



BEHALA MEDICAL ASSOCIATION

(Indian Medical Association, Behala Branch)

IMA HOUSE (BEHALA)

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CONSTITUTION

Rules & Bye Laws

(Passed in 206th CWC, Chandigarh 2011 and 72nd CC, Bangalore, 2011)

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(Indian Medical Association, Behala Branch)

IMA House (Behala), 13, James Long Sarani, Nandan Pally,
Barisha, Kolkata: 700 008. West Bengal

CONSTITUTION

The Branch shall consist of members whose names are on the register of the Members of the 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 Rules and Bye Laws of the 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.

Rules & Bye Laws

1.0 NAME:

Indian Medical Association [IMA] is a Society registered under the Societies Registered Act XXI 1860 (Regn. No. 325 of 1934-35 at Calcutta dated 19.05.34) with its headquarters at IMA House, Indraprastha Marg, New Delhi: 110 001, India. The name of this Association, which is a local branch of the above shall be **“Behala Medical Association (Indian Medical Association, Behala Branch)”** hereinafter to be called as **“Branch”** recorded at IMA (HQ) with code **BGL-24**.

2.0 FORMATION:

“Behala Medical Association” is a registered Society registered under West Bengal Societies Registration Act 1960 with **Registration No.S/1L/81885 of 2011-2012 at Kolkata dated 26th July 2011**. It is formed under the Rules of the Indian Medical Association (HQ). It shall function as a local branch as per constitution of the IMA (HQ). The Rules & Bye-Laws of the IMA (HQ) shall apply in any matter not covered by Rules & Bye-laws of this Branch, as contained herein. It shall abide by the decisions and policies of the IMA (HQ) as laid down from time to time.

3.0 JURISDICTION:

3.1 The Branch shall function under the jurisdiction of the Indian Medical Association, Bengal State Branch, 11/3, Dr. Biresh Guha Street, Kolkata: 700 017 and shall relate with the Bengal State Branch as laid down from time to time by IMA (HQ).

3.2 The Branch shall have jurisdiction over the area covered by Kolkata Municipal Corporation, South Suburban Unit, Borough no. XIII & XIV and Behala East & Behala West Assembly Constituencies detailed in Rule 3.3.

3.3 The territory of the Branch is spread over entire South-West Kolkata City, covering 9 Post Offices namely New Alipore (Kol-53), Sahapur (Kol-38), Taratala (Kol-88), Parnasree (Kol-60), Behala (Kol-34), Barisha (Kol-8), Sarsuna (Kol-61), Thakurpukur (Kol-63) and Haridevpur (Kol-82). The territory of the Branch also covers Behala East and Behala West Assembly constituencies and Kolkata Municipal Corporation Ward numbers 78, 115-133 (20 KMC Wards). The area covers the full

jurisdiction of Behala, Parnasree, Thakurpukur and Haridevpur Police Stations and parts of New Alipore, Taratala and Mahestala Police Stations.

4.0 OFFICE:

The registered office of the Branch shall be located at IMA House (Behala), 13 James Long Sarani, Nandan Pally, Barisha, Kolkata: 700 008, West Bengal, India.

5.0 OBJECTS:

As a constituent local Branch of IMA (HQ), the objects of the Association are those as set forth in the Memorandum of Association of the said Indian Medical Association (HQ), viz.

- 5.1 To promote & advance medical & allied sciences.
- 5.2 To promote the improvement of public health & medical education in India.
- 5.3 To maintain honour and dignity and upholding of the interests of the medical profession.
- 5.4 To promote co-operation amongst the members thereof,
- 5.5 To work for the abolition of compartmentalism in medical education, medical services & registration in the country & thus to achieve equality among all members of the profession.

6.0 METHODS:

For the attainment, & in furtherance of the above objects & to create a fellowship among all members of the profession, the Branch may:

- 6.1 Hold periodical meetings & conferences of the Branch & of the medical profession in general in area covered by Kolkata Municipal Corporation, South Suburban Unit / Borough no. XIII & XIV and its neighborhood.
- 6.2 Arrange from time to time congresses, conferences, lectures, discussions, debate & demonstrations on any aspect of medical & allied sciences.
- 6.3 Publish & circulate publications & periodicals which shall be the official organ of the Branch of a character specially adapted to the needs of the medical profession and which shall undertake publicity and propaganda work of the branch through its columns and other literature in accordance with the objects of the branch. To supply materials to the Journal of the Indian Medical Association [JIMA].
- 6.4 Maintain a library in its premises for use of its members and maintain a Branch office.
- 6.5 Publish from time to time transactions and other papers embodying medical researches conducted by the members or under the auspices of the Branch.
- 6.6 Encourage research in medical & allied sciences, with grants out of the funds of the Branch, by the establishment of scholarships, prizes or rewards, and in such other manner as may from time to time be determined by the Branch.
- 6.7 Conduct educative campaign amongst masses of area covered by Kolkata Municipal Corporation (South Suburban Unit / Borough no. XIII & XIV) & Behala East & Behala West Assembly Constituencies in particular, in the matter of public health & sanitation, by co-operating with different public bodies working with the same object.
- 6.8 Organize medical corps for providing medical relief during epidemics & in times of emergency.

- 6.9 Consider & express its views on all questions related to public health, medical education & medical profession, particularly of the area covered & initiate or keep an watch over or take steps or adopt such measures from time to time regarding the same as may be deemed expedient or necessary.
- 6.10 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 Branch and in particular any land, building, furniture, household or other effects, utensils, books, newspapers, periodicals, instruments, fittings, appliances, conveyance and accommodation as and when necessary or desirable in the interest of the Branch, sell, demise, let, hire-out, mortgage, transfer or otherwise dispose of the same.
- 6.11 Erect, maintain, improve or alter and keep in repair any building for the purpose of the Branch.
- 6.12 Borrow or raise money in such manner as the Branch may think fit and collect subscriptions and donations for the purposes of the Branch.
- 6.13 Invest any money of the Branch not immediately required for any of its objects in such a manner as may from time to time be determined by the Branch
- 6.14 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 Branch.
- 6.15 Do all such things as are cognate to the objects of the Branch or are incidental or conducive to the attainment of the above objects.
- 6.16 Arrange for and meet the expenses for social gatherings of the members of the Branch
- 6.17 To see the interest of the medical personnel practicing or residing in the area covered by the Branch especially of its members.
- 6.18 The Branch shall initiate/organize programme; undertake research works to augment free social medical aids to the ailing population of the needy section of the locality.

For the attainment and furtherance of these, the Branch shall follow the methods, as laid down by IMA HQ/Bengal State Branch and shall abide by them and support the policies and activities of the Association.

7.0 ASSOCIATION YEAR

The Association year for financial purposes of the Branch shall be from 1st day of April of one calendar year to the 31st day of March of the following/next calendar year.

8.0 ELEGIBILITY OF MEMBERSHIP

- 8.1 Any person registered with a Medical Council in India on the basis of his/her medical qualification as defined in the Indian Medical Degrees Act 1916 (act VII of 1916) and included in the Schedules to the Indian Medical Council Act, as amended from time to time and approved by the Central Working Committee of IMA (HQ) for membership, shall be eligible for membership.
- 8.2 All interns having temporary registration, will be eligible to become members of the Indian Medical Association as defined in Rule 10.3

9.0 ENROLMENT OF MEMBERS

- 9.1 All eligible members of the profession shall apply on a prescribed Membership Application (M.A) form to the Hon. Secretary General, IMA (HQ), who shall approve and accept the membership and intimate the same to all concerned offices of IMA. All such M.A forms shall be accompanied by

Headquarter Fund Contribution (HFC) as laid down from time to time or in such manner as prescribed by Rule 15.0 with admission fee as prescribed by IMA (HQ)/Branch from time to time to be recommended & sent by the Hon. Branch Secretary, through Bengal State Branch.

- 9.2** There shall be a register of all members of the Branch, which shall be maintained at the Branch office in such manner, and showing such particulars the State/Central Working Committee may prescribe from time to time.

10.0 CLASSIFICATION OF MEMBERS

- 10.1 Annual Members:** Any person possessing Medical Qualification as mentioned in Rule 8.1 and residing, working or practicing within the area covered by Kolkata Municipal Corporation, South Suburban Unit / Borough no. XIII & XIV or its neighbourhood may on being duly admitted by submitting an M.A form through Hon. Branch Secretary, be an Annual Member after payment of the schedule fees and HFC/SFC as per IMA (HQ) rules as decided from time to time.

