANDUM OF THE ASSOCIATION

NAME

- I. The name of the Association is “Indian Medical Association Haryana Branch”, hereinafter called the “IMA Haryana Branch” or IMAHB or IMA Haryana Branch or IMA Haryana.

OFFICE

II. Registered office:

The Registered office of the society shall be situated at Gurgaon in the state of Haryana and at the following address:

888- Saraswati Vihar, MG Road, Gurgaon-122002, Haryana

The office of the State Headquarter shall be in the State of Haryana and at the place of registration of the society as per society registration act. Will be known as HIMA HQ (Haryana IMA Headquarter). However the working office will be at the State Secretary's (elected) convenience. HMJ (Haryana Medical Journal) office will be maintained at the convenience of Editor of Haryana Medical Journal but the permanent office address will at the address where the society is registered, until the permanent offices building is erected.

OBJECTS

III. The objects of the State Branch are:

1. To promote and advance medical and allied sciences in all their different branches and to promote the improvement of public health and medical education in India.
2. To maintain the honour and dignity and to uphold the interests of the medical profession and to promote co-operation amongst the members there of;
3. To work for the abolition of compartmentalize in medical education, medical services and registration in the country and thus to achieve equality amongst all members of the profession.

METHODS

IV. For the attainment and furtherance of the objects, the State Branch may:

1. Hold periodical meetings and conferences of the members of the State Branch and the medical profession in general.
2. Arrange from time to time congresses, conferences, lectures, discussions and demonstrations on any aspect of the medical and allied sciences.
3. Publish and circulate the journal (Haryana Medical Journal) which shall be the official organ of the State Branch of a character specially adapted to needs of the medical profession and shall undertake publicity and propagandas work of the State Branch through its columns and publish other literature in accordance with the objects of the association.
4. Maintain a library and an association office.
5. Encourage research in medical and allied sciences with grants out of the funds of the State Branch by the establishment of the scholarships, prizes, or rewards, and such other manner as may from time to time be determined upon by the State Branch.
6. Conduct educational campaign among the people of Haryana in the matter of public health and sanitation by co-operation when necessary with different public bodies working with the same object.
7. Organize medical camps for providing medical relief during epidemics and in time of emergency.
8. Consider and express its views on all questions and the laws of India and State of proposed legislation affecting public health, the medical profession, and medical education, and initiate or watch over or take and 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 or immovable property of every description and all rights or privileges necessary or convenient for the purpose of the State Branch and in particular any land, building, furniture, house-hold or other effects, utensils, books, newspapers, periodicals, instruments, fittings, appliances, conveyance and accommodation and when deemed necessary or desirable in the interest of the State Branch, sell, demise, let, hire out, mortgage, transfer or otherwise dispose of the same.
10. Erect, maintain, improve or alter and keep in repair any buildings for the purpose of the State Branch.
11. Borrow or raise money in such manner as the State Branch may think fit and collect subscriptions and donations for the purposes of the State Branch.
12. Invest any money of the State Branch not immediately required for any of its objects in such manner as may from time to time be determined by the State Branch
13. Assist, subscribe to or co-operate or affiliate or be affiliated to or amalgamate with any other public body whether incorporated registered or not, and having altogether or in part objects similar to those of the State Branch.
14. Create or assist in creating branches for any of the purpose aforesaid.
15. Do all such other things as are cognate to the objects of the State Branch or are incidental or conductive to the attainment of the above objects.
16. Publish from time to time transactions and other papers embodying medical research conducted by the members or under the auspices of the State Branch.
17. The names of the founder members of the Society to which the rules and byelaws of the management affairs is entrusted are as under:

PART II

RULES OF THE STATE BRANCH

1. Name of the society :

“Indian Medical Association Haryana Branch” (hereinafter referred to as the society) as per approved by the District Registrar of the societies, Gurgaon with reference vide letter number Memo Number: 2015-07-0097360 dated 05/08/2015 has been established for the objectives specified in the Memorandum of Association.

DEFINITIONS

In these Rules & Bye-Laws made there under, unless the context otherwise requires.

- a. “Association” means Indian Medical Association (IMA) having the Headquarter in New Delhi.
- b. “State Branch” means the “Indian Medical Association Haryana Branch”.
- c. “State Council” means the State Council of the Indian Medical Association Haryana Branch as constituted under the Rules of the State Branch.
- d. “Conference” means the Annual Haryana Medical Conference organized under the auspices of the Indian Medical Association Haryana State Branch.
- e. “Local Branch” means a local body of the Association formed under the Rules & Byelaws of the Association or of the State Branch, in the State of Haryana.
- f. “State Office” means the Registered State Office of the IMA Haryana State Branch.
- g. “Headquarters” means headquarter of the Indian Medical Association situated at New Delhi.
- h. “M.A. Form” means Membership Application Form of the Association.
- i. “H.F.C.” means Headquarters Fund Contribution.
- j. “Society” means Indian Medical Association Haryana Branch (IMAHB)
- k. All other words shall have the meaning as assigned to them in the Rules and Byelaws of the Association.

CONSTITUTION

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

HEADQUARTERS AND JOURANL OFFICES

2. The office of the State Branch will be maintained at the convenience of the Secretary of the State Branch but the permanent office address will at the address where the society is registered and journal office will be maintained to the convenience of Editor of Haryana Medical Journal but the permanent office address will at the address where the society is registered, until the permanent offices building is erected.

REGISTER OF MEMBERS

3. There shall be a Register in which the Names of all the members of the State Branch shall be entered with their qualifications, registration number and addresses, branch-wise in alphabetic order and direct members shall be entered under separate head and this may be got printed as roaster once in 3 to 5 years.

LOCAL BRANCHES

4. The members of the State Branch shall, wherever possible, group themselves into separate Local bodies' styles as "Local Branches."
5. Each local branch shall have a local area to be determined and approved by the Working Committee of the Association at the recommendation of the State Council.

STATE BRANCH

6. There shall be only one State Branch in the State of Haryana which shall have jurisdiction over all local branches within the State of Haryana

RULES AND BYE-LAWS OF LOCAL BRANCHES

7.
 - i. There shall be a model set of rules and bye-laws to act as guidelines for Local Branches as approved by the Working Committee of the Association. A local branch shall however, be free to govern itself in such manner as it shall think fit and for that purpose to make from time to time rules and bye-laws as it may think fit and to repeal or alter the same as and when it may consider it expedient. The rules and bye-laws so made constituting the Branch in reference to which they are made, provided that such rules and bye-laws are in general conformity with the rules and bye-laws of the State Branch and have been approved and ratified by IMA Haryana State and subsequently by the Working Committee of the Association.
 - ii. A local branch after formation shall sends its set of Rules and Bye- Laws to the Headquarters Office with a copy to the State Branch. The State Branch shall forward its comments if any to the Headquarters Office within 4 weeks from date of receipts. The State Branch shall however have no powers to approve or modify the same.
 - iii. Till such time the Constitution, rules and bye-laws of a newly formed local branch or those of existing local branches who do not have constitution of their own at present including all amendments/alteration/additions etc. are ratified by the Working Committee of the Association, the model set of Rules and Bye-Laws as prescribed by the Working Committee of the Association shall only be operative.
 - iv. The Rules and Bye-Laws of the Association shall apply in any matter if not covered by Rules and Bye-Laws of the State or Local Branch already ratified by the Working Committee of the Association.
- 7-A All Branches of the Association namely State/Territorial, Local, Direct Branches and Overseas Branches shall be under the overall control of the Headquarters and governed by Rules and Bye-laws of IMA Headquarters as amended from time to time. Those of the Branches which are individually registered under the Societies Registration Act or under any other Act shall also come under the overall discipline and control of the Headquarters and

abide by its Rules & Bye-laws as amended from time to time. (Effective from 30.12.95). No rules and bye laws in total contradictory to IMA HQ shall be made and if so, they shall be considered null and void.

JURISDICTION OF STATE BRANCH

8. All local branches within the jurisdiction of the State Branch shall be guided by the latter in all matters subject to the Rules and Bye-Laws of the State Branch of the Association.
9. Local Branches within the jurisdiction of State Branch shall refer all matters concerning the State and Central Governments to the State Branch for final decision in such matter. The State Branch shall likewise refer all matter concerning the Government of Haryana or India as a whole to the Headquarters for necessary action.
10. The State Branch shall not be liable for any of the debts or liabilities of any of its local branches, nor shall any of its local branches be liable for any debts and liabilities of the State Branch.

ELIGIBILITY FOR MEMBERSHIP

11. Any person registered with a Medical Council of India on the basis of his/her qualification as defined in the Indian Medical Degree Act, 1916 (Act VII of 1916) and included in the schedules to the Indian Medical Council Act, as amended from time to time and approved by the Working Committee of the Association for membership, shall be eligible for membership. However, all interns having temporary registration will be eligible to become members of the State Branch.

CLASSIFICATION OF MEMBERS

Honorary Members

12. A. The State Branch shall have power to elect as Honorary Members such persons and in such manner as the bye-laws may provide and to admit members to elect to such privileges (other than that of receiving notices of meetings or of voting or holding office) as may from time to time be conferred on them by or under the Bye-Laws.

Branch Members

12. B. Persons enlisting as members through a Local Branch as per Bye-Laws shall be called Branch Members.

Direct Members

12. C. Persons who are eligible of Membership and reside or practice or are employed in a place in Haryana where no Local Branch exists when enlisted shall be called Direct Members and shall be attached to the State Branch directly.

Life Members

12. D. Members who pay a lump sum in lieu of yearly subscription according to the Bye-Laws laid down for the purpose shall be life Members.

Special Members

12. E. The State Branch shall have powers to elect a special member such person and in such manner as the Bye-Laws may provide and to admit members so elected to such privileges (other than that of voting or holding office) as may from time to time be conferred on them by or under the bye-laws.

Associate Members

12. F. Members of one branch who are elected as Associate Members of another branch according to Rules and Bye-Laws of that Branch enjoying all the privileges of Membership of that branch except of the voting or holding office be called Associate Members.

Affiliated Members

12. G. Members from affiliated bodies as per rules shall be affiliated members on terms and conditions to be decided upon and laid down from time to time.

Intern Members

12. H. All interns otherwise eligible and registered temporarily with the various State Medical Council under Medical Council of India Act may be enrolled as interns 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 privilege of membership of local branch except i. Right of voting ii. Right to holding any elected office in the branch and representing the branch in any outside body in any capacity.

