

INDIAN MEDICAL ASSOCIATION

Kanpur Branch

[Registered Under Societies Registration Act. XXI of 1860]

(Regd. No. X/44-45)

'Temple of Service'

37/7, M.G. Road, Parade, Kanpur



MEMORANDUM RULES AND BYE LAWS

संख्या:- 3040
03/09/2016



सोसाइटी के नवीनीकरण का प्रमाण-पत्र

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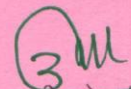
एतद्वारा प्रमाणित किया जाता है कि- **Indian Medical Association, Kanpur branch.**

को दिये गये रजिस्ट्रीकरण प्रमाण-पत्र संख्या:-10/1944-45

दिनांक...13-12-1944...को दिनांक...10-10-2015...से पाँच वर्ष की अवधि के लिए नवीनीकृत किया गया है।

1450/- रुपये की नवीनीकरण फीस सम्यक रूप से प्राप्त हो गयी है।

दिनांक:-02-08-2016


सोसाइटी के रजिस्ट्रार
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PART-I

MEMORANDUM OF THE INDIAN MEDICAL ASSOCIATION, KANPUR BRANCH

(1) NAME

The name of the Association is "Indian Medical Association Kanpur Branch" hereinafter called the association.

(2) OFFICE

The registered office of the Association shall be at 37/7, "Temple of Service". M.G. Marg, Parade, Kanpur-208001.

(3) OBJECTS

The objects of the Association are to promote and advance the objects of the Indian Medical Association within Kanpur which are in accordance with the I.M.A.H.Q.

- (i) To promote & advance medical and allied Sciences in all their different branches & to promote the improvement of public health & medical Education in India.
- (ii) To maintain the honour & dignity & to uphold the interest of the medical profession & to promote co-operation amongst the members thereof.
- (iii) To work for the abolition of compartmentalism in medical education, medical services & registration in the country & thus to achieve equality amongst all members of the profession.
- (iv) To establish charitable blood bank for welfare of the patients.
- (v) To establish Medical OPD/ Charitable Hospital for the welfare of the society.

(4) METHODS

For the attainment and furtherance of these objects the Association may

- (a) Hold periodical meetings and conferences of the members of the Association and the medical profession in general.
- (b) Arrange from time to time congresses, conferences, lectures, discussions and demonstrations on any aspect of the medical and allied sciences.
- (c) Publish and circulate Journal which shall be the official organ of the association of a character specially adopted to the needs of the medical profession in India and which shall undertake publicity and propaganda work of the Association through its columns and publish other literature accordance with the objects of the Association.
- (d) Maintain a library and Association Office.
- (e) Publish from time to time transactions and other papers embodying medical researches conducted by the members or under the auspices of the Association.
- (f) Encourage research in medical and allied sciences with grants out of the funds of the Association by the establishment of scholarships, prizes or awards and in such other manner as may from time to time be determined upon by the Association.
- (g) Conduct educational campaign among the people of India in the matter of public Health and Sanitation by cooperating whenever necessary with different public bodies working with the same object.

- (h) Organize medical camps for providing medical relief during epidemics and in times or in emergency.
- (i) Consider and express its views on all questions and the laws of India or proposed legislation effecting public health, the medical profession and medical education and initiate or watch over to take such steps and adopt such measures from time to time regarding the same as may be deemed expedient or necessary.
- (j) 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 Association, and in particular any land, building, furniture, household or other effects, utensils, books, newspapers, periodicals, instruments, fittings, appliances, apparatus, conveyance and accommodation and when deemed necessary or desirable in the interest of association sell, demise, let, hire out, mortgage, transfer or otherwise, dispose of the same.
- (k) Erect, maintain, improve or alter and keep or repair any buildings for the purpose of the Association.
- (l) Borrow or raise money in such manner as the Association may think fit and collect subscriptions and donations for the purposes of the Association.
- (m) Invest any money of the Association, not immediately required, for any of the objects in such manner as may from time to time be determined by the Association.
- (n) Assist, subscribe to or co-operate or affiliate or be affiliate to or amalgamate with any other public body whether incorporate, registered or not and having altogether or in part objects similar to those of the Association.
- (o) Create or assist in creating branches for any of the purposes aforesaid.
- (p) Do all such other things as are cognate to the objects of the Association or are incidental or conducive to the attainment of the above objects.

PART-2

A COPY OF MEMORANDUM RULES & BYE LAWS OF INDIAN MEDICAL ASSOCIATION, KANPUR BRANCH

The name of the association shall be Indian Medical Association, Kanpur Branch.

The association is and will be composed of persons who heretofore have been & here after shall be elected or admitted as members under the rules:-

(1) CONSTITUTION:

The name of the association established by the Society will be Indian Medical Association Kanpur Branch.

The Association shall consist of members whose names are on the register of the members of the Association at the time when these revised rules and byelaws come into operation and of subsequent members who shall be adoption of these revised rules and by laws of the Association, be duly enrolled in such manner and upon such conditions as may be prescribed from time to time.

(2) REGISTER OF THE MEMBERS

There shall be a register maintained in the office in which names of all members of the association shall be entered with their qualifications and addresses and such particulars as may be prescribed by the Association from time to time. Separate lists for various categories of membership shall be maintained.

(3) ELIGIBILITY OF MEMBERSHIP

Any person registered with a Medical Council of India on the basis of his/her Medical qualifications defined in the Indian Medical Degrees Act 1916 (Act VII of 1916) and trained in allopathic systems of treatment, included in the schedules under the Indian Medical Council Act, as amended from time to time, shall be eligible for membership. Candidate should be resident of within the jurisdiction of Kanpur District.