10.2 Life Members:

10.2.1 Any person, eligible to be an Annual Member may seek enlistment as a Life member by submitting an M.A form through Hon. Branch Secretary and pay the requisite Life Membership fees (a lump sum in lieu of yearly subscription as fixed by the General Body of the Branch) and HFC/SFC as per IMA (HQ) rules as decided from time to time.

10.2.2 An existing Annual Member may also transfer himself to Life Member on payment of the same requisite Life Membership fees and HFC/SFC as per IMA (HQ) rules as decided from time to time. He/she must clear all his/her dues to the branch before transferring to a Life Member.

10.3 Intern Members:

10.3.1 All interns otherwise eligible and registered temporarily with the various State Medical Councils under Indian Medical Council Act may be enrolled as intern members for the period of their temporary registration.

10.3.2 All intern members will be considered for regular membership on their obtaining full registration after completion of internship.

10.3.3 Intern member shall have all the privileges of membership of the Branch except

10.3.3.1. Right to vote.

10.3.3.2. Right to hold any elected office of the Branch.

10.3.3.3. Right to represent the Branch in any outside body in any capacity.

- 10.4 Honorary Members:** Any eminent member of the medical profession or any person of high scientific or literary attainments or any person who has rendered conspicuous service to the Branch or any person whose connection with the branch may be deemed desirable may, with his/her consent be an honorary member of the Branch, by election according to Rule 14.2

- 10.5 Associate Members:** The Executive Committee may elect any member of the Indian Medical Association who do not belong to this Branch as an Associate Member of this Branch according to the Rule 14.3

11.0 PRIVILEGES OF MEMBERSHIP

- 11.1 Annual Member** of the Branch shall have the right:

11.1.1 To attend and take part in all General Meetings, Lectures, Discussions and Demonstration organized by the Branch, Bengal State Branch & IMA (HQ).

11.1.2 To vote on all resolutions of the Branch.

- 11.1.3 To receive a free copy of the Journal of the Indian Medical Association.
- 11.1.4 To receive copies of all publications of the Branch free or at such rates as the Executive committee may fix from time to time.
- 11.1.5 To use the Branch Library and such premises as shall be set apart for the members (subjected to any bye-laws made by the Executive Committee).
- 11.1.6 To attend the Medical Conferences organized by IMA (HQ), Bengal State Branch & Branch, on such terms laid down by them.
- 11.1.7 To enjoy such other privilege (e.g. joining IMA Study tours, IMA Benevolent Fund or other Membership Services/Benefit Schemes) that may thereafter be conferred by the Association under specified conditions.
- 11.1.8 On termination of membership, a person shall automatically cease to hold office or appointment as he/she may be holding in the Branch.
- 11.1.9 All members shall enjoy any other privileges that may hereinafter be conferred by the State/Central Council.
- 11.2 **Life Members:** shall enjoy the same rights & privileges as those of Annual Members. In addition, the Life Members will receive a Life Membership Certificate and an Identity Card along with a Life Membership number from the IMA (HQ)
- 11.3 **Honorary, Associate, Intern Members:** shall have all the privileges like Annual members except
 - 11.3.1 They shall not be eligible to cast their vote to elect or to be elected as an office bearer.
 - 11.3.2 They will not be supplied by Journal of IMA
 - 11.3.3 They cannot represent the Branch in any outside body in any capacity.

12.0 SUBSCRIPTION

- 12.1 The amount of subscription per annum for all **Annual & New Life Members** shall be decided at the Annual General Meeting.
- 12.2 A member enrolled at any time during the year shall pay the full subscription for the year irrespective of the date of enrolment.
- 12.3 No concession will be admissible for candidates for re-admission in case there is a break of membership.
- 12.4 To avail of all the benefits intended for the Annual and New Life members' subscription is to be paid on or before 31st day of March of each year in advance for the next Association year. The Branch shall not be held responsible for the defaulting members.
- 12.5 Subscriptions are payable in advance and fall due at the beginning of association year on 1st day of April every year.
- 12.6 **Honorary** members are exempted from paying any subscriptions.
- 12.7 **Couple Members:** In cases where both the Husband & the wife are members of the Branch, the couple may pay one full subscription (at the higher rate, in case of difference in rates) and one-half subscription for the whole year. In such cases the couple shall receive only one copy of the Journal of Indian Medical Association (JIMA) between them.
- 12.8 **Associate Members:** In cases of associate members the minimum annual subscription equals to the amount received as Branch Fund Contribution from ordinary members.
- 12.9 **Headquarter Fund Contribution:** The Branch shall remit the HFC/SFC as per Rule no. 40.1

13.0 ADMISSION FEES

The Annual, Life, Associate, Intern members of the Branch shall on admission or re-admission, pay prescribed fees termed "Admission Fees" as determined by the Executive Committee from time to time. The minimum "Admission Fees" for the Branch Fund will be equivalent to the "Admission Fees" of IMA (HQ) as prescribed by IMA (HQ) from time to time.

14.0 ADMISSION OF MEMBERS

14.1 Annual Members: Any person who is eligible for ordinary membership [Vide Rule nos. 8.1 and 11.1] and who wishes to become a member of this branch shall apply to the secretary in the Membership Application [M.A] form prescribed by I.M.A. (HQ.) along with requisite subscription.

The Hon. Branch Secretary shall place this application before the next meeting of the executive committee for scrutiny and submission of its recommendations to the Bengal State Branch in accordance with the rules and Byelaws of the IMA (HQ).

14.2 Election of Honorary Members: Proposals for election of Honorary Members may be made by ten valid Annual/Life Members to the Executive Committee which shall consider the proposal and place its recommendations before the next Annual General Meeting or at a Special General Meeting convened for the purpose. The election shall be considered valid only when at least two-thirds of the members present in the meeting vote in favour of the person proposed.

14.3 Associate Members: Any member of this branch can propose and second the name of a person, eligible for Associate Membership [Vide rule 10.5]. Such proposals should be put in writing before the Executive Committee and shall also be accompanied by an application duly filled in and signed by the person wishing to get oneself enrolled as an Associate Member.

14.4 Intern Members: Vide rule no. 10.3

15.0 TRANSFER OF MEMBERSHIP

15.1 TRANSFER FROM BGL-24 TO ANY OTHER BRANCH: Any Member may transfer from this Branch to any other IMA Branches in India upon changing his/her permanent place of residence, work or practice. On clearance of all dues of the Association the branch shall issue a "**Clearance Certificate**". The Branch Fund Contribution shall be handed over to the member/transferred to the Branch to which he/she is taking transfer only on production of the original money receipt of the same. While issuing Clearance Certificate a notification should also be send to IMA (HQ) through Bengal State Branch.

15.2 TRANSFER TO BGL-24 FROM ANY OTHER BRANCH: In case of transfer of a member from any other IMA Branches to BGL-24 he/she has to furnish the "**Clearance Certificate**" from his parent/issuing branch. He/she has to pay this Branch (BGL-24) the Branch Fund Contribution (BFC) at the rate prevailing at this Branch (BGL-24) during the transfer.

15.2.1 In case the issuing / parent Branch transfers the previously paid BFC to BGL-24 along with Clearance Certificate he/she has to pay the difference amount only.

15.2.2 In case the BFC from the issuing Branch is not received he/she shall have to pay the full BFC to this Branch at the rate prevailing at this Branch (BGL-24) during the time of transfer.

15.2.3 In case the BFC from parent Branch is received after he/she has paid the BFC to BGL-24 he/she shall be refunded the amount received from his/her previous Branch.