ASSOCIATION YEAR

13. The year of the Association and all its branches shall be from 1st January to 31st December and for financial purposes shall be from the 1st April of one year to the 31st March of the following year. For purposes of H.F.C. the financial year is considered from 1ST January to 31ST December.

For the purpose of the income tax return and accounting the Association may prepare accounts as required by Income Tax Act or any statutory requirements for different period.

SUBSCRIPTION

14. The members of the State Branch shall pay an annual or life subscription as provided in the Bye-Laws.

HEADQUARTERS FUND CONTRIBUTION FROM BRANCHES

15. Every Local Branch shall pay Headquarters Fund Contribution (H.F.C.) to the State Branch and the State Branch shall pay Headquarters Fund Contribution to the Headquarters as provided in Rules and Bye-Laws of the Association (Headquarters).

PRIVILEGES MEMBERSHIP

16. A. Payment of each year's subscription shall entitle the member for that period to all privileges of membership of the Association and to those of the Branch through which he is a Member.
16. B. A member shall be entitled to receive a copy of the journal of the State Branch and of other publications of the State Branch either free of charge, or at such rates as State Branch may fix from time to time.
16. C. All Life Members shall have the right to enjoy the privileges of Membership of the Branch within whose jurisdiction they may happen to reside or practice or be employed for the time being.
16. D. All Members shall have the right to attend and take part in discussions at all general and clinical meetings, lectures and demonstrations organized by the Association or its Branches of which they are Members.
16. E. All Members shall have right attend Medical Conferences organized by the Association or any of its Branches on such terms as laid down in the Bye-Laws.
16. F. All Members shall enjoy any other privileges that may hereinafter be conferred by the Association.
16. G. On termination of membership, a person shall automatically cease to hold such office or appointment as he may be holding in the Association or in a branch in anybody as Association's nominee.

MANAGEMENT OF THE STATE BRANCH

17. The general control of management and direction of the policy and affairs of the State Branch shall be vested in a body styled as the State Council.

COMPOSITION OF THE STATE COUNCIL

18. The State Council shall be composed of the following members of the Association :

a. Ex-Officio Members

- 1) Patrons of IMA Haryana State Branch
- 2) President of the State Branch
- 3) Past Presidents of State Branch (if members of Association).
- 4) Three Vice Presidents
- 5) Hony. State Secretary
- 6) Hony. Joint State Secretary
- 7) Organizing Secretaries
- 8) Hony. Publicity and Propaganda Secretary
- 9) Hony. Treasurer
- 10) Immediate Past State Secretary
- 11) Hony. Secretary of each local branch or in his absence one of the other secretary
- 12) Central Representatives
- 13) Alt. Central Representatives on the Central Working Committee
- 14) President Elect of the State Branch
- 15) Two Vice-President Elect xvi. President of Host Branch
- 16) Chairman, Secretary and Office Bearers of State Chapter of IMA Academy of Medical Specialties
- 17) Director, Secretary and Office Bearers of the State Faculty of IMA College of General Practitioner.
- 18) Editor, Haryana Medical Journal, Associate Editor and Advt. Editor, Haryana Medical Journal.

- 19) President and Secretary H.C.M.S to be opted by the President and they will not have the voting right.
- 20) Assit. Secretaries of sub faculties IMA College of General Practitioners.
- 21) Members of the Working Committee. Governing Council Representatives/ Alternative Governing Council Representatives of IMA College of General Practitioners.
- 22) Chairman and members of the Finance Committee of the State Branch.
- 23) Permanent Record Officer of the State Branch.
- 24) Chairman and members Election Commission IMA Haryana State
- 25) Chairman and members Legal Cell
- 26) Chairman and other office bearers of Sports and Cultural Wing
- 27) Chairperson and other office bearers of Women wing.
- 28) Chairman and members Disciplinary Action Committee
- 29) Other members of working committee which are not included in the above list.

b. Elected Members (Branch Representative)

Representatives from the local branches and direct members shall be in the following scales:

5 to 25 Members	One Representative
After 25 Members	One additional Representative for Every 25 Members of part thereof.

In determining the representation of the local branches to the State Council, the strength of the Local Branch shall be calculated each year on the number of its members on the register of the Local Branch on whose behalf H.F.C. has been sent in full by the 31st March. Complete list of members in duplicate as on 31st March should reach the State Office from the Local Branch by the 15th March. Additions/alteration in the list maintained at State Office shall be effected each year after Annual State Council Meeting.

TERMS OF OFFICE OF THE STATE COUNCIL

19. The State Council shall be a continuous body. Addition / Alterations in the list maintained at State Office shall be effected each year after Annual State Council meeting. Term of the State council shall be from 1ST January to 31ST December of the same year.

POWERS AND FUNCTIONS OF THE STATE COUNCIL

20. A. The State Council will administer the affairs of the State Branch in accordance with the Rules and Bye-Laws. The council shall exercise such powers and do such and things as may be exercised or done by the State Branch.
20. B. The State Council shall have the right to delegate all or some of its powers except those relating to change of Rules and other specified Reservations to the State Working Committee, the composition of which shall be as in the Bye-Laws.

20. C. The State Council shall have the right to appoint special and ad-hoc committee and to delegate some of its powers to such Committees.
20. D. The remaining office bearers other than elected through Election Commission of IMA Haryana State Branch shall be nominated or appointed by the State Council or President of the State Branch subject to confirmation by the State Council.
20. E. The decision of the State Council in all matters not covered by the Rules and Bye -Laws of the State Branch shall be final and binding.
20. F. The State Council shall have the following four type of meetings;

ANNUAL MEETING OF THE STATE COUNCIL

21. The annual meeting of the State Council shall ordinarily be held at the time of the Annual Conference and shall finish its work before the first day of the Annual Conference. In case there is no conference the annual meeting shall be held not later than 31st December of the Year or as decided by the IMA Haryana State Branch. Or The Annual Meeting of the State Council shall be held at a convenient place, date and time to be decided by the Hony. State Secretary in consultation with the President.

Business of the Annual Meeting of the State Council

22. A.I. The business to be transacted at the Annual Meeting of the State Council shall be taken in the following order:
1. The election if necessary (in the absence of the President and Vice-President) of the Chairman.
 2. Adoption of the Annual Report for the previous year of all the wings and Haryana Medical Journal.
 3. Adoption of the audited Accounts of all the wings and Haryana Medical Journal.
 4. Consideration of the Budget for the year of all the wings and Haryana Medical Journal.
 5. Appointment of Auditors for auditing the accounts of State Office and of all the wings and Haryana Medical Journal.
 6. Nomination /appointment of others office bearers and members of working committee other than elected through Election Commission of IMA Haryana State Branch.
 7. Amendments of Rules and/or Bye-Laws, if any.
 8. Resolution brought forward by State Working Committee.
 9. Resolution brought forward by the Local Branches.
 10. Resolution brought forward by individual members of the State Branch.
 11. Selection of the venue of the Annual State Medical Conference to be held in ensuing year.
 12. Any other business with the permission of the chair.

General Rules about the Annual Meeting of the State Council

22. A.II. i. Except with the special permission of the Chairman, no resolution shall be placed before the Annual Meeting of the State Council that has not been previously given notice of and duly circulated with the Agenda of the Meeting.

- ii. Resolution sponsored by the Individual member shall reach Hony. State Secretary through the Local Branch, if any, Individual member however, shall have the right to send any resolution direct to the Hony. State Secretary provided a copy has also been previously submitted to the local branch.
- iii. Notice of resolution to be moved at the Annual Meeting of the State Council shall reach the Hony. State Secretary of the Association at least a month before the meeting.

Ordinary Meeting of the State Council

- 22. B. Ordinary meetings shall be held every 3rd month.

Special Meeting of the State Council

- 22. C. The Working Committee shall have the right to request the Hony. State Secretary to convene a special meeting of the State Council, whenever necessary.

Requisition Meeting of the State Council

- 22. D. A requisition meeting of the State Council shall be held within four weeks, on receipt of a requisition signed by at least 20 members of the Council stating the business for which the meeting is required. The time, date and place of such meeting shall be fixed by the Hony. State Secretary in consultation with the President. In case the State Secretary fails to call the meeting within the specified period the President shall call the meeting within 10 days after the expiry of the date. If no meeting is called at all, the requisitioners are entitled to call such meeting within 15 days.

Notice of the Meeting of the State Council

- 23. A. At least 2 weeks' notice of the Annual Meeting shall be given to all members stating the place, the date, the hour of the meeting and the Agenda of business to be transacted there at. For ordinary meetings at least one week's notice shall be necessary. In emergencies a shorter notice shall be allowed at the discretion of the Hony. State Secretary in consultation with the President, but in no case it shall be less than 3 clear days. Information of the meeting can be sent through E mail / SMS / Post on the last available email id, addresses and mobile number of the member.

Quorum for meeting of the State Council

- 24. The quorum for ordinary meeting of the State Council other than the Requisition Meeting shall be 11 of which at least 7 shall be other than the office bearers of the State Branch. The quorum for the annual and special meeting shall be 13 and for the requisition meeting it shall be 17.

If a meeting of the State Council is adjourned for want of the quorum, the council shall meet at the same place on the same day half an hour afterwards or as announced by the Chairman and shall transact only the business on the agenda of the adjourned meeting. This shall not apply in the case of a requisition meeting which shall be declared annulled if there is no quorum.

STATE WORKING COMMITTEE

24. The Working Committee of the State Branch shall be a continuous body. The State Council at its annual meeting shall elect State Working Committee.

COMPOSITION OF STATE WORKING COMMITTEE

The State Working Committee shall be composed of the followings:

25. **A. Ex-Officio-Members**
1. Patrons of IMA
 2. The President of the State Branch & President Elect
 3. Two immediate Past Presidents of State Branch
 4. The Vice Presidents & Vice Presidents Elect
 5. The Hony. State Secretary
 6. Immediate Past Hony. State Secretary
 7. Hony. Joint State Secretary
 8. Hony. Treasurer
 9. Chairman and Secretary of the State Chapter of IMA Academy of Medical Specialties.
 10. Director of the State Faculty and Secretary IMA College of General Practitioners.
 11. Editor, Haryana Medical Journal
 12. Publicity & Propaganda Secretary
 13. Representatives and Alternate Representatives of the State Branch on the Central Working Committee.
 14. Organizing Secretary
 15. Governing Council Representative of IMA College of General Practitioners.
 16. Chairman State Finance Committee
 17. Permanent Record Officer
 18. Assit. State Secretary
 19. Chairman and members Election Commission IMA Haryana State
 20. Chairman and members Legal Cell
 21. Chairman and other office bearers of Sports and Cultural Wing
 22. Chairperson and other office bearers of Women wing.
 23. Chairman and members Disciplinary Action Committee
 24. Other members elected by Election Commission and Nominated or appointed by State Council.
25. **B.** Members to be elected by the State Council at the Annual meeting from amongst its members. One for every 250 members or part thereof.

