**INDIAN MEDICAL ASSOCIATION**

**YELAHANKA BRANCH BENGALURU**

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**MEMORANDUM , RULES AND BYELAWS**

Constitution, Rules and Byelaws of the INDIAN MEDICAL ASSOCIATION, YELAHANKA BRANCH BANGALORE, adopted at the Meeting of the Modern medicine doctors of Yelahanka region held on 22/01/2021

**Memorandum :**

1. The name of the Association shall be INDIAN MEDICAL ASSOCIATION( IMA ) , YELAHANKA BRANCH, BANGALORE.
2. The Registered office of the Association shall be located in Yelahanka, Bengalore. The Jurisdiction of the branch shall extend to the area of the BBMP limits of Yelahanka, North Bangalore including Vidyaranyapuram. Till the time of having a rented / own office of the branch, the address of the President of the branch shall be considered as the the address of the branch for all communication purposes.
3. a. To maintain the honour and dignity and uphold the interest of the medical profession and to promote co-operation amongst the members thereof.

b. To work for the abolition of compartmentalization in medical education, medical sciences and registration in

the country and thus to achieve equality among all members of the profession.

1. To subscribe, print, publish and distribute medical journals, books, pamphlets and other literature.
2. To hold meeting and exhibition, to educate the public in preventive and social medicine and to organize the same at Library, Laboratory, Dispensary, Clinic, School, Hospital and other public institutions for the promotion of Public Health and Medical and Surgical knowledge.
3. To acquire, purchase, take over or take on lease any land, site, or building for the Association and put up buildings or renovate or reconstruct the same, to maintain , manage, and deal with the building so put up, renovated or reconstructed and to hold and dispose of the same by sale, mortgage or lease or otherwise.
4. To borrow money on the security of the properties, rights and assets of the association for the purpose of purchase of any land, site or building or for putting up renovating or reconstructing buildings, of the Association or for fulfilling any of the objective of the Association.
5. To associate or enter into working agreement with any Association which have similar goals.

**1. CONSTITUTION:**

1. The Association shall consist of members whose names are on the register of members of the Association at the time when these regulations come into operation and of subsequent members who shall be those persons who being eligible shall after the date of adoption of these rules, be duly elected in such manner and upon such conditions as may be prescribed from time to time by the Byelaws.
2. There shall be a register in which the names of all members of the Association shall be entered with their qualifications, the year of obtaining the same, the registration number in the Karnataka Medical Council, their full postal address, phone number (land line &Mobile), e-mail ID and IMA membership no.
3. Soft copy to be maintained in the IMA Yelahanka website.
4. **FUNDS OF THE ASSOCIATION.**
5. INCOME: The funds or the income of the Association shall be derived from the following sources:-
6. Subscription from members.
7. Donations.
8. Proceeds from the sale of periodicals or books and such other property of the Association and such of the property as may be acquired from time to time.
9. a) Any surplus amount that may be available after holding the State or any other Medical Conference by the Branch.

b) There shall be a special fund of the Association. Atleast 25% of the surplus amount of the State Medical Conference whenever they are held by this branch shall be credited to these funds. The special funds will only be drawn upon by special resolution of a meeting of the General body in which ¾ of the member’s present vote in favour of the resolution.

v) Any income generated from the CME,cultural events,donations or any other programmes organized by IMA Yelahanka including advertisement revenue from publications of the association.

B.EXPENDITURE: The Executive Committee shall, out of the funds of the Association pay all ordinary expenses

such as rents, salaries, wages and such other charges as may be necessary for carrying on the work of the

Association.

**3. THE ASSOCIATION YEAR**:

1. The official year for administrative purposes shall be from 1st October of the year to 30th September of the year following .
2. The Financial year shall be from 1st April to 31st March of year following for IT assessment and auditing purposes.

**4. ELIGIBILITY OF MEMBERS**:

Any person permanently registered with the State or National medical council on the basis of his/her medical qualifications as defined in the medical Degree Act, 1916 (Act VII of 1916) and included in the schedule to the Indian Medical Council Act, as amended from time to time, and approved by the Executive Committee for membership, shall be eligible for regular membership.

**5. CLASSIFICATION OF MEMBERS**:

**A) Regular Members**: Persons who are eligible as per Rule (7) and are residing and/or practicing within the

Limits of Yelahanka Bengalore.

