



INDIAN MEDICAL ASSOCIATION TAMILNADU STATE BRANCH

**CONSTITUTION
RULES & BYE - LAWS**

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PART-I

PART-1 MEMORANDUM OF THE ASSOCIATION

- I. NAME
- II. SHORT TITLE
- III. OBJECTS
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PART-I MEMORANDUM OF THE ASSOCIATION

I. NAME

The Name of the Association shall be “INDIAN MEDICAL ASSOCIATION, TAMIL NADU STATE BRANCH”

(Under Indian Medical Association, Head Quarters, New Delhi).

II. SHORT TITLE

The Indian Medical Association, Tamilnadu State Branch here in after called “IMA TNSB”.

III. OBJECTS

The object of the Association are:

1. To promote and advance Medical and Allied Sciences in all their different branches and to promote the improvement of Public Health and Medical education in Tamilnadu.
2. To, uphold Medical Ethics and code of conduct to maintain and to protect the honour and dignity and to uphold the interests of the Medical profession and to promote fellowship and Co-operation amongst the members thereof.

3. To participate in National Health Care programmes and / or to initiate action on Health Care Regulatory / legislation formulations towards equitable health care delivery service to the people of the Country and to educate the public in the matter of Public Health and to promote public relationship.

IV. AREA OF JURISDICTION

The IMA Tamilnadu State Branch shall have its areas of jurisdictions in the Tamilnadu State.

V. OFFICE

IMA TNSB Central Office - IMA Head Quarters Building, Tambaram. Window Office - where the Secretary is elected.

The Office of the IMA-TNSB shall be located at the place from here the Hony. State Secretary is elected, subject to approval of the State Council and there may be a window office located at IMA Headquarters Building at Tambaram / II Floor, JVL PLAZA, Old No.501, Ne No.626, Anna salai, Teynampet, (Mount Road) Chennai-600 018 Or any other place in the city of Chennai authorized by the State Council.

VI. MODUS OPERANDI

For the attainment and furtherance of these objects, the Association may,

1. Hold periodical meetings and Conference Medical Education Programmes, Conferences, Lectures, discussions, demonstrations and exhibitions etc., of the medical and allied sciences.
2. Publish and circulate Journals which shall be the official organs of the Tamilnadu State Branch specially adopted to the needs of the Medical Profession and the programmes of Tamilnadu State through its columns and publish other literature in accordance with the objects of the Association which may promote and improve the standard of the Health of the State. The state council may decide to publish any lay journal to promote Health awareness among the public of Tamilnadu.
3. Publish and circulate Journals which shall be the official organs of the Tamilnadu State Branch specially adopted to the needs of the Medical Profession and the State and shall undertake publicity and propaganda work of the Health programmes of Tamilnadu State through its columns and publish other literature in accordance with the objects of the Association which may promote and improve the standard

of the Health of the State. The state council may decide to publish any lay journal to promote Health awareness among the public of Tamilnadu.

4. Maintain an association office, Audio Visual aids and a Library to its Members.
5. Encourage research in Medical and allied sciences with grants out of the funds of the Tamilnadu State Branch, and to create endowments for issue of scholarships, prizes and awards and in such other manner as may from time to time be determined upon, by the Tamilnadu State Branch.
6. Conduct educational campaign amongst the people of the State in the matter of Public Health and Hygiene by Co-operating, whenever necessary, with different state apex bodies working within the same object.
7. Organize Medical camps for providing Medical relief during epidemics and in times of emergency and disaster.
8. Consider and express its views on all questions and the laws of Tamilnadu State or proposed legislation affecting Public Health, the Medical Profession and Medical Education and initiate or watch over or take such steps and adopt such measures from time to time regarding the same as may be deemed expedient or necessary.
9. Purchase, take lease of or otherwise acquire, hold, manage, let, sell, exchange, mortgage, or otherwise dispose of movable or immovable property of every description and all rights of privileges necessary or convenient for the purpose of the Association and in particular any land, building, furniture, household or other effects, utensils, books, news papers, periodicals, instruments, fittings, appliances, apparatus, transport vehicles and buildings for accommodation as and when deemed necessary or desirable in the interest of the Tamilnadu State Branch.
10. Erect, maintain, let, improve or repair any buildings for purposes of the association.
11. Borrow or raise money in such manner as the Tamilnadu State Branch may deem necessary and think fit and collect donations for the purposes of the Tamilnadu State Branch.
12. Invest any money of the Association not immediately required for any of its objects in such a manner as may from time to time be determined by the Association.

13. Assist, subscribe to or co-operate with any other public body whether incorporated, registered or not, and having altogether or in part, objects similar to those of the Association.
14. Create or assist in creating branches for any of the purpose aforesaid.
15. To co-operate and participate actively in implementing and executing Public Health Projects sponsored by State and Central Government, WHO, UNICEF and other service organizations.
16. 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.
17. To establish and run institutions for training Nursing and Para Medical Workers.

PART - II
CONSTITUTION, RULES & BYE - LAWS OF THE
ASSOCIATION
DEFINITIONS OF WORDS AND TERMS.

DEFINITIONS OF WORDS and TERMS used in these Rules & Bye – Laws unless of context otherwise requires:-

1. “ASSOCIATION” means the Indian Medical Association, Tamilnadu State Branch. (abbreviated as “IMA TNSB”).
2. “CENTRAL COUNCIL” means the Central Council of the Indian Medical Association, Headquarters as constituted under the Rules of the IMA HEADQUARTERS.
3. “STATE COUNCIL” means the State Council of the Indian Medical Association Tamilnadu State Branch as constituted as per Indian Medical Association, Tamilnadu State Branch Rules & Bye – Laws.
4. “STATE OFFICE” means Indian Medical Association, Tamilnadu State Branch Office.
5. “LOCAL BRANCH” means a Local Branch of the Association formed under the Rules & Bye – Laws of Indian Medical Association, Tamilnadu State Branch and approved by the Headquarters.
6. “CONFERENCE” means the ANNUAL STATE MEDICAL CONFERENCE of the Indian Medical Association, Tamilnadu State Branch organized under the auspices of the State Branch.
7. “STATE PRESIDENT” means the State President of the Indian Medical Association, Tamilnadu State Branch.
8. “HONORARY STATE SECRETARY” means the Honorary State Secretary of the Indian Medical Association, Tamilnadu State Branch.
9. “TIMA” means news bulletin of the Tamilnadu State Branch of Indian Medical Association.

10. “YEAR” means the Association and Financial year of IMA Tamilnadu State Branch shall be:-

Association year:- 1st January to 31st December

Financial year:- 1st April to March 31st.

11. “HEAD QUARTERS” means the HEADQUARTERS OFFICE of the Indian Medical Association – New Delhi.

12. “H.F.C.” means Headquarter Fund Contribution to the Indian Medical Association, Headquarters Office, New Delhi.

13. “RULES AND BYE – LAWS” means Rules & Bye – Laws of IMA Tamilnadu State Branch.

PART – III

DEFINITIONS OF WORDS AND TERMS

1. Constitution

2. Jurisdiction

1. Constitution

The Indian Medical Association, Tamilnadu State Branch shall consist of Members whose names are on the Register of the Members of the Association 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 date of adoption of these revised Rules and Bye – Laws of the Association, be duly elected in such manner and upon such conditions as may be prescribed from time to time by the Rules and Bye – Laws.