Co-opted Members of State Working Committee.

26. **A.** The President may co-opt up to 2 members to attend any particular meeting of the State Working Committee. The co-opted members will be paid T.A. as per Bye-Laws. The co-opted members shall enjoy all the rights and privileges of the regular members for the purpose of the particular meeting for which they have been co-opted.

Invited Members of State Working Committee

26. **B.** The following members shall stand invited to the meetings of the State Working Committee:

1. All Office bearers of State Branch who are not members of State Working Committee.
2. All Past Presidents of State Branch
3. All Past Hony. State Secretaries of State Branch
4. Chairman of all Standing Committees of State Branch which are on agenda of Working Committee.

In addition to above, the President may invite up to 5 members of the State Branch to attend a particular meeting of the State Working Committee. All such invited members may take part in discussions etc. but shall not be entitled to vote or to draw T.A. from State Branch funds.

Powers and Functions of the State Working Committee

27. The State Working Committee shall be the executive authority and as such shall have the power to carry into effect the policy and programme Branch of the State Branch as laid down by the State Council and shall remain responsible thereto. The Working Committee shall have the right:
 27. A. To make regulations and issue instructions for the proper working of the State Branch and to maintenance and administration of the association rooms, library and properties and for the organization and maintenance of its publications.
 27. B. To appoint committee, subcommittee, adhoc committees and standing committees and when necessary.
 27. C. To represent any matter in which they consider the interest of State Branch or that of the Medical profession are affected, before Government or the public bodies or any proper constituted authority.
 27. D. To receive reports of Standing and Sub-Committees which have met since the immediately preceding meeting of the State Working Committee.
 27. E. To consider resignation of members/office bearers/members of working Committee IMA Haryana (if submitted in own hand writing), suspension of members or branches and the question of taking such disciplinary action as it may deem fit against any member of Branch for misconduct, wilful neglect of default and any anti association activities. State President/Hony. State Secretary shall inform the IMAHQ about the suspension of members.
 27. F. To write off the whole or part of the unrealizable arrears of other outstanding dues of the Association or its publications, it considered desirable.
 27. G. To consider all matters and make necessary recommendations as far as possible before these are discussed by the State Council.
 27. H. To amend the bye-laws as per rule and whenever directed by the IMA HQ –New Delhi i.e. Apex body of IMA Haryana State Branch.
 27. I. Subject to provisions of Rules to exercise in addition to powers expressly given by the rules and bye-laws, all such powers and do all such acts and things as may be done by the State Branch.

27. J. Suspension of member/members who illegally hold the property of association or who fails to submit audited accounts of any events i.e. Conferences, CME etc.

MEETINGS OF THE WORKING COMMITTEE

28. A. The Working Committee shall hold meetings as often as necessary.
28. B. **Notice:** At least 7 days' notice of meeting shall be given to all members state place, date and the hour of the meeting and agenda of business to be transacted at the meeting shall accompany the notice of the meeting.

In emergency, a shorter notice shall be allowed at the discretion of the Hony. Secretary in consultation of the President but in no case shall be less than 2 clear days.

28. C. The quorum for the meeting shall be 7 of which at least 5 shall be Members other than office bearers of the State Branch.

OFFICE BEARERS OF THE ASSOCIATION

29. The following shall be the office bearers of State Branch

- I. Patrons of IMA Haryana State Branch
- II. President of the State Branch.
- III. Past Presidents of State Branch (if members of Association).
- IV. Two Vice Presidents.
- V. Hony. State Secretary
- VI. Hony. Joint State Secretary
- VII. Organising Secretaries
- VIII. Hony. Publicity and Propaganda Secretary
- IX. Hony. Treasurer
- X. Immediate Past State Secretary
- XI. Hony. Secretary of each local branch or in his absence one of the other secretary
- XII. Central Representatives & Alt. Central Representatives on the Central Working Committee
- XIII. President Elect of the State Branch
- XIV. Three Vice-Presidents Elect
- XV. President of Host Branch
- XVI. Chairman, Secretary and Office Bearers of State Chapter of IMA Academy of Medical Specialties.
- XVII. Director, Secretary and Office Bearers of the State Faculty of IMA College of General Practitioner.
- XVIII. Editor, Haryana Medical Journal, Associate Editor and Advt. Editor, Haryana Medical Journal.
- XIX. President and Secretary H.C.M. to be opted by the president and they will not have the voting right.
- XX. Asstt. Secretaries of sub faculties IMA College of General Practitioners
- XXI. Members of the Working Committee. Governing Council Representatives/ Alternative Governing Council Representatives of IMA College of General Practitioners.
- XXII. Chairman and members of the Finance Committee of the State Branch.
- XXIII. Permanent Record Officer of the State Branch.
- XXIV. Chairman and members Election Commission IMA Haryana State
- XXV. Chairman and members Legal Cell
- XXVI. Chairman and other office bearers of Sports and Cultural Wing
- XXVII. Chairperson and other office bearers of Women wing.
- XXVIII. Chairman and members Disciplinary Action Committee
- XXIX. Other members of working committee which are not included in the above list.

STATE MEDICAL CONFERENCE

30. There shall be organized a State Council Conference every year or as the State Council may decide the auspices of the State Branch. The Local Branches shall have the privilege of inviting the Conference. The place and time of the Conference shall be decided upon by the State Working Committee, or State Council.

AFFILIATION WITH OTHER BODIES

31. A. For the furtherance of the objects of the State Branch, the State Branch shall have the right to affiliate or be affiliate with other State Medical associations or other scientific bodies in Haryana on terms mutually decided upon and approved by the State Working Committee and State Council.
- B. Any medical association, union, society or scientific organization in Haryana may be affiliated to the State Branch on terms and conditions to be mutually decided upon as approved by the State Working Committee and State Council.

VALIDITY OF PROCEEDINGS

32. The proceedings of the State Council, or the State Working Committee or any Committee, Sub-Committee or other body acting under the rules, bye-laws of the State Branch or any of its branches shall not be invalidated by any accidental omission to give any notice, thereby required or any vacancy among their Members or by any defect in the election or qualification of any of their Members.

DELEGATION OF AUTHORITY

33. Where by or under these rules or bye-laws any act of things is required to be done by the State Branch the same may be done by such office bearers. Members of the State Branch as the State Council or the State Working Committee may appoint for the purpose.

AMENDMENTS TO THE MEMORANDUM RULES AND BYE-LAWS MEMORANDUM

34. A. Proposal for change in the Memorandum of the Association of the State Branch as and when necessary shall be considered at a meeting of the State Council specially convened for the purpose. Amendments should reach the State Office latest by 30th August and may be proposed by individual members, Local Branches and the State Branch which should be circulated to the Local Branches for opinion at least one month before the Special Meeting. Due notice of the proposed change must be given in the agenda of the special meeting of the State Council. No Such proposal shall be carried into effect unless it is agreed to by the votes of 3/5th of the members present and voting at the Special Meeting and confirmed by 3/5th of the members present and voting at a Special Meeting convened for the purpose. Any additions to, modifications or repeal of the rules shall be considered to have come into force

only after the proceedings of the meeting at which they were passed have been confirmed at the next meeting of the State Council .

Rules

34. B. Proposal for change of Rules shall ordinarily be considered only at an Annual meeting of the State Council. Amendments should reach the State Office latest by 15th September and may be proposed by individual members. Local branches, State Office which should be circulated to the branches for opinion at least 15 days before the Annual Meeting of the State Council and due notice of it must be given in the agenda of the Annual Meeting of the State Council. Rules can only be changed by 2/3rds majority of the members present and voting. Any additions to, modifications or repeal of the rules shall be considered to have come into force only after the proceedings of the meeting at which they were passed have been confirmed at the next meeting of the State Council

Explanation: Due notice shall mean that the actual words of the proposed alteration of the Rules shall be included in the agenda of the meeting of the State Council.

Bye-Laws:

34. C.I. Amendments should reach the State Office latest by 15th September and may be proposed by Individual members. Local Branches, State Office which should be circulated to the Branches at least 15 days before the Annual Meeting of the State Council. After due circulation to the Branches, Bye-Laws can be amended or/ and altered at the Annual Meeting of the State Council subject to approval/ratification by the Central Working Committee if needed or not directed by IMA HQ –New Delhi .

II. In anticipation of the approval of the State Council the State Working Committee may amend the Bye-Laws at any meeting. Provided the proposed amendments have been duly circulated to the branches and provided two-third of the members of the Committee present and voting at the meeting, vote for the amendments. Immediate effect may be given to such amendments if working committee so decides

Election Disputes at State Branch and Local Branch Level

35. i. In case of an election dispute in the State or local branches, an Election Tribunal shall be constituted. For disputes at the State level, the Tribunal shall comprise of the National President of the association and two immediate Past Presidents of the association (Section 40 of IMA HQ Part II Rules of the Association – Election dispute). For disputes at the Local Branch level, the State Branch President and two immediate Past Presidents of the State Branch shall form the Tribunal.

35. ii. In case the President or a member of the Tribunal is himself involved in any way in such a dispute or is unable to act or refuses to act or even otherwise interested, he will not be a member of the tribunal and his place shall be taken by another Past President of the State Branch. When there is a difference of opinion amongst the members of the Tribunal, the opinion of the President of the State Branch or Chairman of the Tribunal for election disputes at the Local Branch level shall be final.