**B) Intern Members**: Persons who have a temporary registration in Medical Council of India are eligible for

‘Intern members’. They enjoy privileges like regular members, except taking part in voting or holding office, during the period of their temporary registration.

**C) Life Member**: Members who pay lump sum in lieu of yearly subscription according to the Bye-laws laid down by the IMA (Hq) for the purpose shall be Life Member.

**D) Moffusil Member**: Any person who is eligible as per Rule (7) residing and carrying on his medical profession with in Yelahanka/north Bangalore/ Bangalore rural district, in a place where there is no local branch, may be admitted as a Moffusil Member.

**E) Attached Member**: Such of those medical personnel of Armed forces of India, who are direct Members attached to the Headquarters, can during their temporary stay in Yelahanka ,Bengalore may be admitted as Attached members.

**6. ADMISSION OF MEMBERS**:

i) Annual Member: Persons seeking admission for membership shall fill in and sign the prescribed forms of

application for membership and send it to the Hon. Secretary along with the requisite fee. The application must be accepted by the Executive Committee and till that time he or she will be admitted as member only provisionally.

ii) Moffusil Member: Same procedure as for Regular Member.

iii) Life Member: Same procedure as for Regular Members, except that the subscription has to be paid in lumpsum.

**7.SUBSCRIPTION**:For the time being the subscriptions will be as under:

i) The subscription fee is as per the guidelines issued from time to time by IMA –HQ, New Delhi.

ii) Apart from subscription fee, every member shall pay Rs.2000/- per year annually to bear the

expenditure of the Association. This fee shall be remitted by members in the month of October –November every year. The same fee shall be subjected to change as per the decision of the Executive Committee after approval of General body of IMA Yelahanka.

**8.TRANSFER OF MEMBERSHIP**:

If member leaves this Branch and wants his membership to be transferred to another Branch, he must clear all the dues of this Branch and shall pay the subscription to the New Branch for the remaining period of the Association year according to the rules of that Branch. The Head Quarters contribution shall be paid proportionately by the two Branches. He must take a clearance certificate from the Hon. Secretary and produce it to the Secretary of the New Branch.

**9.PRIVILEGES OF MEMBERSHIP**:

1. All the members shall be supplied with copies of Journal of the Indian Medical Association, Headquarters Free of cost.
2. All members shall be supplied with copies of all other publications of the Association free or at such rates as may be fixed by the Association.
3. All members shall be entitled to the use Library and the Association rooms if any, set apart for the use of the members.
4. All members shall have the rights to attend and take part in discussion of all scientific Meetings , Lectures and Demonstrations organized by the Association.
5. All members except intern members shall have the right to vote on all resolutions put forward at any of the meetings of the Association.
6. All the members shall have the right to attend Conferences organized by the Association on such terms as herein after laid down by the Association.
7. Life members shall enjoy the privileges of membership of the Branch such as welfare schemes of IMA KSB like Social security schemes, Professional protection schemes & Health Insurance schemes..
8. The professional practice of the members will be safe guarded against any untoward incidents by the CRISIS CELL and executive committee of the branch.

**10. TERMINATION OF MEMBERSHIP:**

i) By resignation :- A member may at any time resign his membership by giving 30 days notice in writing to

the Honorary Secretary and after clearing all the dues to the Association.

ii) By removal of the name on the grounds of undesirable conduct as defined in the Rules and Bye-laws of the

IMA Headquarters.

**11.GENERAL BODY MEETING**:

**I. The business to be transacted at this meeting shall be taken in the following order:**

i) Adoption of the Secretary’s report.

ii) Adoption of Treasurer’s Report and Audited Accounts.

iii) Election of Office Bearers.

iv) Election to Central Council-One representative to be elected for every 100 members or part thereof or as

prescribed by IMA –HQ .

v) Election of State Council-One representative to be elected for every 50 members or part thereof or as

prescribed by IMA-HQ.

vi) Appointment of an Auditor.

vii) Resolutions from members.

viii) Any other business with the permission of the Chair.