2. Jurisdiction

The jurisdiction of the Indian Medical Association, Tamilnadu State Branch shall extend to all the Districts constituting the State of Tamilnadu.

PART - IV
STATE OFFICE

1. State Office
2. Eligibility of Membership
3. Register of Members
4. Classification of Members.
 - ◆ Life Members.
 - ◆ Annual Members.
 - ◆ Direct Members: No more direct Life Members shall be admitted by the State Branch hereafter.
5. Privileges of Membership.
6. Termination of Membership.
7. Re-Admission of Suspended Member.
8. Association Year.
9. Compilation of list of valid members for the year.

1. STATE OFFICE

The Hony. State Secretary's office will function at IMA HQs. Building, Tambaram and the Window office of the IMA Tamilnadu State Branch shall be at the place of Hony. State Secretary.

2. ELIGIBILITY OF MEMBERSHIP

Any person duly qualified to practice Modern Medicine and got registered as a Medical Practitioner with the Tamilnadu State Medical Council or any other State Medical Council under the Indian Medical Council Act., may be enrolled as a member of the IMA through the Local Branch within the jurisdiction of Tamilnadu.

3. REGISTER OF MEMBERS

There shall be a Register of Members in which the Names of all the members of the State Branch shall be entered with their Qualification and Addresses kept upto date. The Register shall be maintained Branch wise. No New Direct Members shall be admitted to the Tamilnadu State Branch hereafter.

4. CLASSIFICATION OF MEMBERS

Members shall be classified as 1. Life Members 2. Annual Members 3. Direct members.

a. Life Member

Any person eligible for Membership in IMA so desires to become a Life member shall do so by paying the prescribed amount of subscription as fixed by the Rules from time to time.

b. Annual Member

Any person duly qualified to become a member of IMA shall enroll himself as an Annual Member of the Local Branch by paying the Annual Subscription as fixed by the IMA Tamilnadu State Branch Rules from time to time.

c. Direct Member:- (already enrolled Direct Member)

When they change their place of practice / residence to a place where IMA local branch is functioning, he must join that branch by paying the amount fixed by that branch and they will be automatically released to that branch by the State Branch.

5. PRIVILEGES OF MEMBERS.

1. All members shall have the right to attend and take part in discussions at all General and Clinical Meetings, Lectures and Demonstrations organized by the Local Branch and State Branch.
2. All members shall have the right to attend Medical Conferences organized by the Tamilnadu State Branch / National IMA Headquarters or any other State Branch, on such terms and conditions prescribed therefore.
3. All members are entitled to receive copies of IMA HQRS. Journal. State Office & Local Branch Bulletin for that Branch Members.
4. All members will have the right to participate in the Election, exercise franchise, contest in the Election for any post in the Local Branch, in the State Branch and in the Headquarters and hold Office of the post for which the member is qualified to contest as per the Rules and Bye – Laws of the Association.
5. All members shall enjoy any other privilege that may herein after be conferred by the Association.
6. Eligibility to utilize Tamilnadu IMA Guest House as per guidelines and also IMA Headquarters Guest House at New Delhi and other State Guest Houses with prior booking.

6. TERMINATION OF MEMBERSHIP

1. Membership may be terminated by resignation. A member may at any time resign his membership by giving due notice in writing after paying his dues if any.
2. Membership may be terminated by removal of name on account of non-payment of subscription after due notice.
3. Membership may be terminated by removal of name on the ground of undesirable conduct and anti Association activities after getting termination acceptance from the Headquarters.
4. By removal of ones name by Tamilnadu Medical Council on the ground of conviction in a court of justice (Law).
5. On termination of Membership, a person shall automatically cease to hold such office or appointment as he may be holding in the Association or in a Branch or in any body as Association's nominee.

7. READMISSION OF SUSPENDED MEMBER

- A. Any Member who has ceased to be a Member under Bye – Laws 12 (i) and 12 (ii) can be Re-admitted on fresh application being made by him and on payment of any dues outstanding against him on the date when he had ceased to be a member. Re-admission shall be allowed after ceasing to be a member only after paying arrears of subscription and other dues and on receipt of HFC at State Branch / Headquarters.
- B. A member, whose name has been removed under Bye – Laws 12 (iii) and 12 (iv) may be Re-admitted on fresh application made by him after Re-Registration by TMC or when conviction in the Court is over.
- C. On Re-admission, stipulated Re-admission fees shall be paid.

D. Re-admitted members will be considered as new members with respect to seniority or holding any post in IMA. All their past experiences and attendance in Meetings will not be considered or counted for seniority.

8. ASSOCIATION YEAR

The Association and Financial year of IMA Tamilnadu State Branch shall be,

Association year :- 1st January to 31st December

Financial year :- 1st April to March 31st.

9. COMPILATION OF LIST OF VALID MEMBERS FOR THE YEAR

The Addressograph list of the members of the local Branches shall be received from the IMA Headquarters NEW DELHI every year by the State Office. Two sets of computerized addressograph shall be sent to the local Branches for necessary correction. The Hony. Secretary of the Local Branch shall send one copy of the Addressograph list to the State office after incorporating Name corrections / Deletions / change of Address / Transfers / Omissions / Missing Names etc., and to retain the other copy at the local Branch office file.

PART - V
LOCAL BRANCHES

1. LOCAL BRANCHES
2. FORMATION OF LOCAL BRANCHES
3. SUBSCRIPTIONS AND HEADQUARTERS FUND CONTRIBUTION (H.F.C)
4. DUTIES AND RESPONSIBILITY OF LOCAL BRANCHES.
5. TRANSFER OF MEMBERSHIP
6. DELETIONS
7. SUSPENSION OF LOCAL BRANCHES
8. REVIVAL OF SUSPENDED LOCAL BRANCHES

1. LOCAL BRANCHES

For the attainment of the object of the Association the members there of shall form themselves into Local Branches as per Rules and Bye – Laws of the Indian Medical Association, Tamilnadu State Branch.

2. FORMATION OF LOCAL BRANCHES

A minimum of 20 all New Life Members may form themselves into a local Branch who reside, practice or are employed in a place or its neighborhood by a Resolution passed by General Body Meeting of such persons convened for the purpose. They shall submit this proposal to IMA Tamilnadu State Office along with,

- a. The Resolution with the names of the Members and Office- Bearers of the New Branch.
- b. M.A.Form.
- c. Subscription fee amount and due fees shall be sent to the IMA Tamilnadu State Branch.

When a New Branch is proposed to be formed in a place where a Local Branch already exist and is functioning, such New Branch shall be floated only by 20 New Members of that area. No breakaway group or a group shall be eligible to form a New Branch.

The State office will place the proposal before the forthcoming State Council Meeting for approval. After the State Council approval, the State Branch shall forward its recommendations along with the copy of the resolution, the names of the office Bearers, the M.A. forms and the Head Quarters share of H.F.C. to the Headquarters – New Delhi for final approval of the New Branch.

The New Branch shall be recognized, as a constituent local branch of IMA Tamilnadu State Branch only after its approval by the IMA Central Working Committee.