35. iii. If any of the disputing parties is not satisfied with the Tribunal at State level, it may appeal to the President of the Association who if he feels that a prima facie case for appeal exists, will refer it to a Tribunal as provided in Rules & Bye-Laws of the Association. The decision of the Tribunal shall be final and binding on all concerned.
35. iv. Records of the election shall be maintained for one year by the Election Commission.
35. v. No election shall be called in question except by an election petition presented to the National President of the association (Election of State Branch) and to State President (Election of Local Branch of IMA Haryana State) within 15 days of the declaration of the election results
35. vi. No election petition shall be entertained unless accompanied by an application fee of Rs.5000/- (non-refundable) by Cash\Demand Draft. Jurisdiction of the court shall be in the jurisdiction of the city of the Chief election commissioner only.
35. vii. State President shall constitute and refer the petition within 7 days to the Election Tribunal as provided in the rules. The Election Tribunal shall meet within 3 weeks of such a reference. The Tribunal shall give opportunity both to the petitioners and defendants concerned to be present at the hearing. No non-members shall have the right to represent any party at the hearings.
35. viii. The election Tribunal shall hold its hearing at a convenient place determined by State President or Chairman of the Tribunal.
35. ix. The election dispute if any will fall under the jurisdiction of the court at the registration of the society only.
35. x. Administrative assistance to the Election Tribunal shall be provided by the State Office.
35. xi. Legal proceeding if any, where the State Branch is a party will fall under the jurisdiction of the court at registered state office only "except in case of election commission where the jurisdiction shall be at the city of Chief election commissioner only".
35. xxii. The parties concerned in an election dispute shall bear equally the travel and other expenses of the members of the Election Tribunal.

Arbitration

35. A. Any disputes or differences, solution for which is not otherwise provided between (a) a member Local Branch and (b) the State Branch shall be decided by the State Working Committee. Any party raising such disputes shall give at least six weeks' notice of the same to the State Branch and the same shall be placed on the agenda of the following meeting of the State Working Committee. The State Working Committee may regulate its own procedure for the purpose.

Notice:

35. B. All notices required to be sent under these Rules or Bye-Laws regarding election dispute and/or Arbitration shall be deemed to have been sufficiently given by addressing at the last available address in the records of the State Branch and sending it by registered post acknowledgement due. The service shall be complete whether the registered cover is received back with the endorsement refused, not found, left without address or with any other endorsement. It shall

be the duty of the party to furnish the address in writing is desired to be sent at an address different from that with the State Branch.

Suspension of Local Branch

36. A. After due notice to Local Branch, the State Branch shall have the right to recommend suspension of a Local Branch under its jurisdiction to the Headquarters Office, for non-payment of HFC in full by the due date and/or for non-submission of valid list of addressograph for the year concerned by due date, in case the Branch does not have any life member of the number of life members of the Branch is less than the number of members required for formation of a Local Branch. Such suspension will come into effect immediately and shall be reported to the next meeting of the State Working Committee and the Working Committee of the Association.

PART III

BYE-LAWS OF THE STATE BRANCH

MEMBERSHIP

Branch Members

1. Every candidate for membership of the Association through a Local Branch shall fill up a Membership Application Form (M.A. Form) in the manner prescribed by the Association and the branch concerned and forward it to the Branch Secretary or Treasurer along with the required subscription of the Branch and Association Fee. The Local Branch shall consider the application and submit its recommendations to the State Branch along with the required Headquarter Fund Contribution (H.F.C.) either for the whole or half year as the case may be in respect of the new member within a month of the receipt of the application. If the State Branch shall forthwith forward his M.A. Form along with the H.F.C. and Headquarters' share of Admission Fee to the Headquarters at Delhi and shall give due notice to the same in writing to the Journal Office at Calcutta and the new member concerned through the local Branch. The Membership of the applicants will begin after the Hon. General Secretary IMA has approved the applications.

Direct Members:

2. Persons eligible to be Direct Members attached to the State Branch shall also fill up the M.A. Forms and forward their applications along with Admission Fee and their subscription for the Association Year or for half year concerned, to the State Office. The State Office shall, thereafter, forward applications along with HFC and Headquarters share of admission fee to the Headquarters Office at New Delhi and take future action as in Bye-Laws.

Associate Members:

3. Persons eligible to be Associate Member of a Local Branch shall not have to fill up M.A. Form but shall have to apply to the Local Branch and to pay the subscription fixed by its for Associate Members. They would enjoy all the rights and privileges of Membership of the Branch except that of voting and of holding office. They will be entitled to receive only one copy of the Journal of the Association as Branch Members.

Affiliated Members

4. Members from the affiliated bodies as per Rules and regulations.
5. Junior Members – Those members who have passed M.B.B.S. within 5 years and doing Internship/house job.

Branch Members Subscription

6. Branch Members shall pay their subscription of the Local Branch according to the scale and instalments fixed by the Local Branch half yearly or yearly as the case may be. The Local Branch however, shall pay Headquarter Fund Contribution (H.F.C.) through the State Branch at the rate fixed by State Office in conformity with the rates prescribed by the Headquarters. Such contributions shall become due on the 1st March but may be paid, not later than the following 31st March. For new members joining the State Branch through a Local Branch, the Branch shall pay full year's Headquarter Fund Contribution if he Member joins in first half of the Association year or half year's Headquarter Fund Contribution if the Membership joins in the second half of the Association year, along with M.A. Form.

Direct Members

7. Direct member shall pay a subscription as fixed per year which shall become due on the 1st January every year or life membership fee as the case may be.

Life Member

8. Life Members shall pay a lump sum in lieu of the yearly subscription (i) to the State Branch in case Direct Members residing within the jurisdiction of the State Branch or (ii) to the Local Branch in case of Branch Members. The amount will be fixed by the State Branch or the Local Branch as the case may be.

Collection & Distribution of Subscription

9. All subscriptions and contributions are due in advance on the 1st March every year subject to byelaws 6 and 7.
10. If the subscription on behalf of any Member is in arrears, action may be taken as laid down in Bye-Laws.
11. If a Branch Member leaves the area of his Branch permanently and goes to another branch, he must clear all the dues of the previous branch and shall pay the subscription of the new branch for the remaining period of the Association year according to the rules of new branch and the Headquarters Fund Contribution shall be paid by the Branches proportionately to the period of Membership of each Branch counting it in half years. On no account the new Branch shall accept the intimation of transfer from any Member unless a clearance certificate is produced from the previous branch showing that all the dues there have been paid up. The fact of transfer shall be notified by the Branches to each other and Headquarters and Journal Offices through the State Branch.
12. In case of husband and wife, both being members of the same branch, the couple shall pay between them one full subscription and one half subscription for the full Association year and half it this amount if the couple joins in the 2nd half of the Association year and shall be entitled to one copy of the Journal of the Association between them. The Headquarter Fund Contribution for the couple shall also be in the same proportion (that is one and one-half).
13. A member enrolled at any time during a ~~half~~ year, shall pay the full subscription for that ~~half~~ year irrespective of the date of enrolment.
14. If a Direct or Branch Member joins the Association as annual member in the second half of the Association year (1st October to 31st March) , the H.F.C. being reduced by 50 per cent, the distribution as indicated above shall also be reduced by 50 per cent.

TERMINATION OF MEMBERSHIP

15. Membership may be terminated by resignation. A member may at any time resign his membership by giving 30 days' notice in writing to:
 - a. The Branch Secretary in case of the Branch Members.
 - b. The Hony. General Secretary through the Hony. State Secretary in case of direct members attached to the State Branch.

- c. The resigning member shall pay up all the dues against him and the Secretary concerned shall put a statement of outstanding dues against the member or a clearance certificate if all dues are paid along with his registration to the Headquarters for information and necessary action.
16. Membership may terminate by removal of name on account of non-payment of subscription after due notice as under:
- a. In case of direct members suitable letters should be sent by registered /UPC Post, either from the Headquarters of the State Branch concerned before 1st March reminding the members that their next subscription would fall due on 1st April and unless this was received in time their membership would automatically cease with effect from 1st April.
 - b. In case of branch members, the branch shall be free to make any Rules or Bye-Laws it likes about payment of its dues by members and for removal of their names on account of non-payment of subscription. When however, the branch decides to terminate or suspend the privileges of a member for this reason, due information of the same shall be given to the Headquarters and journal office, through the State Branch for necessary action, including stoppage of journal. The branches concerned shall however, be responsible for payments of the H.F.C. of such a member for the period his name has been maintained in the membership register.

Membership may terminate by removal of name of the ground of undesirable conduct as under: A.

- 1. Upon sentence after conviction in a court of justice for any time entailing moral turpitude.
- 2. 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 except in case of non-payment of renewal of fee, if any in the registering council, of
- 3. Upon forfeiture through misconduct of the Medical qualification by virtue of which he became eligible for membership.
- 4. On the recommendation of State working committee or State Council of IMA Haryana State branch.

B In case of direct member, similar procedure shall be followed by the State Branch

RE-ADMISSION

- 17. a. Any member who has ceased to be a member under Bye-Laws 15-16 can be re admitted on fresh application being made by him and on payment of any dues outstanding against him on the date when he has ceased to be a member. The State Council shall, however, have the power to remit a part or whole of any of the Branch concerned or in the case a direct member on its own initiative.
- b. A member whose name has been removed under Bye-Laws 16(a) may be re-admitted on the expiry of two years or thereafter provided his application for re-enrolment is supported by 10 members of the Association testifying to his good conduct during the intervening period. He must also submit a written apology acceptable to the State Council and the Branch concerned.
- c. But in cases coming under Bye-Laws 16(b) this re-admission, should be possible only subsequence to such a person's name being re-entered in the Medical Register.

FORMATION OF BRANCH

Local Branches

- 23. A. A minimum of 10 person, who are eligible to be members of the Association as per Rules 11 and who reside or are employed in a place or its neighbourhood may from themselves into a local branch of the Association by a resolution passed at a General Meeting of such persons, convened for the purpose provided at least 6 out of 10 members reside, practice or are employed at the Headquarters of the Branch. The resolution with the names of the office bearer

of the new branch. The signed M.A. Form and the H.F.C. as per bye-laws shall be sent to the State Branch. The State Branch shall consider the resolution and forward its recommendations along with the copy of the resolution, the names of the office bearers, the M.A. Forms and the central quota of H.F.C. to the Headquarters for final approval of the branch by the Working Committee of the Association at its next meeting. (All local Branches of IMA Haryana State branch shall be under the overall control of IMA Haryana State.)