16.0 TERMINATION OR SUSPENSION OF MEMBERSHIP

- 16.1 By Resignation:** A member may at any time resign his/her membership of the Association by giving 30 days' notice in writing to the Hon. Branch Secretary, of his/her intention to do so. He/she must do so on payment of all money due from him/her to the Association. He/she must return all books, periodicals, papers and other properties of the Branch/Association, which may be in his/her possession.
- 16.2 By Non Payment of Subscription:** If the yearly subscription owing to the Branch by a member is not paid by 30th April of that association year he/she will be informed by a notice in writing to the effect, and his/her privileges shall be ceased after one month of such notice, in the event of non-payment of his/her dues in full by then. If the sum remains still unpaid after one month of the notice, the Hon. Branch Secretary shall report his/her name to the Executive Committee. The Executive Committee may delete his/her name from the list of members, and report the action taken to the IMA (HQ) through Bengal State Branch. Such a defaulting member, seeking re-admission later on shall have to pay all arrears of subscriptions along with his/her application for re-admission as stipulated in Rule no. 17.
- 16.3 By Removal:** On the report against a Member of gross indiscretion or professional misconduct or of such acts as may be detrimental or prejudicial to the honour and interest of the medical profession in general, of this Branch in particular or Association in general or willful and persistent refusal by member to comply with the decisions and directions of the Executive Committee or also of the rules and Bye-Laws of the Branch/Association, the Executive Committee may ask him/her to submit a written explanation of his or her conduct. In the event of his/her explanation found unsatisfactory the member may be asked either to apologize or to resign from the Branch.
- 16.3.1** If the member is agreeable, his apology/resignation shall be accepted. The decision of the Executive Committee should be ratified by the General Body of the Branch and should be sent to the Bengal State Branch with a confidential note giving details of the case for future reference.
- 16.3.2** In the event of non-refusal of the said member to either apologies or to resign, when asked to do so the Hon. Branch Secretary, in consultation with the President, shall call a Special General Body Meeting as per Rule 34.3 to consider the case. A copy of the above Special GBM should also be given to the member and he/she should be given an opportunity to explain his/her conduct if he/she desires to do so. If at the meeting 3/4th of the members present and voting, record their votes in favour of deletion of his/her name from the register of membership, the resolution shall be first sent to the Bengal State Branch with a confidential note giving details of the case for future reference.
- 16.3.3** The State Working Committee or the State Council in its meeting will decide to forward it to the Central Council/Central Working Committee for confirmation. In the meantime he/she shall be temporarily suspended from enjoying all privileges of the membership.
- 16.4 On the ground of conviction in a Court of Justice:** Ipso facto,
- 16.4.1** Upon sentence after conviction in a court of justice for any crime entailing moral turpitude
- 16.4.2** 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 the case of non-payment of renewal fees, if any) in the registration council, or
- 16.4.3** Upon forfeiture through misconduct, of the medical qualification by virtue of which he/she became eligible for membership; the name of such member shall be removed from the Branch register.

Note: It may be noted that membership is that of IMA (HQ) and it is the Working Committee of the IMA (HQ), which is the only authority to suspend/terminate membership, and privileges of membership as per Rules & Bye-Laws of IMA (HQ). The Branch shall have no such authority and shall submit its recommendation in the manner as provided in the Rules and Bye-Laws of IMA (HQ). The Branch has to wait for the reply from the Central Working Committee.

17.0 READMISSION

- 17.1 Members, who have resigned under the Rule 16.1 may on application being made for that purpose, be re-admitted.
- 17.2 No person who has ceased to be a member by reason of non-payment of his/her subscriptions and other dues, shall be eligible for re-admission until he/she has paid all arrears of subscriptions and other money due from him/her to the Branch/Association on the date when his/her membership had ceased.
- 17.3 A member whose name has been removed under Rule 16.3 may be re-admitted on the expiry of 2 years or thereafter provided Ten valid members of the Branch testifying to his good conduct during the intervening period support his application for re-enrolment. He/she must also submit a written apology acceptable to the Branch
- 17.4 In cases of termination of membership coming under Rule 16.4, readmission should only be possible subsequent to a person's name being re-entered in the Medical Register.

18.0 MANAGEMENT

The Branch shall govern its affairs through an Executive Committee (E.C) comprising the following in such manner as it decides within the framework of these Rules and Byelaws.

The Branch Executive Committee comprises of

18.1 ELECTED OFFICE BEARERS

- 18.1.1 President *One*
- 18.1.2 Vice-President *Three*
- 18.1.3 Hon. Branch Secretary *One*
- 18.1.4 Hon. Joint Secretaries *Three*
- 18.1.5 Hon. Finance Secretary / Treasurer *One*
- 18.1.6 Hon. Joint Finance Secretary / Jt. Treasurer *One*

18.2 MEMBERS

- 18.2.1 Members of Executive Committee *Twelve*
- 18.2.2 State Council Members: Number as per Rule no. 40.3.2
- 18.2.3 Regular Central Council Members: Number as per Rule no. 40.3.1
- 18.2.4 Alternate Central Council Members: Number as per Rule no. 40.3.1

18.3 EX-OFFICIO MEMBERS

- 18.3.1 Immediate Past President
- 18.3.2 Immediate Past Secretary
- 18.3.3 Members of State Working Committee (any member of this Branch)
- 18.3.4 Members of Central Working Committee (any member of this Branch)

18.4 CO-OPTED & INVITED MEMBERS

President in consultation with the Hon. Branch Secretary may co-opt maximum **two** members for Executive Committee and invite any member of this Branch in any Ordinary, Special, Emergency Executive Committee meetings or any sub-committee meetings as invitee.

19.0 ELECTION OF OFFICE BEARERS, MEMBERS OF EXECUTIVE COMMITTEE, STATE COUNCIL MEMBERS & CENTRAL COUNCIL MEMBERS:

- 19.1** No member shall be qualified to be elected as an office bearer or a member of the Executive Committee of the Branch unless he/she fulfils the criteria mentioned in 19.3 and amendments in 41.0
- 19.2** An ordinary member shall not be entitled to vote at the Annual General Election of the Executive Committee, unless such member has; for the forthcoming association year for which such election is held, paid in advance, his/her subscription on or before the 31st day of January of the same calendar year in which election is held.
- 19.3** Minimum requirement of the Office Bearers for contesting Annual General Election of the Branch:
- 19.3.1 President** – should be continuously uninterrupted member of the branch for at least 6 years and Office Bearer for a term.
- 19.3.2 Vice-President** – Should be continuously uninterrupted member of the branch for at least 6 years.
- 19.3.3 Hon. Branch Secretary** – Should be continuously uninterrupted member of the branch for at least 5 years and Hon. Joint Secretary or Finance Secretary for a term.
- 19.3.4 Hon. Finance Secretary / Treasurer** – Should be continuously uninterrupted member of the branch for at least 3 years.
- 19.3.5 For any other posts** – Should be member of the Branch uninterrupted for at least 2 full years
- 19.4 Date of Annual General Election:** The Annual General Election of the Branch (to elect Office Bearers, Member of Executive Committee, State Council Member & Central Council Member) shall ordinarily take place on or before the 15th day of March of each year or at any such date as the outgoing Executive Committee may fix.
- 19.5 Criteria for valid voters & contestants:** Any member who have paid up their subscriptions in advance, for the Association Year for which election is held, in full by 31st day of January of the same calendar year will be eligible to vote and to contest in the election as valid member.
- 19.6 List of eligible voters:** The Executive Committee will prepare the list of eligible voters and publish it within 10th working day after 31st day of January in the office of the Branch.
- 19.7 Invitation for Nomination:** The Hon. Branch Secretary or before 12th day of February each year shall invite nomination for the Executive Committee of the Branch.
- 19.8 Submission of Nomination papers:** All nominations must reach the Office of the Election Conduction Committee after duly proposed & seconded by valid members on or before 27th day of February of the same calendar before 5.00pm.
- 19.9 Scrutiny of Nomination Papers:** The date of Scrutiny of Nomination Papers shall be 2 (Two) working days after the last date of submission of Nomination Papers.
- 19.10 Withdrawal of Nomination Papers:** The Date of Withdrawal of Nomination Papers shall be 3 (Three) working days after the date of Scrutiny.
- 19.11** There shall be a gap of at least clear 10 (Ten) days between the date of withdrawal and the date of Annual General Election.

19.12 Formation of Election Conduction Committee: The Executive Committee at a meeting held by the last week of January shall fix up the above-mentioned dates (Vide Rule no 19.4 to 19.11) and shall form an Election Conduction Committee (E.C.C) to transact all the Business of the Election.

20.0 SPECIMEN NOMINATION FORM



NOMINATION FORM
FOR BEHALA MEDICAL ASSOCIATION
(Indian Medical Association, Behala Branch)
ELECTION FOR THE FORMATION OF THE EXECUTIVE COMMITTEE
FOR ASSOCIATION YEAR _____

I, DR. _____

RESIDING AT _____

PROPOSE THE NAME OF DR. _____

RESIDING AT _____

LIFE MEMBER OF IMA BEHALA BRANCH, L.M. NO. _____

FOR THE POST OF _____

IN THE ANNUAL GENERAL ELECTION OF BEHALA MEDICAL ASSOCIATION (INDIAN MEDICAL ASSOCIATION, BEHALA BRANCH) FOR THE ASSOCIATION YEAR _____

SIGNATURE OF THE PROPOSER

SECONDED BY:

NAME: DR. _____

ADDRESS _____

SIGNATURE OF THE SECONDER

DECLARATION BY THE CANDIDATE

I, DR. _____

LIFE MEMBER OF BEHALA MEDICAL ASSOCIATION (IMA BEHALA BRANCH) WITH LIFE MEMBERSHIP NO.)