(4) CLASSIFICATION OF MEMBERS

MEMBERSHIP

1. Every candidate for membership of the Association shall fill in the prescribed membership application form and send the same along with the admission fee and the prevailing amount of subscription to the Honorary Secretary. The Secretary shall place the same before the next meeting of the Executive Committee. After approval from the Executing meeting the Hony. Secretary shall forward the applications & H.F.C. to I.M.A. U.P. State.

1-A The membership of the application will begin after the Hony. Secretary General IMA has approved the application. The Hony. General Secretary shall intimate the General Office at Kolkata the name & address of new member & forwarded one copy of the application form for their records.

- 1-B Conversion of the annual member:- The local branch secretary should get filled, new M.A. form (all four copies) from the member. The local branch secretary should on top of each form on all four copies write in red" conversion from Annual member to life member. His serial number from general list is _____
- 1.C A member enrolled at any time shall pay subscription for the full year, if the member is enrolled in the 1st half of the association year or subscription of the 2nd half, if he joins the second half of the association year, irrespective of the date of enrollment.
- (a) **Ordinary Members:** Those who shall pay their full annual subscription once yearly as decided by IMA HQ to which IMA UP State & Branch share to be added. Two types of the membership are available (i) Single Ordinary member (ii) Couple Ordinary Member where both husband & wife are having MBBS degree recognized by the MCI. Out of couple member one member shall pay full subscription & other member shall pay subscription for the half year.
 - (b) **Honorary Members:** Experts of other Allied Sciences can be taken in as Honorary Members considering their exemplary services towards mankind, health services, health education. Such persons who have medical qualification/profession of high excellence may be made Hony. Members recognizing their services towards profession & society.
 - (c) **Associate Member:** Any member from other branch of IMA can become the member of IMA Kanpur Branch, but shall have no voting rights & cannot hold any official post.
 - (d) **Life Members (Single & Couple):** Members who pay a lump sum amount once in a life-time in lieu of yearly subscription according to the byelaws laid down for the purpose shall be life members. Subscription of Life members shall be decided by IMA HQ to which share of IMA UP State & IMA Kanpur Branch is to be added. Out of Couple member one member shall paid full Subscription by other members shall pay half of the subscription.
 - (e) **Special Members:** The association shall have power to elect as special members such person in such manner as the Byelaws may provide & to admit members so elected to such privileges to other than of voting or hording office as may from time to time be conferred on them by or under the byelaws.
 - (f) **Transfer Members:** Shall also have voting rights if their HFC has been deposited in IMA Kanpur & their application has been approved by the Executive Committee & their HFC has been sent to IMA UP State latest by 31st March of the year.

5. NEW ASSOCIATION YEAR

The year of the Association shall be from 1st October of one year to the 30th September of the following year. The term of the office bearers shall be full calendar year from the date of AGM in which the charge is given to new body.

(6) PRIVILEGES OF MEMBERSHIP

- (A) Member shall have the privileges of the Library as per Library Rules.
- (B) Members of category 4a, d, & f. shall have right of voting & right to hold any post in the office provided he/she has paid all the dues and subscription due upto 30th Sept. of the year. Twelve month's membership of this branch of category 4a, d & f is necessary for holding elective posts.
- (C) A member shall be entitled to receive a copy of the journal and other publications of the Association either free of charge or at such rates as the Association may fix from time to time. Out of Couple member (Ordinary/Life) only one member shall be provided with the publication of the association.
- (D) All the members have the right to attend, take part in discussion, at all general, clinical meetings, lectures and demonstrations organized by the Branch.
- (E) All members shall enjoy any other privileges that may hereafter be conferred by the Association from time to time.

(7) MANAGEMENT OF THE ASSOCIATION

- (a) The general control, management and direction of the policy and the affairs of the Association shall vest in the general body of the Association. The general body will administer the affairs of the association in accordance with the memorandum, the rules and bye-laws of the Association.
- (b) The General body shall exercise such powers and do such acts and things as may be exercise or done by the Association.
- (c) Executive, management and the control of the affairs shall be entrusted to an executive Committee as per bye-laws.
- (d) Whereby or under the rules or the bye-laws any act or things is required to be done by the Association the same may be done by such office bearers, officers or members of the Association as the general body or the executive committee may appoint for the purpose. The Honorary Secretary shall be **sue** or be sued in the name of the association.
- (e) In the matter, not covered by those rules and by laws the association, if any of the rules or bye-laws of the association will be in contradiction of the rules of bye-laws of the Indian Medical Association UP State or Head Quarter, the same shall be invalid to the extent or the contraction. In cases where constitution of IMA UP State & IMA HQ shall be taken in consideration.

(8) ADMISSION

Every applicant for membership shall have to pay an admission fee or readmission fee for single or couple membership, as fixed from time to time by IMA HQ or IMA UP State Branch.

(9) SUBSCRIPTION

All subscriptions are due in advance in the month of Oct. every year.

- (a) In the case of couple members, one member shall pay full subscription while the other shall pay half the rates. The rates of subscription for all categories of membership will comprises of branch contribution as decided in the General Body

Kanpur Branch plus the HFC as directed by the IMA HQ and UP State branch from time to time.

- (b) The life membership Subscription for single & couple member shall be decided by IMA HQ time to time to which share IMA UP & Local branch is to be added.
- (c) The Hony. Member, associate member, special member shall not pay subscription.
- (d) HFC shall be increased by 25% every fourth year i.e. after completion of every 3 association years.