3. SUBSCRIPTIONS AND HEADQUARTERS FUND CONTRIBUTION (H.F.C.)

The Members of the Association shall pay Life Subscription or Annual as fixed by the State Council from time to time.

The Local Branches shall be responsible for the payment of the FULL HFC DUES for all annual members on the roll and shall remit the same to the State Branch by the last Date 30th March of every year in advance in Full. The last Date for the receipt of the HFC will be 15th of April.

Every Local Branch shall pay Headquarters fund contribution (H.F.C.) to the State Branch and each State Branch shall pay Headquarters Fund Contribution (H.F.C.) to the Headquarters as fixed in the Bye- Laws, from time to time. The H.F.C. in case of Life Members and Annual Members shall be increased as per the directions of IMA Head Quarters issued from time to time.

4. DUTIES AND RESPONSIBILITY OF LOCAL BRANCHES.

1. The New Branches formed as per the Rules and Bye – Laws shall pay stipulated admission fee.
2. Every year Election of Officer Bearers should be conducted and the names of the Office Bearers of the branch including the representatives of that branch on the Central and State Councils along with the annual report and statement of accounts shall be informed to the State Branch.
3. At any given time specified by the State Branch each Local Branch shall submit to the State Branch a list of members on its roll in Triplicate, with their Qualifications and Addresses, which shall also include the list of new members and those who have left the branch with their New Address. All Local Branches shall intimate change of address in respect of the members. This must be done promptly and correctly.

5. TRANSFER OF MEMBERSHIP

In case of Transfer of Membership, Following are the procedures to be followed:-

Application from the member seeking transfer to the New Branch must be submitted to the State Branch and a copy marked to the parent branch and the new branch. The transfer will be effected by the State office automatically to the new branch if there is no dues to the parent branch or any pending disciplinary action. No fees transfer is needed from parent branch if the transfer is within the state. If transfer is to the other state, state share from the State Branch and branch share from the Branch must be sent to the new state & new Branch respectively.

6. DELETIONS

In respect of Members whose names are to be deleted either on account of Death, default, Transfer or on any other grounds, the local Branches shall intimate the State Branch of such Deletions promptly. In any case, if the deletion is to be made after the month of March of the year the Local Branch concerned shall be liable to pay the HFC for such members for that year concerned. No deletion shall be accepted by the Head Quarters after 30th March. This is applicable to Annual Members only.

7. SUSPENSION OF LOCAL BRANCHES

1. The Local Branches having HFC arrears for more than 2 years shall be considered as defaulters and the State Council have the right to suspend such local Branches for Non- Payment of HFC in full by serving due notice to that Branch.
2. The Local Branches the administration of which is not conducive to the Rules and Bye – Laws of the IMA Tamilnadu State Branch, may be suspended for a specific period or indefinitely by the State Council.

8. REVIVAL OF SUSPENDED LOCAL BRANCHES

The Local Branches suspended by State Council for various reasons stated above shall be revived after the fulfillment of the following.

1. On submission of resolution duly passed by the General body of the suspended Branch.
2. Full List of Members with their Names and Addresses, List of Office Bearers and the List of State and Central Council Members.
3. Payment of HFC dues of the Members at the time of Revival.
4. Payment of stipulated revival fees.

PART - VI

FUNCTIONING OF THE ASSOCIATION

1. Management of the Association
2. Composition of the State Council State Representatives
Representation of Local Branch in the State Council.
3. Term of Office of the State Council
4. Powers and Functions of the State Council
5. General Rules of Procedure and Conduct of Business of the State Council
6. General Body Meeting of the Association
7. Extra Ordinary General Body Meeting
8. Amendment to Rules and Bye-Laws
9. Validity of proceedings of Various sub – Committees
10. State Council and General Body.
11. Rules and Bye- Laws of the IMA Tamilnadu State Branch
12. Representatives to Central Council
13. Representatives to Central working Committee.

1. MANAGEMENT OF THE ASSOCIATION

The General Control, Management and direction of the policy and affairs of the State Branch and its Wings and Schemes shall be vested in a Body styled as the “STATE COUNCIL”

2. COMPOSITION OF THE STATE COUNCIL

a. State Representatives of the State Council

- i) State President for the year
- ii) State President Elect of the State Branch
- iii) Imm. past State President of the State Branch
- iv) Past State Presidents of the State Branch
- v) Past State Secretaries of the State Branch
- vi) Vice – Presidents of the State Branch
- vii) Hony. State Secretary.
- viii) Hony. Joint Secretary of the State Branch.
- ix) Finance Secretary
- x) Assistant Secretaries
- xi) IMAC.GP.
 - a) Faculty Secretary
 - b) Director of Studies
 - c) Joint Secretary
- xii) IMAA.M.S.
 - a) Chairman
 - b) Hony. Secretary
 - c) Joint Secretary
- xiii) Three Representatives from PPLSSS (Chairman, Secretary and Finance Secretary)

- xiv) Three representatives from Nursing Home Board. (Chairman, Secretary and Advisor)
- xv) Three Representatives for the Family Security scheme Chairman, Secretary and Finance Secretary.
- xvi) Standing Committee Chairman (Finance, Ethics, Quackery, Building, Research, Constitution, Election Commission, Sports & Fine Arts, Blood and Organ Donations, Project Committee and any other Standing Committees appointed by the State President).
- xvii) Women Doctor's Wing Chairman and Secretary.
- xviii) Service Doctor's Secretary
- xix) Paramedical Wing Chairman, Secretary and Joint Secretary.
- xx) CWC Members – Regular.
- b. Local Branch Representative of the State Council.
 - i) Presidents and Hony. Secretaries of all Local Branches for the year.
 - ii) Representatives from the Local Branches elected or as per Rules and Bye – Laws.

3. TERM OF OFFICE OF THE STATE COUNCIL

The State Council is a continuous body. Additions and alterations if any in the list maintained at the State Office shall be effected each year on 31st of December (Or as per the IMA Year decided by the Central IMA).

4. POWERS AND FUNCTIONS OF THE STATE COUNCIL

- i. The State Council will administer the affairs of the Association in accordance with the Memorandum, Rules and Bye – Laws of the Association. The Council shall exercise such powers and do such acts and things as may be necessary for the Association.
- ii. The State Council shall have the right to appoint Special Committees for any purpose with terms of references.
- iii. The decision of the State Council shall be final in all matters nor covered by the Rules excepting amending and changing of Rules and Bye – Laws.

- iv. To represent any matter which it considers in the interest of IMA or the Medical Profession before the State Government or other public bodies or any properly constituted authorities.
- v. To appoint or remove and fix salaries and TA of the staff of the State Branch.
- vi. To consider and decide the course of action to be pursued in respect of defaulting Local Branches, Members and matters relating to subscriptions, misconduct etc.
- vii. To fix from time to time Travelling and other allowances etc., to be paid to the Office bearers of the State Branch and the Members of the Committees constituted by it.
- viii. To recommend to the General Body to Modify. Amend, or Alter the Rules and Bye – Laws with due notice to all Members of the State Council. General Body is final for amendment of Rules and Bye – Laws. The procedure to bring such an amendment is incorporated in the Bye – Laws.
- ix. Between the period of one General Body to another in the interim period the State Council is empowered to make necessary resolutions to function effectively. Then it will be brought for final decision at the subsequent General Body.