Local Branches shall submit to the Headquarters and journal office through the State Branch, a six month return of the members on their rolls by the 30th of September and 31th of March of each year together with a list of defaulters, a list of new members and list of members who have left the branches with their new addresses, if available along with a report of the activities of the Branches.

24. All local branches in the State shall combine and form themselves into a State Branch and elect office bearer of the State Branch. The formation of such a State Branch shall be communicated to the Headquarters for its approval.

Local branches subsequently recognized by the Working Committee of the Association in the jurisdiction of the State Branch shall become constituent member of the State Branch.

Term of Office Bearers

- 25. A.** The Term of President /Vice Presidents / President Elect/ Vice Presidents Elect and others except election commission ,Finance Committee ,Disciplinary Action Committee , for one year i.e. 1st January to 31st December . The term of Chairman, Vice chairman and three members of election commission shall be three years and for Finance Committee and Disciplinary Action Committee for three years. The President and the Vice President of the State Branch and all elected or nominated members shall assume their office from the 1st day of January.

T.A. RULES

25. B.

- a. T.A. to the members will be paid @ Rs 5.00 per km for to and from distance irrespective of the name of the means of travel subject to availability of fund.
- b. State President will be entitled to claim actual car petrol expenses, even if he travels alone for the official functions as enlisted below.
- c. State President, State Secretary or any other members will be allowed T.A. from State funds for doing official work, when asked to do so.
- d. Official functions will be as follows:
 - All State Council and State Working Committee meetings
 - All State Annual Conferences of IMA, IMA CGP & IMA AMS
 - Formation/inauguration of new branch of IMA in the State (once in a year)
 - Meeting of Editorial Board & Managing Committee of HMJ (maximum of two meetings in a year)
 - Where State President is requested to preside over to be Chief Guest i.e. regional meetings, special seminars
 - Where the State President or State Secretary. Represent State at central HQ
 - T.A. rules would be same for members of special committee sub-committee or adhoc committees appointed by State Council or State Working Committee
 - No member shall be entitled to payment of T.A. more than once in accordance with the above rules for attending more than one meeting held in a particular place on the same occasion.

GENERAL PROCEDURE OF MEETINGS

26. A. Minutes of all the meetings shall be correctly kept and shall be duly confirmed at the following meetings of the State Working Committee or the State Council as the case may be.
- B. No resolution adopted or negative at a meeting shall be recognized unless either 6 months have elapsed or 1/5th of the members of the council or the committees, sub-committees concerned sign a requisition for its reconsideration.
 - C. The chairman of a meeting may adjourn meeting if deemed necessary particularly if the majority of the members present are in favour of adjournment. At the adjournment meeting only the unfinished business of the meeting shall be transacted.
 - D. The Chairman shall in case of equality of votes, have a casting vote.
 - E. No business shall be transacted at a special or requisition meeting other than that for which the meeting is called.
 - F. A notice may be served on any member either personally or through a servant of the State Branch or by post Under Certificate of Posting.
 - G. If half an hour or such time as decided by the State President or the Chairman from the appointed time quorum is not present, the meeting shall be adjourned and the adjourned meeting shall be convened at the same date and place after half an hour without any fresh notice.

FUNDS OF THE ASSOCIATION INCOME

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

- A. Headquarters Fund Contribution from the branches on account of the members on their rolls, as per bye-laws.
- B. Subscription of Life Members
- C. Special contribution or donations raised directly or through the branches.
- D. Contribution received from the branch organizing the All India Medical Conference as per bye laws.
- E. Bequests received by legacies from person who desire to benefit the State Branch (vide appendix)
- F. Interest of deposits
- G. Rents etc.
- H. Such other sources as may be authorized by the State Council or the State Working Committee.

Investment and Operation of Accounts

The assets moveable and immovable shall vest in the Haryana State Branch and investment of different funds shall be in the name of 'Indian Medical Association, Haryana State Branch' Fund. The accounts of the State Branch shall be operated jointly by (i) Hony. State Secretary (ii) Hony. Treasurer or in his absence or his inability to work, the President of the State Branch or other member nominated by the President (iii) State President (any two jointly out of these three).

Election Commission of IMA Haryana State shall also maintain its funds & account by getting nominations fee and contribution from the State fund for conducting elections. The accounts of the election commission in the bank shall be operated jointly by Chairman and one of the members of election commission. The surplus amount, left at the end of tenure shall be deposited in a Fixed Deposit A/C in favour of Haryana IMA.

The funds of the State Branch shall be administered in such manner as directly by the State Standing Committee for Finance and immovable properties as directed by the State Working Committee.

RESERVED FUND

28. There shall be a reserve fund of the State Branch. At least 25 percent of the surplus at the State Office each year shall be credited to this fund, in the following year. The reserve fund shall only be

drawn upon by a special resolution in a meeting of the State Council, the notice of which have been duly circulated and which 3/4th of the member's present vote in favour of the resolution for withdrawal.

Special Contributory Fund

As decided by the State Council on the recommendations of the State Finance Standing Committee and collected with the HFC to be used with approval of the Finance Committee and the State Council.

EXPENDITURE

29. The State Council shall out of the funds of the State Branch defray all ordinary expenses and shall pay rents; salaries, wages and such other charges as may be necessary for carrying on the work of the State Branch, it shall be empowered to spend money on scientific investigation, conference, prizes, scholarship and for such other purposes as it may consider advisable in furtherance of the objects of the State Branch.

DUTIES AND POWER OF THE OFFICE BEARERS

30. The duties of the office bearers shall be such as prescribed hereunder:

PRESIDENT

31. A. Shall be Chairman of all meetings of the State Council and the State Working Committee and shall preside over any other committee of which may be a member.
- B. Shall preside at the Annual Conference and all meetings of the State Branch.
- C. Shall guide and control the activities of the Association.
- D. Shall regulate the proceedings of the meetings and conference rules and bye-laws and decide doubtful points.
- E. Shall in addition to his ordinary votes have a casting vote in case of equality of votes.

Note: In the event of emergency arising by reason of any cause such as death, detention, resignation or absence for a considerable period out of India, of the President of the State Branch, the duties of the President shall devolve upon the 1st Vice President, or then 2nd & or then 3rd Vice President. Position 1st, 2nd or 3rd Vice-presidency will be decided depending upon the no. of votes polled in favour. If two candidates have similar no of votes, then the seniority shall be decided on the length of Life membership of IMA, if still same, then it shall be decided on the date of Birth. Higher the age, higher the seniority.

VICE PRESIDENT

32. A. Shall help in the organization of branches by making tours and addressing members and other personnel etc.
- B. The Vice President receiving the largest number of votes shall be called the Sr. Vice President and shall preside at the Annual conference in case the President is unavoidably absent.
- C. The Sr. Vice President shall be the Chairman of all committees and sub-committees of which he is member, in case the President is not a member.
- D. The other Vice President in order of precedence based on the number of votes they received shall take up the functions of the Sr. Vice President.

HONY. STATE SECRETARY

33. A. He shall be in-charge of the State Office.
- B. Shall have general supervision of accounts, pass all bills for payment and sign cheques.

- C. Shall get prepared by the Hony. Treasurer annual Statement of accounts duly audited by the Auditor for adoption by the State Council, after getting is passed from State Finance Committee.
- D. Shall prepare a budget and get it passed at the Annual Meeting of the State Council, after consulting the State Finance Committee.
- E. Shall Organise, arrange and convene meetings, conference, lectures and demonstrations.
- F. Shall attend meetings of the State Council and the State Working Committee and keep proceeding thereof.
- G. Shall be an ex-officio member of all committees of the State Branch.
- H. Shall maintain a correct and up-to-date register of all the members of the State Branch, branch wise.
- I. Shall organize the State Branch with the help of the Hony. Joint Secretaries and Hony. Asstt. Secretaries by encouraging the establishment of branches where they do not exist and by creating a general interest in the State Branch Shall have general supervision of accounts, pass all bills for payment and sign cheques.
- J. Shall bring any matter which he considers necessary in the interest of the State Branch to the notice of the State Council or the State Working Committee for guidance and decision.

HONORARY JOINT SECRETARY AND ASSTT. SECRETARY

The Hony. Joint Secretary/Asstt. Secretary of the State Branch shall help the Hony. Secretary in all his work in looking after the State Office, in conducting correspondence, in preparation of agenda of meetings, in preparing statements of account etc. He shall act for Hony. State Secretary in his absence.

HONORARY TREASURER

- 35. A. Shall receive all money of the State Branch and deposit them in a bank or banks approved by the State Council to the credit of the State Branch and operated jointly by the Treasurer and the Hony. State Secretary. There or part of them may if approved by the Hony. State Council, be deposited in the post office savings bank or invested in other banks, government securities etc.
- B. Shall be responsible for collection of all subscriptions and contributions due to the State Branch.
- C. Shall dispose of the bill for payment as sanctioned by the Hony. State Secretary and only on his written order.
- D. Shall have the right to point out any error or discrepancy in the order of payment of the Hony. State Secretary and refer the order back to him with his remarks. In the event of disagreement still persisting between the Hony. State Secretary and the Hony. Treasurer, the matter shall be referred to the State President for final decision.
- E. Shall be responsible for keeping up-to-date account of the Association with all the account books posted up-to-date.
- F. Shall get the accounts audited by the Auditor appointed by the State Council.
- G. Shall prepare an annual Statement of Accounts and a Balance Sheet showing the financial position of the State Branch. Get it audited by the Auditor appointed by the Annual Meeting of the State Council and submit it for adoption by the State Council.