(10) TERMINATION OF THE MEMBERSHIP

Membership of any member may terminated at any time on the following grounds:

- (a) **By resignation:** a member may at any time resign his membership by giving 30 days' notice in writing to the branch secretary who will put up all the same to the meeting of executive committee. The member must pay up all dues against him and return the Association property including books, magazines before submitting his resignation. Honorary Secretary shall put up a statement of outstanding dues against the resigning member or clearance certificate if all dues are paid. The Hony. Secretary shall forward his application to IMA HQ through IMA UP State for information & necessary action.
- (b) **By removal of name on account of nonpayment of subscription:** A member whose subscription is in arrear for six months, will cease to be a member. When the branch decides to terminate the member or suspended his privileges of a member for this reason due information of the same shall be given to journal office & IMA HQ through the State Branch for necessary action including stoppage of journal supply.
- (c) **By removed of name on ground of undesirable conduct** if the conduct of the members be deemed by the executive Committee prejudicial to the interest of the Association or be calculated to bring the medical profession into disrepute the executive Committee may ask him to submit a written explanation of his conduct in the event of explanation being found unsatisfactory the member may be asked either to apologies or resign from the association. The member is agreeable his apology shall be given due consideration. If shall sent to HQ through state branch with confidential note giving details of the case of future reference. In case the said members refusing either to apologize or resign when asked to do so, a general body meeting shall be called to consider to the members concerned. He shall be given an opportunity to explain his conduct if he desires, if at the meeting 3/4th of the member's present vote for removal of his membership the resolution shall be sent to H.Q. through State Branch for confirmation and name shall be removed from the register of the branch only after receiving of such confirmation from IMA H.Q.. In the meantime, he shall be suspended form enjoying all privileges of membership of the association.
- (d) By removal of the name on the ground of conviction in Court of justice from any crime and entailing moral turpitude.
- (e) Upon being de-registered by Medical Council of India on the ground of unethical conduct, from the date of de-registration and for the period of de-registration.

- (f) Upon forfeiture through misconduct of the medical qualification by virtue of which he become eligible for membership.
- (g) Undesirable conduct of the members No members except President & Hony. Secretary shall issue any press statement, Video clipping or any information about the branch activities to any other agencies.
- (h) No member shall give any verbal or written statement latter to any other Govt. or Semi Govt. or public office/institutions regarding affaires of the branch.
- (i) No member will approach any Court for dispute arising within the branch without permission from the President of the Branch. All such dispute will be solved within the organization through various modes of redressal grievances through disciplinary committee.
- (j) No members will represent IMA Kanpur Branch in any Govt./Semi Govt. or Private Organization without prior permission from President.
Members violating these rules will be considered as undesirable conduct & liable for suitable action.

(11) UNCONSTITUTIONAL ACTIVITIES OF OFFICE BEARERS & MEMBERS

- (a) The Office bearers shall have no powers to alter the decisions of the Executive Committee & General Body.
- (b) General Body, on the recommendations of the executive Committee, may pass a Vote of no confidence against any member, office bearers or member Executive after including the matter in the agenda of the meeting conveying for the purpose, informing the concerned person; & inviting reply within ten days, if it feels the activities of the concerned office bearer are prejudicial to the interest of the Kanpur Branch, termination of any unruly member can de done.
- (c) Any office bearer of the Kanpur Branch whose conduct & his/her responsibilities in an unconstitutional manner or beyond his/her powers shall be liable to invite disciplinary action, the procedure of which has been described in bye law ii above.
- (d) If due to unconstitutional actions & activities conducted by any office bearers or member of IMA Kanpur Branch& where has been financial loss to the association, the loss amount shall be recoverable from the concerned person. The extent of the amount of money to be recovered will be assessed by the Finance Sub Committee, recommended by the Executive committee and approved by General Body. The General Body shall constitute a committee of three persons authorized to negotiate with the concerned person & recover from him the money on behalf of the association, within three months of the decision of the General Body.
- (e) In case the IMA Kanpur Branch fails to recover the money through negotiation; Civil and Criminal proceedings may be initiated against the erring persons as per law. The legal recourse is open to IMA Kanpur Branch, even if the concerned person ceases to be members of the IMA Kanpur Branch for any reason what so ever.

(12) OFFICE BEARERS OF THE ASSOCIATION

Following shall be office bearers of the association

- (a) President
- (b) Four Vice Presidents
- (c) One Honorary Secretary
- (d) Two Joint Secretary
- (e) One Finance Secretary
- (f) One Jt. Finance Secretary
- (g) One Property Secretary
- (h) One Jt. Property Secretary
- (i) One Scientific Secretary
- (j) One Jt. Scientific Secretary
- (k) One Library Secretary
- (l) One jt. Library Secretary
- (m) One Cultural Secretary
- (n) On Jt. Cultural Secretary
- (o) One Sports Secretary
- (p) One Jt. Sports Secretary
- (q) Chairman, I.M.A., A.M.S. Kanpur Chapter
- (r) Secretary, I.M.A., A.M.S. Kanpur Chapter
- (s) Asst. Director, I.M.A. C.G.P. Kanpur Sub faculty
- (t) Asst. Secretary, I.M.A. C.G.P. Kanpur Sub faculty.
- (u) Chief Editor News & Views

N.B.:-

- (1) All the office bearers except the various Joint Secretaries will be elected every year at the AGM. The joint secretaries will be nominated by the respective newly elected secretaries. Editor will be nominated by the Executive Committee.
- (2) The Finance Secretary of the I.M.A. Kanpur Branch shall be the treasurer of I.M.A. A.M.S. Kanpur Sub Chapter & I.M.A. C.G.P. Kanpur Sub Faculty.