GIVE MY CONSENT TO THE ABOVE PROPOSAL.

DATE:

SIGNATURE OF THE CANDIDATE WITH SEAL

21.0 FUNCTION OF ELECTION CONDUCTION COMMITTEE (E.C.C)

- 21.1** The Election Conduction Committee (E.C.C) shall have a Chairman and two members; none of them shall be a candidate or agent of any candidate for the Annual General Election but should be a valid voter of the Branch.
- 21.2** The E.C.C shall prepare a final electoral roll on the basis of the valid members (i.e. Life & Ordinary members who have paid their subscription within 31st January of that year for the next Association year for which election is held) and be made available for inspection to all in the Notice Board of the Branch.
- 21.3** Any claim for insertion of a name or any objection against any entry in the provisional electoral roll shall be proposed in writing to the E.C.C within one week from the date of publication of the valid list.
- 21.4** The final electoral roll made shall remain valid for all fresh election till the publication of the next electoral roll.
- 21.5** The nomination paper must reach the office of the Branch on or before the last date of submission of nomination papers before 5.00pm.
- 21.6** No nomination paper shall be valid unless it
 - 21.6.1** is signed and stamped by the candidate signifying his/her consent.
 - 21.6.2** is signed by one valid voter as Proposer & another valid voter as Secunder of the candidate.
 - 21.6.3** the office for which the candidate is set up is mentioned.
- 21.7** After scrutiny and withdrawal of the nomination papers the E.C.C. will publish valid list of the candidates for incoming Executive Committee of the Branch, which shall be put up in Branch Notice Board. In the event of contest, the list shall be put up at least five days before the day of election.
- 21.8** An objection to an intending voter regarding his/her eligibility to vote or his/her identification shall be summarily decided by the E.C.C. who may for this purpose take such evidence as may be available on the spot.
- 21.9** Election shall be held by secret Ballot by personal presentation only. No proxy or postal ballot is accepted.
- 21.10** The Branch office shall be the Polling Centre, which shall remain open from 2.00pm to 5.00pm on the day of the Annual General Election for casting votes.
- 21.11** On the conclusion of the polling process the E.C.C. shall there upon with the assistance of other members who are not candidate themselves, in the presence of the candidates or their authorized agents, if any, open the ballot boxes, scrutinize and count the votes, the same evening.
- 21.12** After counting the valid votes, in the same evening, the E.C.C. shall declare the candidates elected who has polled the highest number of votes for each post.
- 21.13** In the event of tie, the winning candidate will be decided on the basis of lottery conducted by the E.C.C, the same evening.
- 21.14** The E.C.C. shall hand-over a list of elected members of the New Executive Committee to the outgoing President who shall formally declare them elected at the Annual General Meeting.
- 21.15** The E.C.C. shall dispose of any complain or dispute raised by any member as they deem fit. However the member shall have the right to appeal to the President, if he is not a candidate against the E.C.C. If the President himself is a candidate the member may appeal to the State President.

22.0 EXECUTIVE COMMITTEE: TENURE OF OFFICE

The Executive Committee shall come into office immediately at the Annual General Meeting and shall hold office for one full year or until the next Annual General Meeting or till their successor assumes office as per Rule. The members & office-bearers shall however, be eligible for re-election.

23.0 FUNCTIONS & POWERS OF THE EXECUTIVE COMMITTEE

23.1 The Executive Committee shall act on behalf of the Branch and shall be vested with the power of general management.

23.2 It shall appoint Committees and Sub-Committees for various activities and functions.

23.3 It shall express views on behalf of the Branch when asked for by the IMA (HQ) or Bengal State Branch.

23.4 It shall oversee the financial management of the Branch & 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.

23.5 The Executive Committee shall

23.5.1 Frame Bye-Laws.

23.5.2 Lay down procedures for the day-to-day functioning of the Branch.

23.5.3 Conduct yearly elections

23.5.4 Excise all other powers as may be conducive to the Branch within the framework of these Rules.

23.5.5 Perform any other function specially entrusted to it by the General Body of the members.

23.6 Without prejudice to the general powers conferred by the preceding clause herein the Executive Committee shall have power:

23.6.1 To initiate framing, altering, and repealing of Rules and Byelaws and to make any necessary consequential changes in these rules.

23.6.2 To appoint Committees and Sub-Committee for various activities and functions of the Branch

23.6.3 To represent any matter in which they consider the interests of the Branch or of the medical profession (especially in the area covered by Kolkata Municipal Corporation, South Suburban Unit/Borough no. XIII & XIV or its neighbourhood) is affected, before the Government, public bodies or any authority properly constituted.

23.6.4 To appoint or remove any appointed salaried employees of the Branch.

24.0 MEETINGS OF THE EXECUTIVE COMMITTEE

24.1 Ordinary Executive Committee Meetings: The meetings of the Executive Committee shall ordinarily be held once in two months. Generally presence of one-third members of the Executive Committee forms the quorum. The Hon. Branch Secretary shall convene all meetings of the Executive committee. Notice should be circulated by website notification, short messaging service (sms), e-mail, circular, peon book, land phone, mobile phone or fax mentioning the date, time, place and agenda to be prepared by the Hon. Branch Secretary in consultation with the President. A Clear 5 (five) days notice shall be given to the members of the Executive Committee.

24.2 Extra-ordinary or Emergent Executive Committee Meetings: The Hon. Branch Secretary in consultation with the President may call the Emergent Executive Committee meeting by a notice of 24 Hrs. only to discuss & decide specific agenda. The Hon. Branch Secretary may call such meetings

even over e-mail followed by short messaging service (sms), land phone, mobile phone or fax instead of normal circular.

- 24.3 Special / Extended Executive Committee Meetings:** The Hon. Branch Secretary in consultation with the President may call the Special / Extended Executive Committee meeting whenever necessary by a notice of 3 days only to discuss & decide specific item/items following the Rules 24.2

25.0 CEASSATION OF MEMBERSHIP OF THE OFFICE BEARERS AND MEMBERS OF THE EXECUTIVE COMMITTEE

- 25.1 By Resignation:** Any Office Bearers or member of the Executive Committee may resign his/her seat at any time by giving a 30 days notice/resignation letter to the Hon. Branch Secretary without giving any reason whatsoever. Hon. Branch Secretary may resign from his/her seat by a similar resignation letter to the President.
- 25.2 By Removal:** On the report, against an Office-Bearer or a Member of the Executive Committee,
- 25.2.1** Of gross indiscretion or professional misconduct or of such acts as may be detrimental or prejudicial to the interest of the Association or,
 - 25.2.2** Willful and refusal by the Office-bearer or member of the Executive Committee to comply with the decisions and directions of the Executive Committee or also of the rules and Byelaws of the Branch.
 - 25.2.3** The Executive Committee after being fully satisfied about the charges made against him or her may ask him/her to resign or remove him or her by expressing "No Confidence" on him/her.
 - 25.2.4** Such a decision of "No Confidence" can be operative only if
 - 25.2.4.1.1** Due notice of the same has been given to all the members of the Executive Committee
 - 25.2.4.1.2** 3/4th of the members present and voting, agree in favour of such no confidence motion, and also
 - 25.2.4.1.3** Ratified by the General Body Meeting.
- 25.3 By Death:** The seat of a member of the executive committee or of an office bearer shall be considered to have fallen vacant on his/her death.
- 25.4 By Requisition:** The entire elected members of the Committee, or any one or more Office Bearers or Members of the Executive Committee may be removed by a Requisition General Meeting (As per Rule 34.0-36.0)

26.0 METHOD OF FILLING UP OF VACANCY

- 26.1 Office Bearers:** In case of any vacancy arising among the Office Bearers of the Executive Committee in course of the year, the vacancy shall be filled up within 30 working days of the vacancy arising, by the Executive Committee preferably from amongst the Committee Members and Office Bearers.
- 26.2 Members:** In case of any vacancy arising in the membership of the Executive committee in the course of the year the vacancy shall be filled up within 30 working days of the vacancy arising from
- 26.2.1** Amongst the General Valid Members of the Branch by the Executive Committee in case there was no contest at the previous Annual General Election.
 - 26.2.2** The contestants who polled the next highest vote at the previous Annual General Election, in case there was a contest.