ELECTION OF OFFICE BEARERS PRESIDENT, VICE PRESIDENTS & OTHERS

- 36. The Election Commission shall notify on or before 7th October each year to invite the nominations from amongst the life members of IMA Haryana State branch for the Posts of President/Vice Presidents / President Elect/ Vice Presidents Elect/ Central representatives and in other cases by the State Council Members who should also be the life members of the association as and when

applicable. The criteria for contesting for the posts of President/Vice Presidents / President Elect /Vice Presidents Elect/ Central representatives shall be circulated along with the invitation to all the branches (Presidents/Secretaries of Local Branches) and State Council members as follows:

The Election Commission shall follow the following schedule for elections of the office bearers of IMA Haryana State in case of ballot voting and modified as per need of electronic voting from 2015:-

- A) Invitation of Nominations to be sent by 7TH October through available mails ID's / SMS and branch Presidents or Secretary of the respected branch as per IMAHB office's records.
- B) Last date for receiving nominations by election commission-20th October 5 PM.
- C) Information for the provisional candidate is to be sent to the candidates by E mail/ SMS- 25TH October
- D) Last date of withdrawal of nomination- 28th October
- E) Final Scrutiny of the received Nominations and information to the candidates by E mail/ or SMS/ or post by- 31st October
- F) Posting of Ballots (containing BRE address returned ballot envelopes) - 7TH to 12TH November. (In case of electronic voting 12TH November shall be date of starting of voting)
- G) Request for Duplicate Ballot should reach to election commission from 21ST November to 28TH November through Post / E mail by the members himself with details of membership number, mobile number and Address. Issue of Duplicate Ballot Paper by 30th November. The duplicate ballot will be sent through speed post/ registered post.
- H) Last date of receiving filled ballot papers by election commission shall be up to 5 PM- 15TH December. (In case of electronic voting shall stop at 5 PM on 15TH December.)
- I) Counting of Ballot and declaration of the results- 11 AM on wards 16 December each year.

•DIRECTIONS:-

1. Applications / Nominations shall be invited each year from amongst the life members of IMA Haryana State branch duly proposed and seconded by the Life members for the Posts of President, President Elect, 3-Vice Presidents / 4 - Central representatives and other posts as notified by the Election Commission. The criteria for contesting for the posts of President/Vice Presidents / President Elect / Central representatives shall be circulated along with the invitation to all the branches (Presidents/Secretaries of Local Branches) and State Council members.
2. The candidate for these posts should have been a life member of the Association for the last 10 years for the post of President/Vice Presidents /President Elect / Central Representative and five years for other posts. The candidate should have attended at least 60% of the meeting of his branch or State branch during the preceding year. No dues certificate from the local branch President/ Secretary/State Secretary & the declaration to be submitted by the candidate to the satisfaction of the election commission.
3. The nomination must reach the office of the Election Commissioner not later than 20TH October 5.00 PM. Nominations received after that date shall not be considered.

4. The cover containing the nominations must be marked Nominations for the post of President/Vice Presidents /Elected President / Central Representative and other post etc. with name and address of the contestant shall also be written clearly and sent by registered post or speed post or courier.
5. Scrutiny of nomination papers and information to the valid contestants by 25th October each year.
6. All information to candidate will be sent by e-mail & SMS on Mobile number and Mail ID given in nomination form.
7. Incomplete nomination form and without attached requisite Demand Draft will be rejected.
8. The nomination form must be accompanied by non-refundable nomination fee in form of DD. Nomination Fee is as follows:-
 - a. President and President Elect ...Rs. 10,000/-
 - b. Vice Presidents and Honorary Secretary- Rs 5,000/-
 - c. Central representative.... 5.000/-
 - d. Treasurer ----3000/-
 - e. Other elected or nominated office bearers or working committee members Rs.1000/= for each Post.
9. If a candidate is elected unopposed then the result shall be declared on 1ST November after the scrutiny of the nomination received by the Chairman Election Commission IMA Haryana State Branch.
10. Members whose HFC has been received at the State office by 31ST March shall be authorized to cast their votes. List of eligible voters will be as per list supplied by the IMAHQ.
11. The Chairman Election commission shall dispatch all ballot papers by 12th November. The ballot papers shall be printed and numbered (For Life and annual members only) for President/ President Elect and Vice Presidents/ Vice Presidents Elect, Central representatives and other posts as per election notification to each member of the society individually. In case of electronic voting each member is entitled to cast his/her vote personally as the case may be.
12. Procedure of collection and safety of the ballot shall be as per norms of the IMA HQ rules and bye laws.
13. There shall be three posts of Vice- Presidents. Namely as 1st, 2nd & 3rd Vice Presidents. Criteria for labelling 1st,2nd or 3rd VP is as follows in this order :-
 - a. The candidate getting highest no. of ballots shall be designated as 1st, then 2nd & then as 3rd respectively.
 - b. If 2 or all candidates gets same no. of ballots. Length of Life membership of IMA shall be counted as the criteria for 1st, 2nd or 3rd position.
 - c. If that is also the same, then Date of Birth shall be considered.
 - d. If DOB is also same, then toss of coin shall take.
14. The word Honorary shall be used only for the post of State Secretary and Treasurer only, not for any other post.
15. Provision for Electronic system of voting should be made. Prepare the complete data base of IMA Haryana members. Electronic voting should come into effect from 2015 voting. All necessary arrangements to be made by then.
16. Composition of Election Commission:
 - a. Election Commission should consists of 5 members, out of which 1 should be the Chairman & 1 as Vice-Chairman, rest 3 as members. Tenure of the election commission shall be of three years. Two members shall retire & replaced every year after one year.
 - b. Chairman and Vice Chairman shall be elected in the 1st State Council meeting & shall enjoy the tenure of three years. In case of resignation or emergency situation arising out of death,

detention or leaving the country of chairman, vice-chairman shall function as chairman, till a new chairman is elected.

17. All New office bearers and members (Elected or nominated) shall assume their respective office w.e.f. 1st January.
 18. Counting of Ballots & Declaration of the result shall be on 16TH of the December in the office of election commission in the presence of candidates / candidate's authorised agent 11.00.AM onwards.
 19. All election dispute shall be dealt according to the Section 40 (Election and other dispute) of Part II Rules of the Association of Memorandum Rules and Bye -Laws of IMA HQ at IP Marg IMA House –New Delhi if not specified in these rules and bye laws.
 20. Note: if any of the dated given in bye-laws 36 above falls on Sunday or postal holiday, following shall be valid date for the purpose of the bye-laws.
37. A. If at any time dispute (other than election) is to be referred to arbitration the arbitrator shall be the President of the Haryana State Branch and if he is involved himself, the immediate past President.
- B. The arbitrator shall give an opportunity to both the parties to file their representation and if any party desires to be heard in person the arbitrator shall arrange the same at the said hearing the other party shall be allowed to be present if it so the other party to elicit the information provided the arbitrator allows the provided that the question is in connection with the dispute before the arbitration.
- C. The person once appointed as arbitrator shall continue to be the arbitrator till the dispute is settled even if his tenure of the office is over.
- D. The arbitrator shall give his award in writing and same shall be binding on the parties concerned. The expenditure incurred by the arbitrator shall be laid by the State Office. The expenditure incurred by each parties shall be borne by each parties concerned.

Appointment of Auditors and Legal Adviser

38. A. Auditors shall be appointed at the Annual Meeting of the State Council every year for auditing the accounts of the State Branch and its journal and other publications who shall be Registered Accountants and who shall audit the accounts at the end of the year or after if so desired by the State Council and shall certify to their correctness.

STATE MEDICAL CONFERENCE

39. There will be an organized State Medical Conference every year or as the State Council or the State Working Committee may decide under the auspices of the State Branch at a suitable place and time to be decided by the State Council. Such a conference will usually be held in October at the latest. The branches of the State Branch shall have the privilege of inviting the Conference.

Venue of the Conference

40. The Hony. State Secretary shall issue a circular letter to the branches on or before the 1st of June each year to find out if any of them would invite the conference. The invitation if any shall be put before a meeting of the State Council along with the recommendations of the State Working Committee.

Reception Committee

41. The branch inviting the conference shall from the Reception Committee of the Conference and membership of the Reception Committee shall be open to the following:-
 - a. All members of the branch which invite the conference
 - b. All medical men with qualifications register able under the Indian Medical Degree Act 1916 (Act CII of 1916) residing in the town which invites the Conference or in the neighbourhood.
42. Fee for membership of the Reception Committee shall not be less than Rs.10/- but may be more if so decided by the branch inviting the conference.
43. Office bearers of the Reception Committee shall be elected from amongst and by the members of the Reception Committee who belong to the category A only of bye law 41 and shall consist of a Chairman, Organizing Secretary, Treasurer and others as required.

Delegates

44. Delegates to the conference shall consist of:
 - A. All members of the State Council
 - B. Members elected by the various branches of the State Branch as their representatives to the Conference according to the numerical strength of the branches as follows:

From 5 to 10 members	-	1 delegate
Above that for every 10 or part thereof -		1 additional delegate

Delegation Fee

45. Delegation Fee shall be as decided by the host branch

Members of the Conference

46. Membership of the conference shall be open to the following:
 - A. All members of the Reception Committee
 - B. All delegates
 - C. All other members of the Association who attend the Conference on payment of delegate fee decided by the host branch
 - D. All medical men possessing register able qualifications under the Indian Medical Degree Act 1916 (Act VII of 1916) who are not members of the Association on payment of delegate fee decided by the host branch

Rights of Members of Conference

47. All members of the conference shall have the right to take part in all discussions at the open and scientific session of the conference. At the open session of the Conference in addition to the members of the subject's committee delegates only will be allowed to vote.

Visitors

48. The following can attend the conference as Visitors:
 - A. Prominent public men who are specially invited by the Reception Committee to attend the Conference without payment of any fees as Distinguished Visitors.
 - B. Medical men or other scientist who wish to take part in scientific session only on payment of Rs.500/- as per special visitors.
 - C. Bonafide medical students with or without payment of fees at the discretion of the Reception Committee as student Visitors subject to accommodation being available.

Rights of Visitors

49. The visitors shall enjoy the following rights:
 - A. Distinguished Visitors can speak on any resolution with the permission of the President but shall have no right to vote.

- B. Special visitors shall have a right to speak in the Scientific Session only and can attend the open conference, but they shall not have the right to speak on any resolution or the right to vote in the open conference.
- C. Student visitors can attend the Scientific Session and the General Session of the Conference but shall have neither any right to take part in the discussions nor to vote in the general session.

Subject Committee

50. The following shall from the subject committee of the conference:

- A. Ex-officio: All members of the State Council
- B. 10 members to be elected by the branch delegates from amongst themselves
- C. 5 members to be elected by the Reception Committee from amongst the members who are also members of the State Branch.

President of the Conference

51. The President of the State Branch for the year shall be the President of the Conference. He shall not be charged any membership fee of the conference.

Boarding & Lodging Arrangements

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

Reception Committee's Contribution to Association Fund

53. Reception Committee's contributions to the Association Fund shall be:

- A. The expenses of the Conference shall be borne wholly by the Branch inviting the Conference. The State Branch shall not be responsible for any part of the expenses.