(13) REDRESSAL FOR GRIEVANCES

If any office bearer or member have any grievance concerning branch activities & is being effected in any way bye Rules & Bye Laws of the branch will approach in following manner for redressal & justice.

- (a) May submit his grievance in writing to the President/Hony. Secretary of the Branch.
- (b) May submit his grievance in writing to the executive Committees for redressal.
- (c) May request President of the Branch for conveying a special grievance redressal committee consisting of 5 senior most past President. The decision of the committee shall be obeyed by everyone involved in the grievance letter.
- (d) For election dispute the members should approach 1st the to Election Committee & than to IMA Kanpur Branch & in case he is not satisfied with the reply only them he can refer the matter to the election tribunal of IMA UP State as per provision made in the Rules & Bye Laws of the IMA UP State.

(14) RE-ADMISSION

Any member who has been ceased to be a member for nonpayment of dues or any other reason can be readmitted on fresh application being made by him on payment of readmission fee and all other dues outstanding against him on the date when he had ceased to be a member after clearance from the Executive Committee.

(15) DUTIES OF THE OFFICE BEARERS

(i) PRESIDENT

Amend

- (a) Shall preside all the General & Executive Committee & Clinical meetings.
- (b) Shall guide and control the activities of the association as the chief officer.
- (c) Shall regulate the proceedings of the meeting, interpret the rules and the byelaws and decide the doubtful points.
- (d) Shall, in addition to his ordinary vote have a casting vote in case of equality of votes.
- (e) In an Emergency, shall have the authority to sanction expenditure upto Rs. 10,000-00 in a year (totalled under all the heads) beyond or not provided for in the annual Budget. For this post facto approval of the Executive Committee is mandatory. For amount between 5,000-00 to Rs. 10,000-00 prior approval of the Executive Committee shall be mandatory & post facto sanction of the General Body shall be mandatory.
- (f) Shall be the Ex. Officio representative of the Association on the Central & State Council.

(ii) VICE PRESIDENT

- (a) He/She will look after the work of the President in his absence according to seniority.
- (b) The Vice Presidents will ensure the proper functioning of the Sub committees allotted to them by the Executive Committee.
- (c) They will also do other tasks allotted to them by the President.

(iii) HONORARY SECRETARY

- (a) Shall be in charge of the office and the association property.
- (b) Shall conduct all correspondence.
- (c) Shall have general supervision of all accounts & pass all billing for payment however in special circumstances the President may also sign the bills and sign cheques jointly with the Finance Secretary.
- (d) Shall prepare with the help of the Finance Secretary monthly statement of accounts for approval of the executive Committee every month and get annual statement of accounts duly audited by the auditor for adoption at the annual general meeting.
- (e) Shall prepare a budget with consent of President Elect & Newly elected Honorary Secretary & Finance Secretary for next association year and present it at the annual general meeting for adoption.

- (f) Shall prepare the annual report and after getting it approved by Executive Committee, place it before the annual general meeting for adoption.
 - (g) Shall issue notice, summons, attend meetings and keep records thereof.
 - (h) Shall be the ex. Officio representative of the association on the Central and State Councils.
 - (i) Shall not have any authority to spend any money beyond the sanctioned budget, totaled under all the heads. In any Emergency requiring money beyond budget the amount he shall have to take the approval of the President.
 - (j) Shall sue or be sued for and on behalf of the association.
 - (k) Shall maintain a correct & up to date register of all members.
 - (l) Shall organize the Association activities with the help of other concerned Secretaries and Joint Secretaries.
 - (m) Shall bring any matter which the considers necessary in the interest of association to the notice of the executive committee.
- All the Publications of the association will be in the name of the Honorary Secretary.

(iv) JOINT SECRETARY

Shall help and assist the honorary Secretary in all his work Senior Hony. Jt. Secretary will work on behalf of the Secretary in his absence.

(v) FINANCE SECRETARY

- (a) Shall receive all the money of the Association issue receipt thereof, and deposit them in a bank or banks approved by the Executive Committee, to the credit of the Association. The accounts will be operated jointly by the President/Honorary Secretary and the Finance Secretary. He can keep with himself and imp rest money not exceeding Rs. 2000-00.
- (b) Shall be responsible for collection of all subscription and contribution due to the IMA State & Head Quarters.
- (c) Shall dispose off the bills for payment as sanctioned by the Honorary Secretary and only on his written order, Payments for Rs. 2,000-00 over shall ordinarily be made by cheques only.
- (d) Shall be responsible for keepings up-to-date accounts of the association with all the accounts bills posted up-to-date.
- (e) Shall prepare monthly & annual accounts to be placed before the executive committee.
- (f) Shall prepare annual statement of accounts and balance sheet showing the financial position of the association, get it audited by the Auditors of the Association and submit it to the executive Committee and thereafter to the annual general meeting.
- (g) Shall have the right to point out any error or discrepancy in order of payment by the Hony. Secretary and refer the order back to him with his remark. If the discrepancy still persist the matter shall be referred to the President for final decision.

(vi) JOINT FINANCE SECRETARY

Shall help and assist the Honorary Secretary in his work and work for him in his absence.

(vii) LIBRARY SECRETARY

- (a) Will be in-charge of the Library of the Association.
- (b) Shall issue books to the members and see that these are returned in time.
- (c) Shall receive journals and periodicals and arrange for their circulate amongst the members or put them on the table.
- (d) Shall notify to the members the names of the new books added to the library.
- (e) Shall maintain the following register:-
 - i. **BOOKS REGISTER**
List of all the books new books added to library shall be immediately entered into it.
 - ii. **MAGAZINE REGISTER**
Containing the name and number of the date of receipt, name of member along with date of issue and return shall be maintained.
 - iii. **ISSUE REGISTER**
Containing the name of member, number of book, date of issue and return of the book and the signature of the receiver shall be maintained.