26.2.3 In case of tie the members of the Executive Committee will elect a member amongst the members forming the tie, by secret ballot, to fill the vacancy.

26.2.4 Each such newly appointed office bearer or member shall hold office for the rest of the term.

27.0 DUTIES AND POWERS OF OFFICE BEARERS

27.1 PRESIDENT:

The President

27.1.1 Shall preside over all meetings of the Executive Committee, all the General Body Meetings/Conferences of the Branch including the Annual General Meeting and the Branch Medical Conference.

27.1.2 Shall regulate the proceedings of the meetings or conferences of the Branch

27.1.3 Shall guide and control the activities of the Branch.

27.1.4 Shall interpret the application of rules.

27.1.5 Shall decide doubtful points.

27.1.6 Shall put resolutions & motions to vote.

27.1.7 Shall have beside his ordinary vote, a casting vote in case of ties.

27.1.8 Shall be ex-officio member of all committees & subcommittees.

27.1.9 Shall have the inherent right to call a general/committee meeting only when the Hon. Branch Secretary fails to call a meeting on his/her request even after 14 days.

27.1.10 Shall appoint one of the Vice-Presidents in his/her absence to chair & upon such chairperson the powers of the President shall develop.

27.1.11 In case the President does not appoint any Vice President to chair the house may elect one of the Vice-Presidents to chair, & upon such chairperson the powers of the President shall develop.

27.1.12 In case of his resignation the house may elect one of the Vice Presidents to the post of President for the rest of the term.

27.2 VICE PRESIDENT:

The Vice-President

27.2.1 Shall preside over any meeting in the absence of the President.

27.2.2 Shall be the ex-officio member of any committee(s) as the President may allot at the beginning of the term.

27.2.3 Shall assist the President in all his/her activities.

27.3 HON. BRANCH SECRETARY:

The Hon. Branch Secretary

27.3.1 Shall have the overall charge of the office of the Branch & responsible for day-to-day administration of the Branch.

27.3.2 Shall issue notices of all meetings of the General Body, Executive Committee and all other committees.

27.3.3 Shall conduct and receive all correspondence on behalf of the Branch.

27.3.4 Shall have general supervision of accounts, pass all bills for payments and sign all Cheque along with Hon. Finance Secretary/ Treasurer.

- 27.3.5 Shall help the Hon. Finance Secretary/Treasurer to prepare a half yearly & an annual statements of accounts for adoption by the General Body after due approval of the Executive Committee & audited by the auditors (As per Rule no. 27.5.7 & 27.5.8).
- 27.3.6 Shall organize arrange and convene all types of meetings, conferences, lectures and demonstration.
- 27.3.7 Shall attend all meetings of the Executive Committee, State & Central Council and keep record of the proceedings thereof.
- 27.3.8 Shall be ex-officio member of all committees & subcommittees
- 27.3.9 Shall maintain a correct & up-to-date register of all Branch members.
- 27.3.10 Shall bring all matters relevant to the interests of the Branch to the notice of the President/Executive Committee for guidance and advice from time to time.
- 27.3.11 Shall be the returning officer for all election of the Branch.
- 27.3.12 Shall represent the Branch in all legal matters / court cases personally or through Lawyer appointed by him.
- 27.3.13 Shall appoint from amongst one of the three Joint Secretaries to officiate for him in his prolonged absence or illness.

27.4 HON. JOINT SECRETARIES:

The Hon. Joint Secretary

- 27.4.1 Shall assist the Hon. Branch Secretary in duty allotted to him by the Hon. Branch Secretary/Executive Committee.
- 27.4.2 Shall be ex-officio member of the sub-committee allotted to him by the Hon. Branch Secretary at the starting of the term.
- 27.4.3 Shall keep minutes of all the meetings of the General Body on behalf of the Hon. Secretary.

27.5 HON. FINANCE SECRETARY/ TREASURER:

The Hon. Finance Secretary/Treasurer

- 27.5.1 Shall be the Finance Secretary/Treasurer of all committees.
- 27.5.2 Shall receive all moneys of the branch and deposit them in a bank(s) (to the credit of an account in the name of the Branch) approved by the Executive Committee and shall operate along with the Hon. Branch Secretary or in his/her absence with the President.
- 27.5.3 Shall deposit reserve funds in Post Offices, fixed deposit scheme, Government Securities etc. in accordance with the directives of the Executive Committee.
- 27.5.4 Shall be responsible for collection of all subscriptions and contributions due to IMA (HQ)/Bengal State Branch.
- 27.5.5 Shall have the right to point out any error or discrepancy in the order of payment of the Hon. Branch Secretary and refer the order back to him/her with his/her remarks. In the event of disagreement still persisting between the Hon. Branch Secretary & the Hon. Finance Secretary/Treasurer, the matter shall be referred to the President for final decision.
- 27.5.6 Shall be responsible for keeping up-to-date books of accounts of the Branch.
- 27.5.7 Shall prepare in consultation with the Hon. Branch Secretary half yearly accounts to be placed in the Half-yearly General Body meeting after being placed & passed by the Executive Committee.

27.5.8 Shall prepare in consultation with the Hon. Branch Secretary an annual statement of accounts of the accounting year that ended on the 31st day of March and a balance sheet showing the financial position of the Branch & must get it audited by the Auditors appointed at the last Annual General Meeting. He must present it before the Executive Committee at a meeting not later than Second week of April of each year. He must submit a copy to the Bengal State Branch after it is passed in the Annual General Meeting of the Branch.

27.6 HON. JOINT FINANCE SECRETARY/ JT. TREASURER:

Shall assist the Hon. Finance Secretary/Treasurer in duty allotted to him by the Hon. Finance Secretary/Executive Committee.

28.0 SUB-COMMITTEES / SPECIAL COMMITTEES

28.1 Sub-committees/Special Committees may be formed by the Executive Committee and may also be dissolved whenever deemed necessary by the Executive Committee.

28.2 All sub-committees/Special Committees formed directly by the Executive Committee have responsibility to the Executive Committee and must follow the directives of the Executive Committee of the Branch

28.3 The Executive Committee shall elect One Chairperson, One Convener and Two Joint Conveners for each Sub-committee/Special Committee.

28.4 The Hon. Finance Secretary/Treasurer shall be the Treasurer for all the Sub-Committees/Special Committees

28.5 The President or one of the three Vice presidents (appointed by the President) and the Hon. Branch Secretary or one of the three Hon. Jt. Secretaries (appointed by the Hon. Branch Secretary) shall be the ex-officio members of each Sub-Committee/Special Committee.

29.0 INCOME OF THE BRANCH

29.1 Subscription of the Annual Members, the Branch Fund Contribution.

29.2 Subscription of Life Members, the Branch Fund Contribution.

29.3 Subscriptions from Associate/Intern members.

29.4 Special Contributions or Donations raised directly.

29.5 Contribution and Delegate fees from Annual Scientific Conference and any other Scientific Conference of the Branch.

29.6 Bequest received from legacies from persons who desire to benefit the Branch.

29.7 Interest on deposit(s) from Banks.

29.8 Such other sources as may be authorized by the Executive Committee.

30.0 FUNDS OF THE BRANCH

30.1 Behala Medical Association / IMA Behala Branch A/c Main Fund: There shall be a main account for day to day operation and payment of salaries & wages as per Rule 31.5

30.2 Behala Medical Association / IMA Behala Branch A/c Subscription Fund (HFC): All membership/subscription will be deposited in this account and payment of HFC/SFC shall be transacted from this account, to be operated as per Rule 31.5.

30.3 Behala Medical Association / IMA Behala Branch, A/c Building Fund: There shall be a Fund for the construction of the Building and maintenance thereafter jointly operated by the Hon. Finance

Secretary/Treasurer along with the Chairman/Convener of the Building Sub-committee / to be operated as per Rule 31.5.