Business at the State Medical Conference

53. Business at the State Medical Conference will be as follows:

- A. Inaugural Session.
 - Address of the Chairman of Reception Committee
 - Inaugural Address, if any
 - Annual Report of the Hony. State Secretary
 - Installation of the incoming President of the State (not related to assumption of charge of President but installation is ceremonial)
 - Address of the President
 - Election of the subjects committee
- A. Scientific Session and Exhibition, if any shall be open to all members and visitors.
- B. Open session for consideration of Resolutions

Except for special or urgent reasons at the discretion of the President, no resolution will be discussed and passed which have not been previously received at the State Office at least 4 weeks before the date of the Conference and circulate to the branches at least 3 weeks before the conference, and approved by the Subject Committee prior to discussion at the open session.

GENERAL RULES

- 55. A. The Hony. State Secretary of the State Branch shall make available to the members of the Subject Committee copies of all resolutions.
- B. The Hony. State Secretary shall make available to all members of the conference copies of all resolutions to place before the Conference as approved by the Subjects Committee.

- C. The Reception Committee in consultation with the Hony. State Secretary shall make arrangements for the meetings of the State Council which shall be held at the place of the Conference.

MISCELLANEOUS

1. An advisory Committee is being formed. The Chairman shall be for 5 years & will have 7 members with State President & Secretary as Ex-Officio members. This committee shall look after the issues related to society registration, accounting, income tax, service taxes, exemptions of the taxes and other government related functions which are necessary for the smooth functioning of the society.
2. A member can hold the same post consecutively for a maximum of three terms only e.g a member can hold the post of secretary for 3 consecutive terms only. He / She can be elected for the same post after one year gap on completion of the three years..
3. H.M.J. office will supply list of IMA members in Haryana State free to local branches, if required through local branch President/Secretary for official use e.g. for conference etc. while the list of the members can be supplied at a cost of Rs. 2000/-, if required for personal use by a member, pharmaceutical house, book seller, medical and surgical dealers etc.
4. Funds/subscriptions collected by the outgoing team for the ensuing year will not be spent by the outgoing team and will be handed over to the next team, except the subscriptions sent to the H.Q. or HMJ etc. on behalf of the ensuing year. Outgoing team will meet up their expenses within the collections made for their tenure.
5. Subscriptions collected from life members shall be kept in F.D. in bank at all levels and routine expenses will be met out of the interest on such deposits.
6. All the State meeting are to be hosted and no hospitality expenses will be debited to the state funds except in emergency.
7. In place of 25% delegate fee to be paid to state office out of annual conference account, the host branch will pay a fixed amount Rs. 10,000/- to State office w.e.f. 2014 conference.
8. State president will be empowered to spend Rs.10,000/- once in a year or whenever directed by Working committee or State Council for association work and will submit the accounts of such expenses to state office.
9. All the budget proposals, financial proposals and final accounts will be discussed in the Working Committee or State Council meeting only if passed by the financial committee.
10. No office bearer is allowed to present deficit budget without prior permission of the working committee/State council.
11. Indian Medical Association Haryana Branch may sue or be sued in the name of the President or Hony. State Secretary IMA Haryana State Branch or member nominated by the working committee or State Council of IMA Haryana State Branch.
12. The legal expenses shall be borne by the IMA Haryana State Branch. The society can be sued only at city of the registered office of the society only.
13. All the FDR of IMA Haryana shall be in the custody of Chairman Finance Committee and the Chairman Finance Committee shall distribute the interest to various wings of IMA Haryana State branch including State Office.
14. Suspended members shall have no voting right and not hold any office of IMA Haryana State branch or local branch of IMA Haryana State or IMA HQ till their suspension is revoked.

INDIAN MEDICAL ASSOCIATION MODEL RULES OF IMA BRANCH

(A Local Branch of Indian Medical Association)

RULES DEFINITION

(Various terms used in these rules may be defined)

Name

1. The name of this Association, which is a Local Branch of the Indian Medical Association, a Society registered under the Societies Registration Act XXI of 1860, and having its Headquarters at New Delhi, shall be “Indian Medical Association Local Branch” under the jurisdiction of Haryana State Branch of Indian Medical Association.
2. It is formed under the rules of the Indian Medical Association and shall function as a Local Branch as per constitution of IMA and the Rules and Bye-Laws of the IMA shall apply in any matter not covered by Rules and Bye-Laws of this branch as contained herein.
3. It shall abide by the decisions and policies of the IMA as laid from time to time.

Office

4. The registered office of the branch shall be ordinarily located at the place of the Hony. Secretary of the Branch or at such other place as may be approved by the General Body.

Jurisdiction

5. The Branch shall have jurisdiction over the area as defined by the Working Committee of IMA.
6. It shall function under the jurisdiction of the Haryana State Branch of IMA and shall relate with aforesaid State Branch as laid down by IMA.

OBJECTS

7. The objects of the Branch are:
 - i) To promote and advance medical and allied sciences in all their different branches and to promote the improvement of public health and medical education in India.
 - ii) To maintain, the honour and dignity and to uphold the interests of the medical profession and to promote co-operation amongst the members thereof.
 - iii) To work for the abolition of compartmentalization in medical education, medical services and registration in the country and thus to achieve equality amongst all members of the profession.

METHODS

8. For the attainment and furtherance of these objects, the branch shall follow the methods as laid down by IMA Headquarters/State Branch and shall abide by them and support the policies and activities of IMA.

ASSOCIATION YEAR

9. The Association year shall be from 1st January to 31st December. However the branch shall be free to prepare accounts as required by income tax act or any statutory requirements for different period.

COMPOSITION OF THE BRANCH

10. The Branch shall consist of members of IMA who reside and/or practice in the area of jurisdiction of the Branch and whose names are duly approved by Hony. General Secretary of IMA Headquarters on the prescribed form as laid down.
11. The Branch shall maintain a register of all its members which shall correspond with the register maintained at the IMA Headquarters and at Haryana State Branch IMA.

12. All additions, deletion and transfer of members shall be intimated to IMA Headquarters through the State Branch as laid down in the Rules and Bye-Laws of IMA.
13. The Branch on formation shall function as per Constitution and adopt the Model Rules and Bye Laws with any modification/amendment thereof and send the same to IMA Headquarters through State/Territorial Branch for ratification by the Working Committee of IMA. The State Branch shall, forward its comments, if any, to the Headquarters Office within 4 weeks from date of receipt. The State Branch shall however, have no power to approve or modify the same. Till such time, the constitution or amendments of Rules/Bye-Laws of the Branch are ratified by the Working Committee of IMA, the Model Rules shall be operative.

MEMBERSHIP Eligibility

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

Enrolment of Members

5. All prospective and eligible members of the profession shall apply on a prescribed Membership Application Form to the Hony. General Secretary, IMA Headquarters who shall approve and accept the membership and intimate the same to all concerned office of IMA. All such Application Forms shall accompanied by Headquarters Fund Contribution (H.F.C.) as laid down from time to time, in such manner as prescribed by Rule 16 of IMA Rules.

CLASSIFICATION OF MEMBERS Intern Members

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

Life Members

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

Associate Members

19. Members of another Branch can be elected as Associate members of the Branch. They shall not fill in another Membership Form but shall apply to the Branch and pay its subscription only but they would not be entitled to vote and/or hold any office in the Branch.

Attached members of IMA

20. The medical personnel of Armed Forces of India who are attached members of IMA

Headquarters as per Rules of IMA shall be attached to the Branch where they happen to reside. They shall have all privileges of membership except that of voting and/or holding any office in the Branch. While they will not pay H.F.C. they shall be required to pay any charges fixed by the Branch for day-to-day activity and for any special activity.

SUBSCRIPTIONS

21. Members on rolls of the Branch shall pay their subscription to the Branch according to state fixed by the Branch from time to time and such subscription shall include HFC on their behalf. Such subscription for the full year shall become due on 1st October every year for existing members.

H.F.C.

22. The Branch shall pay the H.F.C. as fixed by the IMA State Office (on the Back Cover Page)
23. The Branch will remit the HFC as laid down by IMA rules in one instalment in case of existing members as on 1st April, latest by 15th May each year.
24. The H.F.C. in respect of new members enrolled in the first half of the Association Year shall be remitted for full year along with the M.A.
25. The Branch shall also send an up-to-date list of members (Addressograph) on its register of membership as on 31st March on behalf of whom H.F.C. has been remitted in full, so as to reach IMA Headquarters through the State/Territorial Branch concerned by the 30th April. All additions and deletions shall also be reported to IMA Headquarters from time to time during the year and list updated up to 15th May and 31st October shall be taken as valid members of the Branch and H.F.C. shall be payable by Branch on it. In case no corrections are received, the list as on 31st March of last year shall be taken as valid for making payment of H.F.C.
26. The Branch shall maintain separate lists of members on its register of membership as under:
 - a. Interns Members
 - b. Single Members
 - c. Couple Members
 - d. Life Members – Single and Couple
 - e. Association Members – This will be maintained at Branch Level only for which no extra HFC will be required to be sent.While remitting H.F.C. the branch shall give statement of H.F.C. based on the above categories of membership.

TERMINATION OF MEMBERSHIP

27. The Rules & Bye-Laws of IMA shall be applicable in all cases for termination of membership.

SUSPENSION OF MEMBERSHIP

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

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

MANAGEMENT

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

Elected Office-Bearers and Members:

- A. President
- B. Vice President/Vice Presidents
- C. Hony. Secretary/Joint Secretary
- D. Hony. Secretary Finance/Treasurer
- E. Committee Members: Their number shall be fixed by the Branch relating to its strength.

Ex-Officio Members

1. Imm. Past President for 2 years
2. Imm. Past Hony. Secretary for one year
3. Members of State Working Committee

Co-Opted & Invited Members

President may co-opt 1 or 2 members and invite few members.

30. The Office-Bearers and members of the Executive Committee shall be elected every year by the General Body of membership as provided in the election procedure in these Rules and ByeLaws.

Executive Committee

31. The Executive Committee shall act on behalf of the Branch and shall be vested with the power of general management. It shall meet regularly at periodic intervals.
32. It shall appoint Committees and Sub-Committees for various activities and functions and shall express view on behalf of the Branch when asked for by the State/Territorial Branch and/or the IMA Headquarters.
33. It shall oversee the financial management of the Branch and authorize payments and/ or disbursement of funds as provided in these Rules and for such other activities as decided by the Branch from time to time.
34. The Executive Committee shall frame Bye-Laws, lay down procedures for day-to day functioning of the Branch, conduct yearly elections and exercise all other powers as may conducive to the Branch within the frame work of these Rules and perform any other function specially entrusted to it by the General Body of the members.