(viii) JOINT LIBRARY SECRETARY

Shall assist the Library secretary in his work and officiate for him in his absence.

(ix) SCIENTIFIC SECRETARY

- (a) Shall be in-charge of all the scientific and connected activities of the Association.
- (b) Shall arrange scientific and clinical lectures issue notice thereof and keep records of their proceedings.

(x) JT. SCIENTIFIC SECRETARY

He shall look after the work of Scientific Secretary in his absence & help him in his work.

(xi) CULTURAL SECRETARY

Shall arrange cultural programme and get together for health recreation of members.

(xii) JT. CULTURAL SECRETARY

He shall look after the work of Cultural Secretary in his absence & help in his working.

(xiii) SPORTS SECRETARY

Shall arrange sports activities friendly matches with other Association and clubs for the benefit of the members.

(xiv) JT. SPORTS SECRETARY

He shall look after the work of Sports Secretary in his absence & help him in his working.

(xv) PROPERTY SECRETARY

- (a) Shall maintain a record of all movable and immovable property of the association.
- (b) Shall look after all movable and immovable property of the Association.

- (c) Shall suggest and supervise the repairs and purchase of all movable and immovable property of the Association.
- (d) Shall follow the legal cases of the courts on behalf of the association.

(xvi) JT. PROPERTY SECRETARY

He shall look after the work of Property Secretary in his absence & help him in his working.

(16) EXECUTIVE COMMITTEE

The office of the Executive Committee will be at IMA premises, Temple of Service, 37/7, Parade Kanpur.

The Executive Committee, on the occasion of the vacancy in its membership may it self elect any members of this association to fill the vacancy, who will hold office till the next General meeting of the association & is eligible for re-election.

The Executive Committee shall consists of the following members of the Association.

- (a) All the office bearers.
- (b) The immediate Past President.
- (c) The immediate Past Hony. Secretary.
Asstt. Director & Asstt. Secretary IMA CGP, Chairman & Secretary IMA AMS, Chief Editor of News & Views
- (d) The number of members to be elected at the AGM for Executive Committee shall be on the basis of one member for a block of each 50 members.
- (e) The Honorary Secretary in consultation with the President can co-opt up to two members to attend any meeting of the Executive Committee. They have no voting right.
- (f) Ten members other than the elected office bearers shall form the quorum.
- (g) All past President will be permanent invitee in the Executive meetings, they can participate in all deliberations & discussion during the meeting.
- (h) It will be mandatory for all the office bearers & elected members of the executive committee to attend all the meetings of the Executive Committee. However, they can remain absence in any meeting with prior intimation to the Hony. Secretary. If any office bearers or elected member remain absent for two consecutive meetings without prior intimation to the Secretary than an intimation letter should be given to the member mentioning about their absence in the Executive meeting & also inform that if he/she will remain absent in the meetings of the Executive Body then his membership from the Executive Committee will be suspended for the remaining period.

NOTICE :

Ordinary ten days' notice will be given to all the members stating place, date & hour of the meeting. The agenda of the business to be transacted at the meeting shall accompany the notice of the meeting. At least one meeting every month should be held to consider the monthly accounts besides other matters. In emergency President may allow a short notice but in no case it shall be less than four days. In the absence of quorum, the

adjourned meeting shall be called 15 minutes after the scheduled time to discuss the same agenda. No quorum will be required for the adjourned meeting.

(17) FUNCTION OF THE EXECUTIVE COMMITTEE

The Executive Committee shall be the Executive Authority & as such shall have the power to carry out the activities as per programme of the association, as laid down by the association in addition it shall exercise all the powers delegated to it by the General body, it shall consider all matters, make necessary recommendations before these are discussed by the General body meetings.

The Executive Committee shall have the right

- (a) To examine monthly accounts submitted by the Finance Secretary.
- (b) To draw up & consider the annual report of the association & prepare the budget for the Annual general meeting & also to make a list of persons eligible for special membership of the Association.
- (c) To sanction unforeseen expenditure upto Rs. 10,000-00 in a year not provided for in the budget.
- (d) To consider and decide application for membership, resignation of members suspension of members, and the question of taking such disciplinary action, as it may deem fit against any member.
- (e) To write off whole or part of the unrealizable arrears or subscription of members or other outstanding dues if considered desirable by a least three fourth majority of the members present in the meeting up to the maximum limit of Rs. One thousand only in the case of each one member. Beyond rupees one thousand, permission shall have to be taken from the General Body.
- (f) To receive & collect all subscribed or donated some & expend or invest the same for the purpose of the association. All the money belonging to it to be deposited in the some well-known bank in the name of the association to be operated jointly by the Finance Secretary & Hony. Secretary or President of the society.
- (g) To examine sanction, or disallow, as the case may be estimates of the expenditure.
- (h) To keep such accounts as may be necessary.
- (i) To consider & recommend for the proper action against professional miss conduct on the part of any of the members & generally to administer the affaires of the association.
- (j) To issue instructions for the proper working of the Association and for the maintenance and administration of Association office, Library and Properties.
- (k) To makes Sub Committees for various activities of the branch. Each sub-committee will consist of one Chairperson, one Co-chairperson, One Convener, & three to five members.
- (l) All the funds & the properties belonging to the association shall vest in the Executive Committee who shall be authorized to acquire property for the benefit of the association or transfer the same with the approval of the society.
- (m) To represent any matter in which they consider the interest of the Association or the medical profession is affected before Government or other public bodies through proper channel.