**II. General Rules about the Annual General Body Meeting:**

1. Resolution for General Body meeting shall be communicated to the Secretary at least two weeks before the date of the meeting.
2. It will be held preferably before 30th september each year, the exact day, time and venue of the meeting shall be decided by the Executive Committee held previously.
3. Each member is entitled to a single vote in person.
4. At least 2 week’s notice of the meeting shall be given to all of the members, giving the place, date and hour of the meeting and the Agenda of the business to be transacted.
5. In case there are more candidates than the number of seats, then voting shall be by ballot.
6. The Chairman shall in case of equality of votes have a casting vote.
7. Quorum: For the Annual General Body Meeting shall be 50. If quorum is not met, the adjourned meeting can be convened after 30 minutes.

**12. EXECUTIVE COMMITTEE:**

Any eligible member may seek election to the Executive Committee. The management of the

Association shall be vested in the Executive Committee, which shall be composed of the following:

1. Ex-Officio:
2. The immediate past President.
3. The immediate past Secretary
4. The immediate past Treasurer
5. Elected:
   1. President
   2. Vice President (2) ( one female preferably )
   3. Hon-Secretary (1)
   4. Joint-Secretary (1)
   5. Hon-Treasurer (1)
   6. Members (10)
   7. State Council Members ( 1 member for every 50 branch members or part thereof )
   8. Central Council Members ( 1 member for every 100 branch members or part thereof )
   9. Ladies wing coordinators (2)

**Term of the Office:**

1. The Committee will hold Office for one year from 1st October to 30th September or until their successors are

appointed.

1. No office bearer shall hold the office for more than two terms consecutively. Under special circumstances if there are no candidates to hold the post of President / Secretary / Treasurer, the previous office bearers can be invited by the Executive committee to take up those posts.

Meetings: Shall be held once a month and more often if necessary.

Vacancy : Any interim vacancy occurring in the Executing Committee shall be filled by the Committee itself.

Quorum: Five members of the Executive Committee shall form the quorum, if no quorum, adjourned meeting

can convened 20 minutes.

**Power and Functions:**

* 1. It shall conduct the business of the Association and all matter which from time to time shall be expedient for attaining the objectives of the Association.
  2. It shall have powers to appoint Sub-Committees as and when needed.
  3. It shall have powers to appoint or remove salaried Officers and servants of the Associations.
  4. Any member of the Executive Committee absenting himself/herself for three consecutive meeting or three months without sufficient reasons ceases to be a member thereof.
  5. The properties held or acquired by the Branch shall be the sole property of the YELAHANKA BRANCH BANGALORE and in the event of the Association being wound up such properties would be disposed off at the decision of the General Body.
  6. The Executive Committee shall have the authority to frame Bye-laws not inconsistent with the rules.
  7. To accommodate State or Head Quarters official meeting as and when required.

**13. ELECTION OF OFFICE BEARERS**:

a) Eligibility for election to the various Offices:

To encourage experienced members to hold the posts of office bearers the following guidelines are adopted,

i) President/ Vice president: - 5 years of continuous Life-membership in the Association: of that 2 years as central committee/state committee member and one year as secretary/treasurer.

ii) Secretaries and Treasurer – 5 years of continuous Life-membership in the Association: Of that 2 years as central committee/state committee member

iii) Representatives to Central and State Council:- Any Life –member preferably with 3 years of Continuous Life –membership, of that one year as EC member.

iv) Other Executive Committee members:- Any Life-member who has completed 2 year of membership

b) With a view to encourage experienced members to hold the post of office bearers of the branch, the outgoing Executive committee shall elect the new office bearers from amongst its members as per the requisite eligibility guidelines mentioned above.

1. Applications to be called for to fill the posts of 10 General EC members every year.
2. If the Executive committee is unable to elect the office bearers under any circumstances then elections can be held as per the regulations mentioned below.
3. The nomination for the Office of President, two Vice Presidents (one female preferably), one Secretary, one joint secretary, one Treasurer, 10 members of the Executive Committee,2 ladies wing coordinators, State Council members and Central Council members shall be given 30 days prior to the date of the Annual General Body Meeting to the Secretary in writing duly proposed by a Life- member and seconded by another Life-member. The letter of nomination should be accompanied by a letter of consent from the Nominee. Any nominees desiring to withdraw must inform the Secretary in writing 3 days prior to the date of the Annual General Body Meeting.
4. If sufficient numbers of nominations are not received by the Secretary for the above Officers, the President may invite fresh nominations for the remaining vacancies at the time of the meeting.
5. Ballot paper, in case of contest, will be arranged to be issued by the Secretaries as and when the members sign the register of electorate list.
6. Every year an election officer shall be nominated by outgoing President to conduct the elections.