REPRESENTATION OF LOCAL BRANCH IN THE STATE COUNCIL

The Local Branches shall have the privilege of election their representatives to the State Council at their Annual General Body Meeting each year and the number of Representatives from each Local branch shall be regulated as follows:-

a. *For First 100 Members 3 members are eligible –*

- (1) The President of the Local Branch,
- (2) The Hon. Secretary of the Local Branch
- (3) One Representative of the Local Branch

b. After that for every 50 members or part thereof one representative of the Local Branch.

(Updated List of State Council Members from the Branches to be given to State Office on or before 15th May of each Calendar year. Any addition (or) deletion should be done on (or) before 30th of June. Final list will be placed on 30th June in the Official Website. Addition (or) deletion will not be allowed after 30th June).

Note: Amendments made vide the minutes of 286th SCM held on 20 March 2016 at Thanjavur, passed at 287th SCM held at Salem on 26 June 2016.

For purposes of Representation of the State Council the strength of Local Branch shall be calculated on the number of members of the branch as on 1st April of the year on whose behalf HFC has been paid in full.

- i. The names of the representatives shall be communicated by the Local Branches concerned to the Hony. State Secretary immediately after the election. The members of the State council shall continue to be members of the State Council until their successors are elected.
- ii. In case, the elected representatives of the Local Branch are unable to attend a meeting of the State Council, the president, or Hony. Secretary of the Local Branch may nominate Alternate Member or Members of the Local Branch as may be necessary to deputies for them for that particular meeting of the State Council. Authorization made under this rule shall reach Hony. State Secretary before the commencement of the meeting.
- iii. The membership of the State council will cease with the termination of the membership of the IMA either due to death, resignation or default in payment of subscription. In case of representatives of a particular branch who leave the jurisdiction of that branch on official transfer or otherwise, such member shall cease to be a Member of the State Council by reason of the cessation of membership in the particular branch from which they are elected to the State Council and their seats shall be deemed to have been automatically vacated. The local branch will elect a person to fill up this interim vacancy.

5. GENERAL RULES OF PROCEDURE AND CONDUCT OF BUSINESS OF THE “STATE COUNCIL”.

The State council shall ordinarily meet once in a quarter. The annual meeting of the State Council shall be held along with the Annual Tamilnadu State Medical Conference each year. The State Council may also meet in exigency to carry out its functioning as it may deem fit and necessary.

The Meeting of the State Council shall be held in a Convenient Place. The date, time and place to be decided by the Hony. State Secretary in consultation with the State President. The meeting shall be ordinarily held in the jurisdiction and under the auspices of the various Local Branches constituting the State Branch for this purpose. The Hony. State Secretary shall, in consultation with the Local Branches either fix the Venue for each meeting or draw up a panel of branches under whose auspices the meetings in the year are to be conducted consecutively.

In exceptional cases when no invitation is forthcoming from any local branch for holding a particular meeting, the meeting shall be held at the Headquarters of the State Branch and in such cases the local Branch situated at the Headquarters shall make all necessary arrangements for the meeting.

The conduct of the proceedings of the State Council will rest with the State Secretary assisted and guided by the State President. The detailed procedure code for the conduct of State Council Meetings is included in the procedure code.

No meeting of local branches, Wings, Schemes and NHB should be conducted during the State Council Meeting.

6. GENERAL BODY MEETING OF THE ASSOCIATION

- i. The Annual General Body Meeting of the Association will ordinarily be held along with the Annual State Medical Conference conducted by the sitting President before the Installation of New State President.
- ii. At least 3 (Three) weeks notice of the meeting shall be communicated to all the members through IMA News Bulletin.
- iii. It shall be open to all members of the Association. The Quorum for the Meeting shall be 50.
- iv. Matters relating to the constitutional amendments rules and byelaws shall be dealt in accordance with section 8 of Part – VI.
- v. Except for special or urgent reason at the discretion of the State President, no resolution will be discussed and passed and passed which has not been previously received at the State Office at least 4 weeks before the date of the State Conference and circulated to the Branches at least 2 weeks before the Conference.

Note: Amendments made vide the minutes of 286th SCM held on 20 March 2016 at Thanjavur, passed at 287th SCM held at Salem on 26 June 2016.

7. EXTRA ORDINARY GENERAL BODY MEETING

- i. Extra Ordinary General Body Meeting will be called for and held at any time of the year on the written requisition of more than half the number of members of the State Council or 50% of the total Branches in Tamilnadu. In extra ordinary situation, the president can call for a Special General Body Meeting through the State Secretary.

For that meeting, at least one week notice shall be given. Only the subjects submitted along with the requisitions shall be considered at the Extra Ordinary Meeting. Quorum for such a meeting shall be 50. The meeting notices will be served directly or through IMA Bulletin of Tamilnadu State Branch to local branches.

- ii. If within half an hour from the appointed time Quorum is not present, the meeting, if convened on the requisition of members shall be dissolved. But in the case of State Council calling the meeting it shall stand adjourned to a date, time and place fixed by the President and at this meeting the members present, whatever the number, shall form the Quorum and shall carry on the business.

8. AMENDMENT TO RULES AND BYE-LAWS

Proposal for change, alternation, or Amendment to the Rules and Bye – Law shall be considered by the Constitution Standing Committee and after proper scrutiny may place the proposal for Amendment before the State Council for approval and for recommendation to the General Body if necessary. Amended constitutions will be reviewed once in three years.

The procedure as follows:

Any proposal to amend the Rules or Bye – Laws may be brought through a branch, individual or raised in the State Council. Such proposal shall be submitted in writing and handed over to the State Secretary by the Prime Mover of the suggestion. The written suggestion shall be handed over to the Constitution Amendment Committee for further action.

The Amendment Committee will consider the proposal with a concerned section / wing or branch and make necessary amendments or suggestions as deemed fit.

This will be circulated to the branches or to the concerned section or concerned wing for further remarks. These remarks will be again considered by the Constitution Amendment Committee in consultation with the concerned wing, section, unit or branch and then only will be placed along with the remarks of the Constitution Amendment Committee to the State Council after Due Notice.

Due Notice shall mean that the actual words of the proposed alterations of the Rules shall be included in the Agenda of the meeting of the State Council.

For rules within purview of the State Council:

The modified form as passed by State Council shall require reconfirmation in the form of confirmation minutes of the previous meeting in the subsequent State Council.

Then if the rule require amended by the State Council only, then this will come to a effect as soon as the minutes are confirmed.

For rules that require Approval by General Body:

The State Council after due consideration and of the proposals and if found fit for approval may recommend the same to the General Body for incorporating the Amendment proposals in the Rules of IMA Tamilnadu State Branch.

The Constitution Amendment Committee shall present this amendment to the General Body:

The General body may approve the Amendment proposals by the two-thirds majority of the members present in the General Body meeting. In a extraordinary circumstances the President can call for a special General Body Meeting to approve a particular rule or amendment as necessitated by the circumstances.

9 & 10 (a) VALIDITY OF PROCEEDINGS OF VARIOUS SUB – COMMITTEES

STATE COUNCIL AND GENERAL BODY.