- 30.4 Behala Medical Association / IMA Behala Branch, A/c Reserve Fund:** There shall be a Reserve Fund of the Branch. At least 25% of the surplus, if any each year shall be credited to the Reserve Fund. The Reserve Fund shall only be drawn upon special resolutions of the Executive Committee after being duly put in the agenda, notified and circulated to all members of the Executive Committee and only if three-fourths of the members present vote in favour of the resolution of withdrawal of money. The fund shall be operated as per Rule 37.4.
- 30.5 Behala Medical Association / IMA Behala Branch, A/c Annual Scientific Conference Fund (BIMACON):** There shall be a separate account for the Annual Scientific Conference to be operated as per Rule 37.4
- 30.6 Behala Medical Association / IMA Behala Branch, A/c Charitable Clinic Fund:** There shall be a fund for the income & expenditure of the Sayan Bhattacharyya Memorial Outdoor Charitable Clinic & Vaccination Centre to be operated as per rule 31.5
- 30.7 Behala Medical Association / IMA Behala Branch, A/c Benevolent Fund:** There shall be a fund for the income & expenditure of the Social Security Scheme (State / National) to be operated as per rule 31.5
- 30.8 Behala Medical Association / IMA Behala Branch, A/c Woman Doctors' Wing :** There shall be a fund for the Woman Doctors' Wing to be operated as per rule 31.5
- 30.9 Behala Medical Association / IMA Behala Branch, A/c Doctors' Spouse Forum:** There shall be a fund for the Doctors' Spouse Forum to be operated as per rule 31.5
- 30.10 Behala Medical Association / IMA Behala Branch, A/c College of General Practitioners, Behala Sub-Faculty (IMACGP):** There shall be a fund for the income & expenditure of the College of General Practitioners, Behala Sub-faculty and its Scientific Conference to be operated as per rule 31.5
- 30.11 Behala Medical Association / IMA Behala Branch, A/c Academy of Medical Specialities, Behala Branch Chapter (IMAAMS):** There shall be a fund for the income & expenditure of the Academy of Medical Specialities, Behala Branch Chapter and its Scientific Conference to be operated as per rule 31.5

31.0 INVESTMENTS AND OPERATION OF ACCOUNTS

- 31.1** For defraying the expenses of the IMA (HQ) & of the Bengal State Branch this Branch shall contribute according to the direction of IMA (HQ)/Bengal State Branch.
- 31.2** The Executive Committee shall be solely held responsible for true & accurate accounts, to be kept of all moneys received and expended for the Branch and of the assets, credits and liabilities of the Branch.
- 31.3** The Income & Expenditure accounts shall be periodically or annually as determined by the Executive Committee audited by auditors previously appointed in the Annual General Meeting.
- 31.4** All securities belonging to the Branch shall be kept in a Bank approved by the Executive Committee in the name of the Branch for safe custody.
- 31.5** The Bank accounts of the Branch & its different wings shall be operated jointly by the Hon. Finance Secretary & the Hon. Branch Secretary or in his absence the President.

32.0 LIABILITIES

This Branch shall not be liable for any of the debts or liabilities neither of the Indian Medical Association (HQ) nor of the IMA, Bengal State Branch.

33.0 EXPENDITURES

33.1 ORDINARY EXPENSES

The Branch shall out of its funds and income, defray all ordinary expenses, and shall pay rents, salaries, wages and such other charges as may be necessary to carry on the work and day to day functioning of the Branch.

33.2 OTHERS

It shall be empowered to expend money on scientific investigations, conferences, prizes, publication, medical relief operations, social gatherings, buying books, journals, furniture etc and on such purposes as it may consider advisable.

34.0 GENERAL BODY MEETINGS OF THE BRANCH

34.1 ANNUAL GENERAL BODY MEETING (AGM)

The Annual General Meeting of the Members of the Branch shall be held every year after the Annual General Election is over & by 30th April and at such hour and place as the Executive Committee may determine.

The business that is to be transacted at the AGM shall be:

34.1.1 To receive & adopt the Annual Report of the Branch.

34.1.2 To receive & adopt the Audited Accounts for the year.

34.1.3 To declare formally the results of the Election of the Executive Committee of the next Association year (if any).

34.1.4 To consider the Budget Proposal for the next Association year.

34.1.5 To appoint the Auditor for the next Association year.

34.1.6 To consider resolutions if any, recommended by the Executive Committee.

34.1.7 To consider any State/Headquarter circulars (if any).

34.1.8 To transact such business for which due notice has been given by individual member(s) at least one month before the date of AGM.

34.1.9 To consider any other matter with the permission of the chair.

NOTE: The confirmation of the meeting and necessary hand-over shall be held after an interval of 15 minutes at the same place where AGM is held & on the same evening.

34.2 ORDINARY GENERAL BODY MEETINGS: As per requirements the Hon. Branch Secretary shall call Ordinary General Body Meetings for Specific purpose like election of Branch Office Bearers and Executive Committee in consultation with the President or as decided by the Executive Committee. Such meetings shall also be called to elect Office Bearers of Headquarters and/or the Bengal State Branch as per Rule of IMA and Bengal State Branch.

34.3 SPECIAL GENERAL BODY MEETINGS: It shall be called by the Hon. Branch 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.

34.4 REQUISITION GENERAL BODY MEETINGS: A Requisition General Meeting shall be called by the Hon. Branch Secretary in consultation with the President within a fortnight whenever a requisition is made in writing to the President/Hon. Branch Secretary by at least twenty five or more Life /Ordinary valid members of the Branch. The requisition must reach the President or the Hon. Branch Secretary

with full signature of those members demanding it and also mentioning specific agenda(s) to be discussed in the meeting. On receipt of the requisition, the Executive Committee shall forthwith proceed to call a Requisition General Meeting. In case the Executive Committee fails to call such a meeting within 30 days after the receipt of the requisition, they (requisitionists) may themselves hold the meeting. But in no case such a meeting shall be held after a lapse of 2 (Two) months from the date of submission of the requisition to the President/Hon. Branch Secretary. No other matter will be transacted at this meeting.

- 34.5 SCIENTIFIC/ACADEMIC & SOCIAL MEETINGS:** The Hon. Branch Secretary as expedient may call these meetings.
- 35.0 NOTICE FOR MEETINGS OF THE BRANCH:** Notice may be served on any member personally, through a Staff of the Branch or by post, E-mail or during emergency through medium of the principal newspaper or by Telephone / Mobile phone & Fax messages.
- 35.1 ANNUAL GENERAL MEETING:** At least 10 (Ten) clear days' notice of the Annual General Meeting specifying the place, the day, the date & hour of the meeting with the agenda of business, shall be given to each member by the Hon. Branch Secretary.
- 35.2 ORDINARY / SPECIAL GENERAL BODY MEETING:** At least 7 (Seven) clear days' notice of the General Body Meeting specifying the place, the day, the date & hour of the meeting with the agenda of business, shall be given to each member by the Hon. Branch Secretary.
- 35.3 REQUISITION GENERAL BODY MEETING:** At least 9 (Nine) clear days' notice of the Requisition General Meeting specifying the place, the day, the date & hour of the meeting with the agenda of business, shall be given to each member by the Hon. Branch Secretary.
- 35.4 SCIENTIFIC / ACADEMIC & SOCIAL MEETINGS:** At least 7 (Seven) clear days' notice of the Scientific/Academic or Social General Meeting specifying the place, the day, the date & hour of the meeting with the agenda of business, shall be given to each member by the Hon. Branch Secretary.
- 36.0 RULES FOR THE MEETINGS OF THE BRANCH**
- 36.1** The quorum for all General Body Meeting of the Branch shall be 25 Ordinary/Life members of which 15 shall be other than the Executive Committee Members.
- 36.2** In case of Requisition General Body Meeting presence of 75 ordinary/life members shall form a quorum out of which 3/4th of those who demanded the requisition meeting must be present.
- 36.3** In case of Special General Body Meeting for the conduction of purposes laid down in Rule 16.3 the quorum shall be 75.
- 36.4** If any General Body Meeting is adjourned for want of quorum (except in case of 36.2 and 36.3), members shall meet at the same place, on the same day, half an hour afterwards or as announced by the Chairperson. They shall transact only the business on the agenda of the adjourned meeting.
- 36.5** Rule 36.4 shall not be applicable in case of 36.2 and 36.3, which shall be declared annulled if there is no quorum.
- 36.6** All question affecting the general policy of the Branch shall be determined at a General Body Meeting and shall be decided by a majority of votes only when 3/4th (three-fourths) of the members present & voting, agree in favour of the suggested change.
- 37.0 BRANCH ANNUAL MEDICAL CONFERENCE**

- 37.1 The Annual Medical Conference of the Branch shall be held every year and is termed as "Annual Scientific Conference, Behala Medical Association / IMA Behala Branch" styled "**BIMACON**".
- 37.2 The Executive Committee shall decide the Month, Date & Venue of the Annual Scientific Conference.
- 37.3 A Special General Body Meeting will form the Organizing Committee for the Annual Scientific Conference at least 6 (six) months before the schedule conference.
- 37.4 A special bank account may be opened and operated either by the Hon. Branch Secretary or Organizing Secretary / Organizing Chairman and the Hon. Finance Secretary/Treasurer.
- 37.5 The Organizing Committee will function as a Special Committee under the guidance of the Executive Committee as per Rule 28.
- 37.6 The President of the Branch shall preside over the Annual Scientific Conference (Vide Rule no. 27.1.1)
- 37.7 The Finance Secretary/Treasurer of the Branch shall be the Finance Secretary of the Annual Scientific Conference (Vide Rule no. 27.5.1)
- 37.8 The Executive Committee shall first approve the Income-Expenditure accounts. After that the accounts shall be sent for audit. Only after that, properly audited accounts shall be placed at the Annual General Meeting each year.
- 37.9 The Organizing Committee shall have no powers to spend in any other accounts other than that of the conference or related to conference. The surplus amount if any shall be transferred to the Branch Fund only or as directed by the Executive Committee from time to time.