- (n) To appoint or remove salaried employees of the Association and to fix their remuneration.
- (o) To fill any vacancy in its members, office bearers, or representatives of the association on various bodies for the remaining part of the year.
- (p) To examine annual accounts, approve budget and annual report before presenting them at the annual general meeting.

(18) POWER OF THE EXECUTIVE COMMITTEE

- (a) The Executive Committee shall be empowered to spend up to Rs. 10,000-00 annually in addition to the amount sanctioned in the annual budget passed at General meeting of the society.
- (b) All the funds & the properties belonging to the association shall vest in the Executive Committee who shall be authorized to acquire property for benefit of the association or transfer the same with the approval of the General Body or spend the fund of the association. For the purchase of the site & erection of the building, for it or for any useful purpose.
- (c) The Secretary of the Committee may be with the authority of the committee affix the seal of the society to all instruments requiring to be sealed and all such instruments shall be signed by the President & the Secretary of the Executive Committee.

(19) GENERAL MEETING

An Annual General Body meeting of the branch shall be held every year in the month of last Sunday of the Sept., or 1st Sunday of the Oct. after the General election to transact the following business:-

- (1) I.M.A. Prayer
- (2) Condolences
- (3) Confirmation of the minutes of the last General Body meeting.
- (4) Adoption of Annual Report of the branch to be presented by Hony. Secretary.
- (5) Adoption of audited annual account of the branch to be submitted by Hony. Finance Secretary.
- (6) Approval of the budget for next association year to be presented by Hony. Finance Secretary.
- (7) To consider the Amendments in Memorandum in Rules & Bye Laws suggested by members or Executive Committee.
- (8) Presentation of Awards & Certificates
- (9) Farewell address by the outgoing President.
- (10) Declaration of results of Annual Election by the Election Chairman.
- (11) Installation of Newly elected President.
- (12) Introduction of Newly Elected Office bearers.
- (13) Address by the Incoming President.
- (14) Delegation of Power to the newly Elected Executive Committee to carry out day to day working of the association.

- (15) Delegation of power to operate Bank accounts. The Bank accounts shall be jointly operated by President or Hony. Secretary & Hony. Finance Secretary.
 - (16) To consider any Resolution submitted by individual members, which has been circulated along with the AGM Notice.
 - (17) Appointment of Auditors & Income tax Advisor & Legal Advisor.
 - (18) Any other matter with the permission of the Chair,
 - (19) National Anthem.
- B. An ordinary General body meeting of the association can be called by the Hony. Secretary in consultation with President if and when necessary.

(20) NOTICE

- (i) At least 3 weeks' notice shall be given for the annual or ordinary general body meeting.
- (ii) Requisition meeting requires ten days' notice.
- (iii) The quorum for A.G.M. will be 50 members for General Body and Requisition meetings the quorum will be thirty members.
- (iv) In the event of lack of quorum, the adjourned. G.B.M. shall be held after 15 minutes to consider the same agenda. There will be no quorum for the adjourned meeting.
- (v) Another General body meeting shall be called immediately after the AGM to confirm the minutes of the A.G.M..

(21) RESOLUTION

Except with the permission of the Chairman no resolution shall be placed before the annual meeting of the general body that has not been previously given notice and duly circulated with the agenda of the meeting. Such resolution must reach office six week before the meeting.

(22) SPECIAL MEETING

A special General Body meeting may be called by Secretary or President at the requisition made by not less than fifty members of the association, to the Secretary specifying the objects of the such meeting, who shall hold the meeting with in a fortnight of receipt of such requisition. All the above rules of the general meetings will apply to these meetings.

(23) CLINICAL MEETINGS

The Clinical & scientific meeting of the association will be held as and when decided by the Scientific Sub-committee/I.M.A. C.G.P./I.M.A. A.M.S..

(24) PUBLICATION OF TRACTS

All the publications shall be in the name of Hony. Secretary.

(25) REGISTER

The following registers will be kept. minutes books, list of medical books, journals, issue book, challan book, voucher file, subscription book, stock book, accounts book, suggestion book etc.

(26) VALIDITY OF THE PROCEEDINGS

- (a) The proceedings of the annual, ordinary general body or requisition meeting and those of the executive committee or other bodies acting under the Rules and byelaws of the association shall not be invalidated by any vacancy among the members or any defect in the election or qualification of any members.
- (b) Whereby or under the rules or the byelaws any fact or thing is required to be done by the Association the same may be done by such office bearers, officers or members of the Association or the executive committee may appoint for the purpose.

(27) AMENDMENTS IN MEMORANDUM IN RULES & BYE LAWS

- (a) Proposal for amendments in the Memorandum, Rules & Bye Laws of the Association as and when necessary shall be considered in the Annual general body meeting of the Association. The proposed alterations must reach the office at least two months before the date of the special meeting and shall be circulated to all the members for their opinion at least one month before the date of the meeting.
- (b) Due notice shall mean that the actual words of the proposed alteration of the Memorandum, Rules & Bye Laws shall be included in the agenda of the meeting of the Association.
- (c) No such proposal of amendments shall be carried in to effect unless approved by three fourth members present in the A.G.M. & subsequently confirmed in the next General body meeting which shall be held immediately after the A.G.M. meeting. No such proposal shall be carried into effect unless it is agreed to by the voters of three fourth of the members present and voting at the special meeting and confirmed by the three fourth members present and voting at a second special meeting convened for the purpose.
- (d) If the business of amendments is not completed fully or partly at the AGM, the adjourned part of the Agenda shall be considered at a special General Body meeting to be held specifically for this purpose alone, within three months of the A.G.M.
- (e) The amendments which have been passed will come into force only after the proceeding of the above meetings have been confirmed by another General Body meeting convened immediately after AGM for confirmation of the minutes and also subsequently approved by IMA UP State & IMA HQ as per rules & bye laws. Such amendments shall be forward to the Registrar of the Society within two months of the approval of the amendments for approval.