The proceedings of the Meetings of all the Sub-Committees or any Committee or any other body constituted or elected by the State Council shall be honoured subject to approval with alterations, additions, modifications etc., by the State Council. The above rule is applicable to the proceedings of the meeting of the State Council under the Rules and Bye – Laws of the Association.

The decisions of the meeting of the General Body of the Association shall not be invalidated by any other body / bodies other than by the General Body specifically called for the purpose or at the Annual General Body. In any case the subject proposed to be amended added or deleted should be properly brought before the General Body with due notice and circulated to all the members concerned. Such a proposal shall be submitted to the Constitution Amendment Committee which will take necessary care in drafting such resolutions as per the rules and bye- laws already stated.

(b) NOMINATION OF AUTHORITY

For the Purpose of carrying out the work of the Association under the Rules and Bye – Laws of the Association, State Council is empowered to delegate its authority and appoint or nominate Office Bearer, Officers or Member or Members of the Association for the purpose.

11. RULES AND BYE- LAWS OF THE IMA TAMILNADU STATE BRANCH

Wherever the Rules and Bye – Laws of the Association do not exist or ambiguous or conflicting, the Association will be guided by the State Council. Necessary bye – laws for day – to – day governance shall be made by the State Council on recommendation of Constitution Amendment committee.

12. REPRESENTATIVES TO CENTRAL COUNCIL

i. The total number of Members of Local Branches on whose behalf H.F.C has been received in full by 31st March shall from the basis of determining representation of Local Branches to the Central Council.

ii. Branch Representatives from the Local branches and from the Direct members shall be in the following scales:- 20 – 100 Members – One representative

After 100 Members – One Additional Representative for every 100 members or part there of Contiguous Branches, with less than 20 members may combine to elect One Representative for 20 – 100 members.

iii. In determining the Representation of Local branches on the Central Council, the strength of a Local Branch shall be determined each year on the number of its members on the Register of Membership of the branch at the Headquarters by the 31st March shall be sent by each local Branch so as to reach the Headquarters through the State Branch concerned by 31st March.

The Local Branches shall elect, according to the proportion allowed and admissible to them on the strength of their membership, the required number of Representatives to the Central Council of IMA and to State Council and forward a list of such elected Representatives with their correct addresses to the State Branch soon after the Election. The Local Branches shall also remit the required contribution in respect of the members attending the meeting of the Central Council of the IMA Headquarters

as required under the Constitution of the IMA Headquarters. The local branches should send the audited accounts and list of assets every year to the state branch for records.

13. REPRESENTATIVES TO CENTRAL WORKING COMMITTEE.

The State Branch shall elect its representatives to the Central Working Committee from amongst its members who have been members of the Association continuously of whom two representatives shall be the ***State President, State President Elect and Hony. State Secretary (Central Working Committee Members to be elected by the State Council Members)***. The scale of Representation on the Central Working Committee including the Ex-Officio of the State shall be as follows:-

1-1500 – One Representative

For every additional thousand or part thereof members one more representative.

Note: Amendments made vide the minutes of 286th SCM held on 20 March 2016 at Thanjavur, passed at 287th SCM held at Salem on 26 June 2016.

PART - VII

AFFAIRS OF THE IMA TAMILNADU STATE BRANCH

1. Affairs of the IMA Tamilnadu State Branch
2. Office Bearers of the IMA Tamilnadu State Branch
3. Term of Office.

1. AFFAIRS OF THE IMA TAMILNADU STATE BRANCH

The affairs of the IMA Tamilnadu State Branch shall be managed by the following Office Bearers and they shall be responsible to the State Council and State Executive Committee.

2. OFFICE BEARERS OF THE IMA TAMILNADU STATE BRANCH

- i. State President
- ii. Imm. Past State President
- iii. State President Elect – 1 for the year
- iv. Vice Presidents – 4 for the year
- v. Hony. State Secretary
- vi. Hony. Joint Secretary
- vii. Assistant Secretaries Two
- viii. Finance Secretary
- ix. IMACGP (a) Faculty Secretary
(b) Director of Studies
(c) Joint Secretary
- x. IMAAMS (a) Chairman
(b) Secretary

- xi. Chairman – of Standing Committees.
- xii. Women Doctors Wing Chairman & Secretary.
- xiii. NHB Chairman, Secretary and Treasurer.
- xiv. FSS Chairman, Secretary & Finance Secretary
- xv. PPLSSS, Chairman, Secretary & Finance Secretary
- xvi. Paramedical Wing Chairman and Secretary
- xvii. IMA Service Doctor Wing - Secretary.

Note: Amendments made vide the minutes of 286th SCM held on 20 March 2016 at Thanjavur, passed at 287th SCM held at Salem on 26 June 2016.

3. TERM OF OFFICE

- 1. President – One Year
- 2. Vice – Presidents – One Year
- 3. Hony. State Secretary – Two Years.
- 4. Finance Secretary – Two Years.
 - i. No member shall hold the office of the President and vice President for more than one year.
 - ii. No member shall hold office as Hony. State Secretary for more than 2 years.
 - iii. No member shall hold office as Finance Secretary for more than 2 years.

PART – VIII
WINGS, SCHEMES
AND STATNDING COMMITTEES

1. Wings of IMA Tamilnadu State Branch.
 - a. IMA College of General Practitioner State Faculty
 - b. IMA Academy of Medical Specialties – State Chapter
 - c. IMA TNSB Womer Doctors Wing
 - d. IMAS TNSB Service Doctors Wing
 - e. IMA TNSB NHB Wing
 - f. IMA TNSB Paramedical Wing
2. Schemes of IMA Tamilnadu State Branch.
 - i) PPLSSS
 - ii) FBS
 - iii) HPS
 - iv) FSS
3. Standing Committees
 - i. Finance Committee.
 - ii. Building Committee
 - iii. Ethics Committee
 - iv. Research Committee & Organ Donations Committee.
 - v. Quackery Eradication Committee.
 - vi. Constitution amendments Committee.
 - vii. Sports Committee
 - viii. Fine Arts Committee

- ix. IMA Academic Committee
- x. Project Committee
- xi. Property acquiring and Maintenance Committee

WINGS OF IMA STATE BRANCH

The IMA carries various activities for the members through its various wings and schemes. If a member cancels his IMA Primary Membership he, automatically loses membership in the wing and all its bodies.

Directly Administered by State Office and managed by independent Office Bearers.

IMA Tamilnadu State Branch Benevolent Fund IMA Tamilnadu State Branch Education Society	}	Deleted. It is part of the State Secretary Office Work
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- 1. IMA TNSB Women Doctors Wing
- 2. IMA TNSB Service Doctors Wing
- 3. IMA Paramedical Wing

Autonomous units with indirect control by State TNSB

- 1. NHB
- 2. PPLSSS
- 3. Family Security Scheme – IMA – TNSB.

(a) From the Central IMA

- 1. College of General Practitioners
- 2. IMA Academy of Medical Specialties

As a rule the CGP and IMA AMS both being centrally administered wings will follow the central pattern of Rules suggested by Central IMA.

1. COLLEGE OF GENERAL PRACTITIONERS

IMA CGP is the State Unit under the College of General Practitioners of Headquarters, New Delhi.