38.0 AMENDMENTS OF THE MEMORANDUM, RULES & BYE-LAWS

- 38.1 The Branch may from time to time frame, modify, add to or repeal the rules, regulations and bye laws for the working of the Branch at the Annual or Special or Ordinary General Meeting provided that 2/3rd (Two-third) of the members present vote in favour of such proposals.
- 38.2 The proposed alterations in the Memorandum, Bye-Laws must reach the Branch Office at least 2 (Two) months before the date of the Annual or Ordinary or Special General Body Meeting. The Hon. Branch Secretary shall circulate copies of the alteration to all the members of the Branch at least 1(one) month before the date of the meeting.
- 38.3 Any addition to, modification or repeal of the rules, byelaws etc. shall be considered to have come into force only after the Chairperson of that meeting has endorsed the proceedings of the meeting at which they were passed.
- 38.4 The Hon. Branch Secretary shall send the modified/amended Rules & Bye-Laws of the Branch to IMA (HQ) through Bengal State Branch for ratification by the Working Committee.
- 38.5 As a local Branch of Indian Medical Association (HQ), this Branch shall follow and abide by all Rules, Bye-laws, decisions and directions from the IMA (HQ), and also from the Bengal State Branch, not withstanding whatever may be contained or laid down in these Rules & Bye-laws.
- 38.6 The Branch Executive Committee shall have the power to make any necessary consequential changes in the Rules & Bye-laws of the Branch, due to any amendment in the Rules & Bye-Laws of the IMA (HQ) or Bengal State Branch & shall notify the members as early as possible.

39.0 WINGS OF IMA

39.1 IMA COLLEGE OF GENERAL PRACTITIONERS (IMA CGP)

The Life Members of the Branch shall be eligible to become Members of the IMA CGP on payment of prescribed Life Membership Fees of the College. On becoming the members of the College, they

shall be on the rolls of the College. A list shall be maintained at the Headquarter of the College (IMA CGP, New Delhi), at the State Faculty (IMA CGP Bengal State Faculty) and at Sub-Faculty if such sub faculty is set up at the Branch level. Each member shall subscribe the rules & Byelaws of the College. **(See Rules & Byelaws of IMACGP, Behala Branch Sub-Faculty)**

39.2 IMA ACADEMY OF MEDICAL SPECIALITIES (IMA AMS)

The members of the Branch can become the members of the IMA AMS provided they are eligible as per rules & Byelaws of the Academy. On becoming the members of the Academy, they shall be on the rolls of the Academy. A list shall be maintained at the Headquarter of the Academy (IMA AMS, New Delhi), at the State Chapter (IMA AMS Bengal State Chapter) and at Local Branch Chapter if such a chapter is set up at the Branch level. Each member shall subscribe the rules & Byelaws of the Academy. **(See Rules & Byelaws of IMAAMS, Behala Branch Chapter)**

40.0 APPENDIX

40.1 HEADQUARTER FUND CONTRIBUTION [HFC]

The Branch shall remit HFC as laid down by the IMA (HQ) from time to time through Bengal State Branch. In case of existing Annual members (as on the Member roll on 31st March) the HFC should be remitted in one installment, latest by 30th April of each calendar year (Vide Rule 40.2.3). The HFC in respect of new members enrolled during any part of Association year shall be remitted for one full association year along with M.A forms. While remitting HFC the Branch shall give statement of HFC based on the membership categories as per Rule 40.2.4.

40.2 MEMBERSHIP LIST

40.2.1 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 HFC has been remitted in full, so as to reach IMA (HQ) through the Bengal State Branch latest by 30th April.

40.2.2 All additions & deletions shall also be reported to IMA (HQ) from time to time during the year.

40.2.3 Lists updated up to 31st October & 30th April shall be taken as valid members of the Branch. HFC shall be payable by the Branch on it. In case no corrections are received, the list as on 31st March of the last year shall be taken as valid for making payment of HFC.

40.2.4 The Branch shall maintain separate lists of members on its Register of Membership as under the following categories: (i) Single Annual, (ii) Couple Annual (iii) Single Life (iv) Couple Life (v) Intern Members (vi) Associate Members

40.2.5 Each member shall subscribe the Membership List.

40.3 REPRESENTATIVES TO CENTRAL & STATE COUNCIL:

Subjected to Changes in the Rules of IMA (HQ) for Central Council & IMA Bengal State Branch for State Council.

40.3.1 CENTRAL COUNCIL: The total number of members of the Branch on whose behalf HFC has been deposited in full by 31st March shall form the basis of determining the representation of the Branch on the Central Council. The Branch representatives to the Central Council shall be in the following manner: 20 to 100 members: One (1)

representative; Above 100 members one (1) additional representative for every 100 members or part of. **Note: Sequential changes will apply.**

40.3.2 STATE COUNCIL: The total number of members of the Branch on whose behalf HFC / SFC has been deposited in full by 31st March shall form the basis of determining the representation of the Branch on the State Council. The Branch representatives to the State Council shall be in the following manner: 10 to 15 members: One (1) representative; 16 to 25 members: Two (2) representatives, 26 to 50 members: Three (3) representatives; 51 to 100 members: Four (4) representatives; Above 100 members one (1) additional representative for every 100 members or part of. **Note: Sequential changes will apply.**

40.4 ALTERNATIVE MEMBERS TO CENTRAL COUNCIL:

The Branch shall elect an equal number of representatives to the Central Council who shall be entitled to represent as substitute in place of regular representatives as & when occasion arises. The Hon. Branch Secretary [in consultation with the President] should forward the names of such representatives to the Headquarter office along with the regular representatives at the beginning of the term. The Hon. Secretary shall inform the Headquarter Office about the possible replacement at least two weeks before the scheduled meeting. The agenda received by the regular representatives should be passed on to the alternative representatives.

40.5 COPY OF THE CONSTITUTION:

Original copy of this constitution to be kept in safe custody in the Office of the Hon. Branch Secretary. If required each member shall subscribe the Rules & Byelaws of the Branch as fixed by the executive committee. Members must apply to the Hon. Secretary for the copy of this Rules & Byelaws of the Association.

41.0 AMENDMENTS

41.1 Amendments of 39th AGM 2008 held on 20th April 2008

41.1.1 The Elected Executive Committee of the Branch will be of two Association Year (One Term)

41.1.3 The Members contesting election must be Life Members of the Branch.

41.1.3 President – should be Office-Bearer for a term, Hon. Branch Secretary – Should be either Hon. Joint Secretary or Finance Secretary for a term.

41.1.4 The term “Office Bearers” shall include Office-Bearers of the different Wings of the Branch

41.1.5 The Operation of the Fixed Deposits of the Branch shall be decided by fixed Finance Standing Committee comprising of immediate past Five (5) Finance Secretaries.