(28) FINANCE

The income & property of the association when so ever desired shall be applied solely towards the promotion of the objects of the association as set forth in the memorandum of the association & no portion thereof shall be paid or transferred directly or indirectly by way of the dividend, bonus or otherwise by way of profit, to the persons who at any time are or have been the members of the association or to have any of them or to any persons claiming through any of them.

(29) FUNDS OF THE ASSOCIATION

INCOME - The income of the Association shall be derived from the following sources.

- (a) Subscription from the members.
- (b) Special contribution and donation raised.
- (c) Interest in securities and deposits.
- (d) Such other sources as may be authorized by the Executive Committee.
- (e) All income generated through provision (a) to (d) as above in the name of IMA Kanpur Branch or in the name of any specific activity even of the branch will first be deposited in the funds of IMA Kanpur Branch by every member. No member will hold such money in a person account or possession, nor will utilize it for any other purpose.

(30) RESERVE FUND

There shall be a reserve fund of the Association. At least ten percent of the surplus or one percent of the total income each year whichever be more shall be credited to this fund in the following year. The reserve fund shall only be drawn up on by a special resolution for special purpose in a general meeting, notice of which shall have been circulated earlier and in which three fourth members present vote in favour of the resolution for withdrawal.

(31) EXPENSES

The Executive Committee shall out of the funds of the Association, defray all ordinary expenses and shall pay rents, salaries, wages, taxes and such after that other payments will be done. No member whether ordinary or office bearer is allow to make any payment on behalf of the Association.

(32) VIOLATION OF THE RULES

Any member found violating the rules of misuse of the fund of the association shall be consider his misconduct & shall be dealt according clause member No. 10 & 11 of the Bye Laws of the association.

(33) DISSOLUTION

If upon the dissolution of this Association there shall remain after the satisfaction of all the debts and liabilities any money or property whatsoever, the same shall not be paid to any one of the members, but be given or transferred to some other Association to be determined by the votes of not less than three fourth of the total members of the members present on the roll at the time of dissolution.

(34) ELECTION PROCEDURE

- (i) Election of office bearers, members of the Executive Committee & representative of the Association on various bodies will be done as following posts:
 - (a) President
 - (b) Four Vice Presidents
 - (c) One Honorary Secretary
 - (d) One Finance Secretary

- (e) One Property Secretary
 - (f) One Scientific Secretary
 - (g) One Library Secretary
 - (h) One Cultural Secretary
 - (i) One Sports Secretary
 - (j) Election of the Executive members on the basis of one executive member for block of fifty members.
 - (k) All the joint secretaries will be nominated by respective secretaries of the committee.
 - (l) Election of the Office bearers of I.M.A. C.G.P. Kanpur Sub faculty & I.M.A. A.M.S. Kanpur sub Chapter shall be held in General Body meeting which will be held on month after the AGM.
 - (m) Election for State council & Central Council members shall be held in General body meeting as per requirements of IMA UP State & IMA HQ respectively.
- (ii) An election committee will be constituted by the Executive committee in its meeting before the date of starting of election process. It will comprise of one Chairman, one Secretary & three members. The Election Committee will conduct the entire election & in all matters pertaining to election the decision of the committee in consultation with the President shall be final.
 - (iii) The Election committee shall be assisted by a scrutinizing Committee, comprising of Hony. Secretary, Finance Secretary & their Jt. Secretaries. In case any one or all of them are seeking elections, than the Election Committee in consultation with the President shall constitute a scrutiny committee of other persons who are not seeking election.
 - (iv) Candidate seeking election must fulfill the Eligibility criteria for various posts at the time of election.
 - (v) A circular for annual election will be issued by the Secretary Election Committee on or before 1st Sept. every year for holding the annual election of the branch in the month of September on third fourth Sunday of every year.
 - (vi) Only those members who are on roll of IMA Kanpur Branch's membership register as on 31st March of the year of the election as Ordinary or Life Members or Transfer members will participate in the election & cast their vote.
 - (vii) The candidate, proposer & Seconder should have paid their dues for full current year before the nomination form is submitted. However all other members wanting to cast their vote can clear all their dues till one day before the election date.
 - (viii) Nomination for the various posts will be made by the members on prescribed Nomination forms to be supplied by Chairman/Secretary Election Committee through office of the Association. Each nomination paper will be submitted along with prescribed nomination fee for various posts as announced by Election Committee. The nomination forms must be accompanied with the eligibility status of the candidates. Incomplete nomination form will be treated as invalid.
 - (ix) Nomination forms will be handed over to the IMA office within the date & time notified for the purpose.
 - (x) List of valid nominated candidates will be displayed on the notice board of the Association on 8th Sept.