(a) IMA COLLEGE OF GENERAL PRACTITIONERS – STATE FACULTY

- i. IMA Tamilnadu State Branch will have the State Faculty of the College of General Practitioners which will be governed as per its Rules and Bye – Laws of Headquarters. There will be State Faculty under it’s jurisdiction and Sub – Faculties with a minimum of 100 C.G.P. Members.
- ii. The C.G.P. fees per annum and for life member as fixed by the Head quarters CGP rules.
- iii. The Tamilnadu State Faculty will be managed by the Faculty Secretary under the guidance of the Director of Studies with two Joint Secretaries and responsible to the State IMA also.
- iv. IMA Faculty Secretary shall be elected by State Council and shall maintain the Faculty Office.
- v. Director of Studies shall be elected by the State Council.
- vi. Two Joint Secretaries elected by the State Council shall Assist in discharge of the duties and responsibilities of the Faculty Secretary.
- vii. The State Faculty and the Sub-Faculty will pay the stipulated fee every year. Faculty fee every year to be shared equally by State and Headquarters.
- viii. The Fellowship examination will be conducted yearly during the months of May and November. A Center can be formed in any place where in 10 candidates are enrolled.
- ix. Hony. Fellowship is awarded to eligible members on payment of prescribe fees.

b) IMA ACADEMY OF MEDICAL SPECIALITIES – STATE CHAPTER

The IMA Tamilnadu State Branch will have the State Chapter of IMA Academy of Medical Specialties which will be governed as per Rules and Bye- Laws of IMA.

The State Chapter shall be managed by the Chairman of the Academy and Hony. Secretary IMA AMS and there shall be branch Chapters with 25 Life member of AMS.

The IMA AMS Chairman and Secretary shall be elected by the State Council.

The Life member fee and the fellowship fees has to be paid as required by Head Quarters.

(2) DIRECTLY ADMINISTERED BY THE STATE OFFICE.

These following wings are directly under control by the State Office.

a) IMA TAMILNADU STATE BRANCH BENEVOLENT FUND

The Tamilnadu State Branch shall maintain IMA Benevolent Fund apart from the Benevolent Fund of the IMA Headquarters governed by the Rules of the IMA Tamilnadu State Branch.

The Tamilnadu State Benevolent fund will be managed by the State President and the Hony. State Secretary under the guidance of the State Council. The local branches shall pay a contribution for every member along with HFC.

b) IMA TAMILNADU STATE BRANCH EDUCATION SOCIETY

The Educational Society of the IMA Tamilnadu State Branch is governed by the State President and Hony. State Secretary under the guidance of the State Council. The Funds shall be utilized for Educating the public by arranging Tamil Lectures and publishing books and Journals in Tamil and also providing scholarship to needy students.

c) IMA TNSB WOMEN DOCTORS WING

IMA Lady Doctors are eligible to become to members this wing will have one Chairman and One Secretary elected by the State Council to administer this scheme.

d) IMA TNSB SERVICE DOCTORS WING

The State Council will elect One Secretary to represent the problem of the service Doctors.

e) IMA PARAMEDICAL WING

One Chairman, One Secretary and One Joint Secretary will be elected by the State Council will arrange for the education of Paramedical workers and conduct various courses for them.

SCHEMES OF THE IMA TAMILNADU STATE BRANCH

Autonomous Unis (schemes) under TNSB Control:-

Self Financing / Self Controlled schemes (Units) without any Financial Commitments to TNSB

The following are run by the subscription of the members among themselves to serve a specific cause. They have in their board the IMA Office Bearers as ex-officio members. At the same time they have their own Legal binding to the members concerned as they have to meet the individual and legal requirements for which the respective units are formed.

All the members of the schemes should be the members of IMA. Non members of IMA do not have right to be the members of the units or schemes.

They have their set of rules and regulations passed by their General Body.

They have to produce their own accounts and answerable to the concerned members and to submit IT and other Legal requirements.

At the same time they are created for the Welfare of the IMA members and report their activities shall be submitted by their respective Office Bearers in the State Council Meetings. The President, Secretary and Finance Secretary of TNSB always find a place in these units, Governing Body as ex-Officio members.

All the wings and schemes shall submit their Finance Accounts to the Finance Standing Committee for scrutiny.

THE FOLLOWING ARE THE AUTONOMOUS UNITS UNDER TAMILNADU STATE BRANCH CONTROL:

1. NHB
2. PPLSSS
3. Hospital Protection Scheme
4. Family Benefit Scheme
5. Family Security Scheme

NHB: The NHB Member pay their own subscription to become members of NHB. They have a right to express and select their own Office Bearers. Only members of IMA can become member of NHB but only NHB members can be Office Bearers and the alone can form their own rules and regulation. IMA State Office will be adequately represented in the Management Committee.

NHB will not have any claim over the assets of TNSB or responsible for any of the liabilities of the TNSB. Similarly TNSB will not have any claim over the assets or responsibilities over the liabilities of the NHB. Both are financially independent units.

PPLSSS: Being an independent wing with separate financial involvement and with their own Legal problems to take care. PPLSSS is allowed to frame its rules. IMA State Office will be adequately represented in the Management Committee. There will not be any financial strain on the State office.

PPLSSS will not have any claim over the assets of TNSB or responsible for any of the liabilities of the TNSB. Similarly TNSB will not have any claim over the assets or responsibilities over the assets or liabilities of the PPLSSS. Both are financially independent units.

FAMILY SECURITY SCHEME: FSS is a new scheme functioning at present with about 8500 members.

This scheme is also supervised by the IMA TNSB; It is having Chairman, Secretary, Treasurer & Management Committee members.

Being an independent wing with separate financial involvement, FSS is allowed to frame its rules. IMA State Office will be adequately represented in the Management Committee. There will not be any financial strain on the State Office.

The State Office will have an overall supervising control on all the Schemes and Wings.

STANDING COMMITTEES

THE CHAIRMAN AND MEMBERS OF THE STANDING COMMITTEE:

Chosen by the President and Secretary and announced at the Annual State Conference.

The following Standing Committees formed shall be managed by the Chairman and members.

The State president and Honorary State Secretary shall be the Ex-Officio Members of all Standing Committees.

The Standing Committees shall have a Chairman and Members.

The Committee Chairman and members will run maximum period of 2 years if successive State Presidents appoint the same committee.

Following are the Standing Committees.

- i. Finance Committee.
- ii. Building Committee: One Chairman for all Buildings under the control of IMA Tamilnadu State Branch viz;
 1. IMA State Headquarters Building, Tambaram
 2. JVL Plaza or any other Building, purchased in the future and One Secretary to each Building who will operate the accounts along with the State Finance Secretary.
- iii. Ethics Committee
- iv. Research Committee
- v. Quackery Eradication Committee
- vi. Constitution amendments Committee.
- vii. Sports Committee
- viii. Fine Arts Committee
- ix. IMA Academic Committee
- x. Project Committee
- xi. Property acquiring and Maintenance Committee.

There is no fund allocation for the committees. Their expenses are met by the State Office.

As a policy these Standing Committees are proposed by the president Chosen by President and Secretary and for better functioning of the State Office and approved by State Council. They usually have senior members of IMA like Past President, Secretaries and other such experienced people in the committees. There is no fixed number for the committees. Depending on the purpose there may be around 5 members.

Other Standing Committees for specific purpose can also be formed by the State President to help the cause of IMA.