41.2 Amendments of 41st AGM 2010 held on 11th April 2010

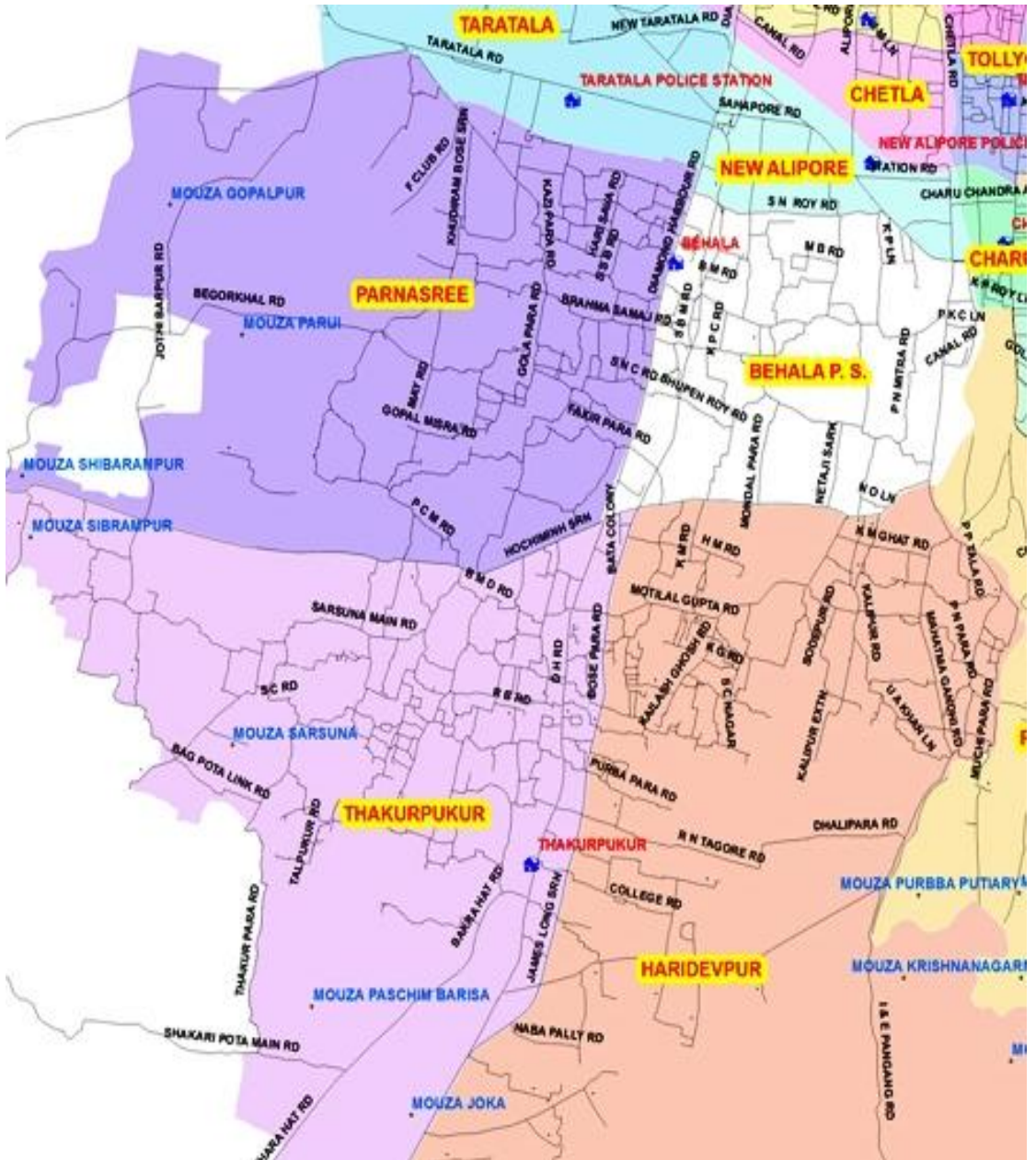
41.2.1 The spouses of Doctor Members will form Doctors’ Spouse Forum

41.2.2 The membership of the spouse member will terminate on the termination of the membership of the Doctor member.

41.2.3 The membership of the Doctors’ Spouse Forum will be decided by the Executive Committee from time to time

41.2.4 All activities of this forum will be under the auspices of Behala Medical Association / IMA Behala Branch and will be guided by Executive Committee.

TERRITORY OF BEHALA MEDICAL ASSOCIATION



SOCIETY REGISTRATION CERTIFICATE OF BEHALA MEDICAL ASSOCIATION

West Bengal Form No. 264.



রেজিস্ট্রেশনের পর প্রতি বছর কি
নহ (নগদে) বিচার্য করা দেওয়া
জরুরিঃ সাক্ষরিতকঃ

Registration granted in
anticipation of the
information/facts stated
in the documents submitted
Correct and true.

Certificate of Registration of Societies

WEST BENGAL ACT XXVI of 1961

S/11/1 No. 81885 of 20 11-20 12

I hereby certify that Behala Medical Association

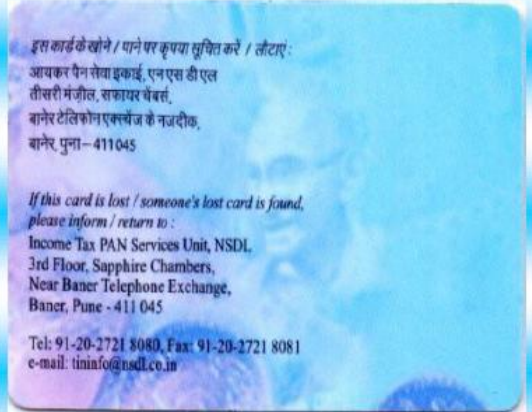
has this day been registered under the West Bengal Societies
Registration Act, 1961.

Given under my hand at Kolkata
this Twenty Sixth day of July
Two thousand and Eleven



Lupe
Registrar of Firms, Societies &
Non-Trading Corporations,
West Bengal.

PAN OF BEHALA MEDICAL ASSOCIATION



LETTER OF CONFIRMATION FORM IMA HQRS



INDIAN MEDICAL ASSOCIATION (HQRS.)

(Registered under the Societies Act XXI of 1860)

Mutually Affiliated with the British & Nepal Medical Associations

I.M.A. House, Indraprastha Marg, New Delhi-110 002

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Fax : +91-11-23379470, 23370375, 23379178, Telegram : INMEDICI, New Delhi-110 002

Website: www.ima-india.org ; Email: inmedici@vsnl.com

Imm. Past National President

Dr. Vinay Aggarwal (Delhi)

National Vice-Presidents

Dr. Anil Kumar J. Nayak (Mehsana)

Dr. Arvind Jain (Jabalpur)

Dr. Devendra K. Shirole (Pune)

Dr. Kanti Mohan Singh (Begusarai)

Hony. Finance Secretary

Dr. V.K. Narang (Delhi)

Hony. Joint Secretaries

Dr. R.N. Tandon (Delhi)

Dr. Ajay Gambhir (Delhi)

Dr. Hans Raj Satija (Delhi)

Dr. Amitabha Bhattacharya (Kolkata)

Dr. V.C. Shanmuganandan (Bengaluru)

Hony. Asstt. Secretaries

Dr. Atul K. Arora (Delhi)

Dr. Ravi Malik (Delhi)

Hony. Joint Finance Secretaries

Dr. Anil Bansal (Delhi)

Dr. Ram Dayal Dubey (Kolkata)

IMA CGP (Chennai)

Dean of Studies

Dr. D.D. Choudhury (Dehradun)

Hony. Secretary

Dr. T.N. Ravisankar (Chennai)

IMA AMS (Hyderabad)

Chairman

Dr. Surendra Daga (Kolkata)

Hony. Secretary

Dr. M.S. Hari Babu (Hyderabad)

IMA AKN Sinha Institute (Patna)

Director

Dr. Sibadutta Chaudhuri (Kolkata)

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Dr. Sachchidanand Kumar (Patna)

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Dr. R.V. Asokan (Punalur)

National President

Prof. Dr. G.K. Ramachandruppa

9880565079, Karnataka

Hony. Secretary General

Dr. D.R. Rai

9312504480, (Delhi)

IMA/Admn/c-c/c-9/03

March 17, 2012

02/4,

Dr. Sanjoy Banerjee
Hony. Secretary
Behela Branch, IMA
IMA House, 13, James Long Sarani
Nandan Pally, Barisha,
Kolkata-700 008 (W.Bengal)

Dear Dr. Banerjee,

I would like to inform you that your Branch Constitution was approved and accepted by the 206th Meeting of Central Working Committee held on 19th November, 2011 at Chandigarh and duly ratified in the 72nd Meeting of the Central Council of IMA held on 27th -29th December, 2011 at Bengaluru (Karnataka).

This is for your information.

Thanking you and with kind regards,

Yours sincerely,


Dr. D.R. Rai
Hony. Secretary General, IMA

Copy to:-

- National President, IMA
- State President, Bengal State Branch, IMA
- Hony. Secretary, Bengal State Branch, IMA
- President, Behala, Local Branch, IMA

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