ELECTIONS OF OFFICE-BEARERS AND EXECUTIVE COMMITTEE

35. Office Bearers and Members of the Executive Committee shall be elected every year at a General Meeting in such manner as provided in these Rules and Bye-Laws and as per schedule decided by the Executive Committee through a process of calling for nominations by a fixed date, scrutiny of nominations and thereafter giving time to valid nominees to withdraw nominations if they like and later fixing a date for election where all members in good standing shall be allowed to vote by secret Ballot. The whole process shall be completed by 31 December.
36. The Branch may frame suitable Bye-Laws to conduct the election.

DUTIES OF OFFICE-BEARERS

37. The duties and functions of Officer-Bearers of the branch shall be as under:

President: He shall preside over all meetings and shall be ex-officio member of all Committees. He shall control and guide the affairs of the Branch and shall interpret these Rules and Bye-Laws and his decision in all matters shall be final. He shall have a casting vote in case of equality of voting on any account.

Vice President: The President shall be assisted by the Vice President, who shall act on his behalf in his absence.

Hony. Secretary: He shall be responsible for the day-to-day administration of the Branch under the guidance of the President and/or the Executive Committee. He shall issue notice of all meetings and maintain records of all business transacted at meetings of the General Body, Executive Committee and other Committee. He shall keep membership record and all documents of the Branch and comply with the essential requirements in relation to the State/Territory Branch and/or IMA Headquarters. He shall act as Returning Officer for the Branch elections. He shall pass all expenditures and bills and operate Bank Account along with one Joint Secretary and Treasurer.

Hony. Joint Secretary: He shall assist the Hony. Secretary in duties allotted to him by the Hony. Secretary/Branch Executive Committee.

Hony. Treasurer: He shall maintain the accounts of the Branch, operate bank account jointly with the Hony. Secretary and in the absence of Hony. Treasurer, the Joint Secretary, invest or disburse funds as approved by Executive Committee through the Hony. Secretary as per budget allotments and help raise finances for the Branch including collection of subscription etc. He shall prepare quarterly/half yearly statement of accounts, get them audited as per decision of the Executive Committee.

MEETING OF THE BRANCH

The following meetings shall be held:

1. **Annual Meeting:** The Annual General Meeting of Members of Branch shall be held every year before 31st December to receive Annual Report, Annual Accounts, approve next year's budget, elect representatives of the Branch to various IMA bodies viz. Central Council, State Council and other bodies and to consider constitutional amendments and any resolutions moved by the Executive Committee or members provided such resolutions have been submitted at least four weeks in advance of the meeting.
 2. **General Body Meeting:** As per requirement, the Hony. Secretary shall call General Body Meeting for specific purpose like holding election of Branch Office Bearer and Executive Committee in consultations with president or as decided by Executive Committee. Such meeting shall be also called to elect office-bearer of Headquarters and/or of the State Branch as per Rules of IMA and of State Branch respectively.
 3. **Extra-Ordinary General Meeting:** It shall be called by Hony. Secretary in consultation with the President and/or as decided by the Executive Committee to consider specific agenda. No other item shall be considered in this meeting.
 4. **Requisition Meeting:** It shall be called by the Hony. Secretary in consultation with the President/Executive Committee on requisition from such specified number of members as decided by the Branch and laid down in these Rules within a fortnight of the receipt of requisition to consider the specific item of agenda as demanded by the requisitionists. No other matter will be transacted at this meeting.
 5. **Scientific/Academic and Social Meeting:** These meetings may be called by the Hony. Secretary as expedient.
39. The Executive Committee shall fix the venue of the meetings and prescribe the quorum for respective meetings.

BYE-LAWS

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

RULES

41. Amendments to these Rules shall be made at the Annual General Meeting of the Branch provided a due notice of the same is given by the member of Executive Committee. Such amendments as approved shall come into force only after being ratified by the Working Committee of IMA.

IMA COLLEGE OF GENERAL PRACTITIONERS

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

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

IMA ACADEMY OF MEDICAL SPECIALITIES

45. On being enrolled and membership being approved by IMA Headquarters, the members shall be entitled to all privileges of membership of the Association as provided in the Rules of IMA and also to those of this Local Branch for the period for which he has paid subscription and or the State Branch through which H.F.C. on his behalf has been remitted to IMA Headquarters. These privileges as shall include:
1. Receiving a copy of the journal of the Association and other publications of the Association either free or at such rates as fixed by the Association from time to time.
 2. Attending and taking part in discussion at all general and clinical meetings organized by the IMA Headquarters or its Local/State Branch of which he is a member.
 3. Attending the Medical Conference organized by IMA Headquarters or by State Branch and
 4. Enjoying such other privileges that may hereafter be conferred by the Association under specified conditions i.e. joining IMA study tours, IMA Benevolent Fund or other Membership Services/Benefit Scheme.

Annexure 1

- President for the year -----
 - Elected President for the year -----
 - Three Vice Presidents for the year -----
 - Three Elected Vice Presidents for the year -----
 - In future w.e.f year 2015 elected President and Vice Presidents shall be elected every year.
- Hony. State Secretary, Hony Joint Secretary, Hony Treasurer, Hony. Assistant Secretary, Organising Secretary –2, Propaganda Secretary, Central Representative –4, Alt. Central Representative-4, Chairman IMAAMS, Vice-Chairman IMAAMS, Secretary IMAAMS, Hony. Treasurer IMAAMS, Governing Council Members IMAAMS –2, Director IMACGP, Hony. Secretary IMACGP, Hony. Treasurer IMACGP, Governing Council Members –2, Editor Haryana Medical Journal, Chairman Women wing, Chairman Finance Committee, Chairman Sports & Cultural Wing, Chairman Legal Cell, Chairman Disciplinary Action Committee.

The other office bearers and members working committee except above will be nominated or elected in the annual State Council Meeting of IMA Haryana State to be held in the month of December every year. Three Patrons (two amongst Past Presidents and one amongst /Vice President /Senior members of IMA above the age of 60 yrs. will be nominated by the President elect in the annual State council meeting of IMA Haryana State

Nomination Fee: - Fee for President and President Elect Rs. 10,000/=, for central representative 5,000/=, for Vice Presidents & Vice Presidents elect and Honorary Secretary Rs. 5000/=, and Treasurer 3000/- for other elected or nominated office bearers or working committee members Rs. 1000/= for each Post.

Election (from start of Election Process and counting of votes and declaration of Result) shall be conducted by Election commission comprising one Chairman, one Vice chairman and three members. Chairman of the election commission shall act as Returning officer and other two members shall assist the returning officer. The State Secretary shall provide all record of members/voter list, budget and financial assistant to the election commission. The duration of the election commission shall be Two year. Chairman and members of the Election commission shall not be allowed to contest /or be nominated for any post of the State election except Patrons.

46. There shall be a permanent state committee of life members for minimum 5 years, consisting of not more than ten life members of IMAHB, for the regulation of the society registration, Income tax, accounting, constitution amendments, Legal issues, and others functions required for the smooth running of the society.
47. Memorandum Rules and Bye Laws of Indian Medical Association Haryana State Branch-2007 are here by repealed and the new amended Memorandum Rules and Bye Laws of Indian Medical Association Haryana Branch –2014 duly recommended by Laws of Indian Medical Association Haryana Branch –2014 duly recommended by Memorandum Rules & Bye- Law amendment committee and adopted , passed and confirmed by State Council and Working committee of IMA Haryana State branch and shall be effective and operative from 21-7-2014.

BYE LAWS- APPENDIX I

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

1.
2.
3.

APPENDIX II

Note: Parts of obligatory requirements by Branches in matter of sending membership lists, H.F.C., representatives etc. Are compiled as the Secretaries Manual and be referred to.

APPENDIX III THE INDIAN MEDICAL ASSOCIATION FORM OF BEQUEST

Persons, who desire to benefit the Association by bequest are recommended to adopt the following:

I give and bequeath up to the Indian Medical Association, Haryana State Branch the sum of Rupees (free of tax and duties) to be applicable for the general purposes of the State Branch and to be paid out of such portion of any personal estates not specially bequeathed as the Law permits to be appropriated by will to such purpose; and I declare that the receipt of the Treasurer for the time being of the State Branch shall be sufficient discharge of such legacy.

APPENDIX IV

Membership No.

**INDIAN MEDICAL ASSOCIATION HEADQUARTERS IMA
House, Inderprastha Marg, New Delhi-110002
Membership Application Form**

(Local Branch Copy 2. State Branch Copy 3. Headquarters Copy)

1. I hereby apply to be enrolled a member of the Indian Medical Association:
2. Branch Member of Local Branch under Haryana State Branch.
3. Life Membership number _____
4. First Name.....Last Name.....
5. Father's or Husband's Name
6. Address
- PinCode Mobile no Mail ID
7. Qualification.....
8. Registration Number.....
9. Date of Registration Number
10. Name of the Council of Registration.....

I hereby declare that the qualification (or at least one qualification of the qualifications mentioned in my application) is recognised by the Medical Council of India and on this basis, I am eligible to be registered with Medical Council of India or a State Medical Council. If at any time my this statement is found to be incorrect, my membership, if granted, will be liable to be cancelled and the fee paid by me to all sections of IMA will be liable to be forfeited by them.

I hereby give an undertaking that I shall abide by the Rules and Regulation of the IMA.

Signature of the applicant

Date.....

Place

Certified that I have verified the qualifications and registration of the applicant and eligibility as per Rules, for being enrolled as member of the Indian Medical Association.

Hony. Secretary
..... Local Branch

Forwarded to the Hony. State Secretary
..... State/Territorial Branch

MEMORANDUM RULES

& BYE-LAW

INDIAN MEDICAL ASSOCIATION HARYANA STATE BRANCH (IMAHB or IMA Haryana or Indian Medical Association Haryana)

(A State Branch of the Indian Medical Association –IMA House I.P. Marg, New Delhi)
Indian Medical Association Registration No.325 of 1934-1935 dated May19, 1934, Bengal



(As amended up to 20th July 2014, effective from 21ST July 2014)

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