PART - IX
PROCEDURE OF STATE COUNCIL
RULES OF PROCEDURE AND CONDUCT OF
BUSINESS
AT THE MEETINGS OF THE STATE COUNCIL.

NOTICE:

1. The Hony. State Secretary shall send **Notice and Agenda** of each meeting of the State Council in consultation and approval of the State President, to each member of the State Council. The business to be transacted in the meeting, the terms of all motions to be moved and other official matters will be notified by the Hony. Secretary in this Notice and Agenda.

This Notice and Agenda of the Meeting of the State Council shall be issued at least **THREE WEEKS** before the meeting. In emergency, a shorter notice shall be allowed at the discretion of the Hony. State Secretary with the approval of the State President, which shall not be less than **SEVEN DAYS**. Despatch of the Notice and Agenda by post / Courier.

CO-OPTION:

2. The President may co-opt **TWO MEMBERS** for a meeting of the State Council from among the members of the Local branch in whose jurisdiction the meeting is held.

QUORUM:

1. The quorum for the Meeting of the Stat Council shall be **FIFTY**.

If within half an hour or such time as decided by the President from an appointed time quorum is not present, the meeting, if convened on the requisition of members shall be dissolved but in any other case shall stand adjourned to be called again by the Hony. State Secretary in consultation with the President later and at this meeting the members present, whatever their number shall form the quorum and shall carry on the business.

ATTENDANCE:

2. (a) Every member of the State council attending a meeting of the Council shall sign his or her name in the attendance book kept for the purpose. Compliance with the above shall constitute the only evidence of attendance not only for purposes of Voting or eligibility for election but also for claims of travelling allowance by those who are entitled for the same.

(b) The membership list will be published along with the minutes for confirmation at the subsequent meeting. It is a duty of a member to verify his name in the list of members present and bring any correction. Once minutes are approved the attendance also is deemed to be approved by the individual present. No alteration in the attendance of any member can subsequently be made once minutes are confirmed and approved.

MOTIONS AND AMENDMENTS:

3. Members who wish to move any motion or amendment to a motion or to the Rules shall send their motions or amendments in writing to the Hony. State Secretary. The Hony. State Secretary shall include in the Agenda all such motions received by him up to a period of THREE WEEKS before the council meeting.
4. To facilitate members to comply with this Rule, the Hony. State Secretary Shall, by a circular, intimate the Hony, Secretaries of all local branches in the State about the date, place and time of the meeting of the Council as soon as the same is fixed up; and the Hony. Secretaries of the local branches shall provide the information to their representatives of the State Council.
5. No resolution adopted or negotiated at a meeting of the State Council shall be raised again for reconsideration unless 3 months have elapsed or one-fifth of the members of the State Council sign and send a requisition for its reconsideration.
6. All motions and Amendments shall be in writing and signed by the proposer unless permitted by the President otherwise. The motions or amendments sent in the name of a branch of the IMA shall be permitted to be moved by a representative of that branch or by any other member authorized in writing on his behalf.
7. After a motion has been proposed and seconded, any member may propose an amendment there to. Any Amendment must be seconded, otherwise it falls through. Any number of amendments may be moved before the House. No amendment

shall be accepted after the President has so declared and asks the mover to rise up for the reply to the debate.

8. The Hon'y. State Secretary shall, as far as possible cause a list of all amendments or motions, of which notice has been given as per rule, be made available for the use of every member in the form of appendix to the Agenda. Provided that the President may allow a motion to be discussed at a meeting notwithstanding the fact that notice was received too late to admit of compliance with this regulation.

9. An amendment may be:

Towards

- a) to add or delete the words
- b) to leave out a word and insert
- c) in such other forms as the President shall approve.

Provided always that the amendment shall be relevant to the Motion on which it is moved, and shall not be equivalent to the direct negative thereof.

10. BUSINESS AT REQUISITION OF SPECIAL MEETING

a) No business shall be transacted at a Requisition or Special Meeting other than that for which the meeting is called for. The State President shall have the power to divide into two or more distinct propositions any motion or amendment which, in his opinion, is so complicated as is likely to lead to confusion or inconvenience by being debated on as one proposition.

b) when by virtue of this Rule, a motion or amendment is divided it shall not be necessary, unless the President decides to the contrary, for the second and following portions of such motion or amendment to be again separately moved and seconded. But, the propositions so divided shall be put to vote by the President one after another.

11. No motion shall be entertained in regard to a question disposed of, except after the lapse of Twelve MONTHS from the date of such disposal.

12. CONDUCT OF BUSINESS

No motion involving special expenditure shall be considered at a meeting of the State Council unless it has been circulated with the Agenda. In case of special circumstance the President may waive this condition.

13. When motions identical in purpose stand in the name of two or more members, the President shall decide whose motion shall be moved as per priority of dates and the other motions shall, thereupon, be deemed to be dropped. If a motion is not moved by the member who has given notice of it, it may be moved by his seconder or by some other member authorized in writing by the proposer to do so.
14. The President may give priority to any item or items of business, irrespective of the order in which such item or items stand on the Agenda paper. This will be announced with the consent of the majority of members. It shall also be competent for the Chairman to submit for consideration as one subject or two or more items of business relating to the same subject although such items may not have been grouped together on the Agenda paper.

DEBATE RIGHT OF SPEECH AND REPLY

15. Every member shall be seated except the one who is addressing the meeting and when the President rises no one shall continue to stand, nor shall any one rise until the President has resumed his seat.
16. a) (i) A member shall stand when speaking, unless permitted by the chair to address while sitting.
(ii) Shall address the Chair only.
b) A speaker shall direct his speech strictly to the motion or amendment under discussion and if in the opinion of the President he is not so doing the President may ask him to resume his seat and the member shall resume his seat at once.
17. The proposer of a motion or an amendment shall have the right to reply immediately before such motion or amendment is put to the vote and shall confine himself to answering previous speakers and shall not introduce any new matter into the debate.
18. A member shall not speak more than once on any motion amendment except to a point of order or by consent of the President in explanation of some material or part of speech made by him, which he believes to have been misunderstood.
19. a) No seconder shall be required for a motion from the Chair or for a motion by the President or other member of a committee when officially submitting a Report, Minutes or Recommendations of the Committee to the House. All other motions and all amendments must be seconded.

b) Any member seconding a motion or amendment formally may reserve his right to speak at a later period.

20. Any member at the close of his speech may move that “debate may be adjourned”. This has to be seconded and supported by two-thirds of the voting of the members present. The President can accordingly postpone the debate to a later time or subsequent meeting. If he considers proper and necessary.
21. Any member at the close of his speech, may move that the debate may be closed. This has to be seconded and supported by two-thirds of the voting of the members present. The President can accordingly carryout the suggestion or he may refused to accept the proposal if he considers this suggestion a premature closure.
22. On each proposal or proposal and amendment in debate, a member may speak only once. After the mover of a motion or amendment has spoken, the other members may save as otherwise provided, speak on the motion or amendment in such order as the President may call upon them. The mover of a motion may speak a second time on the conclusion of a debate by ay of reply.
23. A member who has already spoken on a motion before the meeting is not thereby debarred from speaking on the amendment to the motion, provided that in so doing he confines himself strictly to the fresh matter introduced by the amendment.
 - (a) If no confidence motion is moved against the President, the Senior most vice President will preside and the President will have the chance to reply to the charges against him before the voting on the motion.