- (xi) Last date of withdrawal will be 10th September.
- (xii) Final list of candidates will be displayed on the notice board of the association latest 12th of Sept.
- (xiii) If required, the Ballot papers will be issued and votes will be casted on 3rd/4th Sunday of the Sept.
- (xiv) The AGM shall be held on last Sunday of the Sept. or 1st Sunday of Oct. The term of the office bearers will be one year.
- (xv) For fair & free election there shall be a code of conduct issued by the Election Committee at the time of Annual General Election. The provision of which will be come in force from the date of declaration of the election & will remain in force till the declaration of the election by the Election Committee.
- (xvi) Door to door canvassing is not allowed during the election process. How ever candidates can do canvassing through Phone, SMS or sending mailers. Any candidate found violating the above clause may be debarred from the election.
- (xvii) In case of Election dispute candidate can inform any irregularities in the election process in writing to the Election Chairman within 48 hours from the date of counting of the votes. In case he is not satisfied with the reply of the Chairman, Election Committee he can refer the matter to the Executive Committee within seven days after getting reply. The Executive Committee will solve the problem, if not satisfied; the candidate may refer the matter to Special General Body meeting for consideration. If still candidate is not satisfied with the reply, he may refer the matter as per constitution & Bye Laws of IMA UP State & IMA HQ after the election process is over.

(35) ELIGIBILITY CRITERIA FOR VARIOUS POSTS

(a) PRESIDENT

- (i) Should be a continuous Member of IMA Kanpur Branch for minimum of 10 years.
- (ii) Should be a life member
- (iii) Should have worked as Vice President, or Hony. Secretary or Hony. Finance Secretary or Asstt. Director, I.M.A. C.G.P. Sub Faculty Kanpur or Chairman I.M.A. A.M.S., Kanpur Chapter.
- (iv) Should have been a member of Executive Committee for minimum two years.

(b) VICE PRESIDENT

- (i) Should be a continuous member of IMA Kanpur Branch for minimum 8 years.
- (ii) Should be life member.
- (iii) Should have worked as any Secretaries or Asstt. Director or Asstt. Secretary I.M.A. A.M.S. Kanpur Chapter or Finance Secretary.
- (iv) Should have been a member of Executive Committee for minimum two years.

(c) HONY. SECRETARY

- (i) Should be continuous Member of IMA Kanpur Branch for minimum 5 years.
- (ii) Should be a Life member.

- (iii) Should have worked as Vice President, or Hony. Finance Secretary or Asstt. Director or Asstt. Secretary I.M.A. C.G.P. Sub Faculty Kanpur or Chairman or Secretary I.M.A. A.M.S., Kanpur Chapter or Jt. Secretary to the Hony. Secretary/any other Secretary for one year.
- (iv) Should have been member of Executive Committee for minimum two years.

(d) OTHER SECRETARIES

- (i) Should be continuous Member of IMA Kanpur Branch for minimum 4 years & should be a Life Member.
- (ii) Should have worked as Vice President, or Hony. Secretary, or Hony. Finance Secretary or Asstt. Director or Asstt. Secretary I.M.A. C.G.P. Sub Faculty Kanpur or Chairman or Secretary I.M.A. A.M.S., Kanpur Chapter or any Joint Secretary or any Secretary.
- (iii) Should have been member of Executive Committee for at least one year.

(e) JT. SECRETARIES

- (i) Should be continuous Member of IMA Kanpur Branch for minimum 2 years.
- (ii) Should be a Life Member.

(f) MEMBER EXECUTIVE COMMITTEE

- (i) Should be continuous Member of IMA Kanpur Branch for minimum 2 years.

(36) PROPOSED CODE OF CONDUCT FOR ELECTIONS OF IMA KANPUR

(A) If any office bearer is seeking reelection for the same or for any other post, he will relinquish his office from the date of filling his nomination till the results are declared, in the following manner.

President	to Senior Vice President
Hony. Secretary	to Senior Jt. Secretary
Finance Secretary	to Jt. Finance Secretary
Cultural Secretary	to Jt. Cultural Secretary
Property Secretary	to Jt. Property Secretary
Scientific Secretary	to Jt. Scientific Secretary
Library Secretary	to Jt. Library Secretary
Sports Secretary	to Jt. Sports Secretary

In case the senior Vice President, Sr. Jt. Secretary to the Hony. Secretary or any of the other Jt. Secretaries are contesting the elections the Charge of office will be decided by the President & Hony. Secretary in consultation with the Election Committee. Executive member should also resign from the membership of the Executive Committee in case he contests the Election.

(A) Member can recommend another member as his polling agent with in IMA premises with prior written approval of Election Committee for the day of pooling to be present at the time of poling & counting of votes.

- (B) No candidates will be allowed to arrange any group meetings in IMA Premises or anywhere else during the election process. Any candidate found violating the above clause may be debarred from the election.
- (C) No candidate will be allowed to put banner/hoardings wall posters/wall writings/cinema slides/T.V. Clippings etc. or ads anywhere in the IMA Premises or outside premises in the city during election process.
- (D) On the day of Election, contestant will be permitted to hang only one banner poster/hording not bigger than 3'x2' size.
- (E) Contestant will not arrange any tea, snacks, lunch or dinner counter for votes inside or outside the IMA premises on the day of polling. No alcoholic drinks will be allowed.
- (F) To entice or attract the voter in any form by cash, kind of gift will be strictly prohibited before, during or after election period.
- (G) Each contestant or his polling agent will be permitted to watch the polling or counting. Point out in writing any defect or irregularities in the same to the Chairman, Election committee for redressal.
- (H) If Election Committee finds any contestant or his polling agent violating these provisions it may issue a warning & record it for further action if needed.
- (I) The Contestant cannot participate (during election process) actively/organize any activity of the branch, however he can attend the meetings.
- (J) All the accounts of IMA Kanpur Branch will continue to be compiled, approved by Executive Committee & audited by Auditor during this period for presentation in next General Body meeting. All day to day expenses, salary to the staff of the association may be disbursed in this period.
- (K) Election Committee will have the power to object & stop any activity by any office bearer or contestant found against the code of conduct for holding free & fair election.