**14.SPECIAL GENERAL BODY AND REQUISITION GENERAL BODY MEETING:**

These are conducted as per the Bye-laws of IMA-KSB and in concurrence with Karnataka Society registration

Act-1960.

It may be called at any time of the year on the requisition of the majority of the Executive Committee or by

25% of the total members by giving in writing or by president of the Association.

i ) Nothing except the business for which it is called shall be considered at this meeting.

ii) Seven days prior notice of the meeting with the Agenda shall be given to the members.

iii) Quorum:Shall be 25.

iv ) The General Body is authorized to amend the constitution at the Special General Body Meeting. Any

resolution amending the Constitution should be agreed to by two thirds of the members present and by voting.

v ) If within half an hour from the appointed time a quorum is not present at the requisition meeting, if convened at the requisition of members, meeting shall be dissolved. But in any other case shall stand adjourned

to next week to the same day, at the same place and the meeting shall be conducted with the members present.

And whatever the number shall form the quorum and shall carry on the business.

If meeting is called as Special General Body Meeting adjourned meeting can be convened after 30 minutes.

vi ) Each member present at the Special General Body and requisition Meeting is entitled to single vote.

**15.DUTIES AND POWERS OF OFFICE BEARERS OF THE ASSOCIATION**:

1. **President:**

i ) Shall be Chairman of General Body, Special General Body Meeting , Requisition Meetings and the Executive Committee meetings and if and when appointed to any other Committees.

ii ) Shall Preside over the Annual General Body Meeting.

iii ) Shall have a casting vote in case of equality of the votes in addition to his ordinary vote.

iv ) Shall regulate the proceedings of the meeting and Conferences, interpret rules and regulations and decide

doubtful points.

v ) Any emergency decisions can be taken with discretion and to get ratified in subsequent Executive Committee meeting.

vi)He shall be an ex-officio member of all sub committees

1. **Vice-President:**

He shall preside at all meeting in the absence of the president. In the absence of vice president the members shall elect one among themselves as Chairman to exercise all the powers of the President on that occasion.

1. **Hon.Secretaries**:

Secretary, shall be responsible for the office work, correspondence and to organize and convene all meetings, conferences, lectures and demonstrations. He shall prepare the annual report to be laid before the Annual General Body Meeting. He shall be an ex-officio member of all Committees. He shall be the custodian of all the records and property of the Association. He along with joint secretary shall maintain the official website of IMA Yelahanka branch.

1. **Joint-Secretary**:

He shall hold responsibility of the Hon. Secretary in his absence.

1. **Hon. Treasurer:**

He shall be responsible for collection of subscriptions and donations from members and well –wishers. He shall sign receipts and prepare statement of Income and Expenditure of the Association duly audited by a certified auditor and places it before the Annual General Body Meeting. Hs shall submit a general statement of accounts at every monthly meeting of the Committees. All payments should be made the Treasurer at the instance of Secretary.

1. Auditors:

An auditor/ CA shall be appointed by the Executive Committee and approved at the Annual General Body Meeting every year. He shall be a Registered Auditor/CA .

1. **Financial transactions and Signing of cheques**:

Signing authority is vested with any two members ie., Treasurer, Secretary and President with signature of the treasurer being compulsory.

**16**. The members of the Executive Committee collectively and severally, the members and other Office Bearers (if

any) of the Association , shall not be answerable for the acts, neglects or defaults of any of them or for any

misfortune or damages which may happen in the execution of their respective offices except the same shall happen by or through their own willful neglects or defaults.

**17**. Wherever Rules and Bye-laws of the Association do not exist or are conflicting, the Association will be guided

by the Rules and Bye-laws of the State Branch of Indian Medical Association and Head Quarters.

**RULES & BYELAWS SUBCOMMITTEE**

**CHAIRMAN** – DR K G SHANKARNARAYANA

**MEMBERS**—DR V SURI RAJU

DR PAVANKUMAR

DR H B KRISHNA NAYAK

DR SHYLAKUMAR

DR VYSHAKH A P