WITHDRAWAL OF A QUESTION

24. No question shall be withdrawn without the consent of the House. If the mover states his wish to withdraw a proposal or a Amendment and if no objection is stated there to in the interval allowed by the President for the purpose the President shall declare that the question is withdrawn with the consent of the House.
25. No member save with the permission of the President shall not speak for more than the time allotted. The President shall decide summarily on matters of all points of order or procedure but in case of doubt he may reserve his ruling and deliver the same at a later stage. His decision shall be final and binding.

VOTING

26. The President or the Chairman of a meeting of the council shall be entitled to vote as a member of the Council. He shall be entitled also, in the case of equality of votes, to give a second or 'casting' vote.
27. Only the members of the Council who have signed in the book shall be eligible to vote. Votes shall be taken by show of hands, or by division, or by Ballot, as the President may direct. Provided that votes shall be taken by Ballot in case of any election as a matter of rule.

MINUTES OF STATE COUNCIL MEETING

28. The Minutes of each meeting of the State Council shall be prepared by the Hony. State Secretary with reference to records and notes taken by him or his Assistant of the actual proceedings at the meeting, item by item of the Agenda. The Minutes so prepared shall, under his authority, be circulated to all the members of the Council as an Appendix to the notice and agenda of the following meeting of the Council for purposes of confirmation. The confirmation of the minutes shall be made at the meeting of the state council on a formal proposal and seconding for such confirmation and the confirmed minutes, signed by the President of the meeting at which it as confirmed shall be kept in the form of a bound volume.
29. Briefing of the press on the proceedings of the meetings of the State Council, whenever considered necessary, shall be done by the Hony. State Secretary, or the President of the Meeting.
30. a) A member shall seek the permission of the President before retiring from a Meeting.

b) The President of the meeting shall have the power to pull up any member of House for causing. Disturbance of the proceedings of the House by intemperate behavior or defiance of the ruling of the Chair and if need be, order such member or members to leave the House.

PART - X

**DUTIES AND RESPONSIBILITIES OF THE
OFFICE BEARERS AND WINGS**

1. STATE PRESIDENT

- a) Shall be the chair person at all meetings of the Association and of any other Sub-Committee appointed by the State Council of which he is a member.
- b) Shall Preside at the Annual Conference, General Body, State Council Meetings.
- c) Shall guide and Control the Activities of the Association.
- d) Shall regulate the proceedings of the meetings and Conferences, interpret the Rules and decide on doubtful points and give rulings.
- e) The President can invite any member / members of the Association for any meeting of the State Council. Such members shall not have voting rights as the State Council member.

2. STATE PRESIDENT ELECT

State President Elect will be treated as a State Office Bearer. He can perform the assignments allotted by the State President. He will clearly observe the proceedings and attend all the committee meetings of which he is a member. Independent responsibilities can be given to him. To carry on and supervise certain schemes and functions of the State IMA. He is the Chairman of the Finance Standing Committee.

3. VICE – PRESIDENTS

The Senior Vice-President and in his absence, the other Vice-President according to their seniority will act as chairman of the meetings of the Association and other duly constituted Subcommittees in the absence of the President and shall visit as many local branches as possible in furtherance of the objects of the Association apart from attending the usual official meetings of the State Council.

4. HONORARY STATE SECRETARY

- i. Honorary State Secretary shall be the Chief Executive of the State Office and shall be in-charge of the Office of the State Branch of IMA.

- ii. Shall conduct all correspondences of IMA TNSB.
- iii. Shall have general supervision of Accounts, in consultation with the Finance Secretary and pass the bills of payment.
- iv. Shall prepare the Budget with Finance Secretary for the ensuing year and present it at the Annual State Council Meeting for acceptance.
- v. Prepare an Annual Statement of Accounts duly audited by the Auditor of the Association for adoption by the State Council.
- vi. Shall organize, arrange and convene Meetings, Conferences, Lectures and Demonstrations.
- vii. Shall be a Member of all Sub-Committees.
- viii. Shall attend State Council Meetings and maintain a correct record of the proceedings thereof.
- ix. Shall maintain a correct and up-to-date Register of all the members of the Association with their addresses branch wise.
- x. Shall submit reports etc., as required by the Hony. General Secretary, IMA Headquarters.
- xi. Shall organize the IMA by encouraging the establishment of Ne Branches here they do not the exist within jurisdiction of the Association with the help of Hony. Joint Secretaries.
- xii. Shall bring any matter which he considers necessary in the interests of the Association, to the notice of the State Council for guidance and instructions.
- xiii. Shall issue circulars to Branches with the prior consent and approval of the President of the State Branch.
- xiv. Shall attend all legal cases and he shall be officer of the Association to sue and be sued in a Court of Law including Schemes and Wings.
- xv. Shall operate the Bank Accounts in conjunction with the Finance Secretary.
- xvi. Shall attend all Legal cases and he/she shall be officer of the Association to sue and be sued in a Court of Law.
- xvii. Be generally responsible for the proper functioning of the State Branch in all aspects.
- xviii. State Secretary will be the Editor of IMA TIMA NEWS BULLETIN.

- xix. The Hony. Secretary will prepare the vacant list of the posts and initiate the election process by the Election Commission in time for conducting the election.

Note: Amendments made vide the minutes of 287th SCM held on 26 June 2016 at Salem & passed in 288th SCM held at Madurai on 25 Sept 2016.

5. HONORARY JOINT SECRETARY

The Joint Secretary shall help the Hony. State Secretary in all matters pertaining to the Association and act for the Hony. State Secretary in the event of a vacancy arising due to sudden illness, death, Resignation etc., of the Hony. State Secretary, till the State Council makes alternate arrangements.

6. ASSISTANT SECRETARIES – TWO

- i. The Assistant Secretary from the place of President shall be First Assistant Secretary and shall assist the State President in discharge of his duties and responsibilities.
- ii. The Assistant Secretary from the place of Hony. State Secretary in discharge of his Duties and responsibilities.

7. FINANCE SECRETARY

- i. Shall receive all moneys of the association and deposit them in a Bank approved by the State Council to the credit of the Association.
- ii. Shall keep the Hony. Secretary informed about the receipt from Headquarters and contribution from all local branches and all other sources of receipt
- iii. Finance Secretary to jointly operate the bank accounts of State IMA along with the Hony. Secretary.
- iv. Shall arrange for payment of Bills on their being confirmed by the Hony. State Secretary provided the same are within the Budget limits. If otherwise he will obtain a special sanction from the President subjects to ratification by State Council in its next meeting.
- v. Shall have the right to point out any error or discrepancy in the order of payment by the Hony. State Secretary and refer the order back to him with his remarks. In the event of the disagreement still persisting between the Hony. Secretary and Finance Secretary, the matter shall be referred to the President for a final decision on the matter.

- vi. Shall be responsible for keeping up – to – date Accounts of the Association.
- vii. Shall prepare a monthly Statement of Accounts to be placed before the State Council.
- viii. Shall prepare an Annual Statement of Accounts and a Balance Sheet showing the Financial position of the Association and get it Audited by the Auditor and place it before the State Council and General Body for its Approval.
- ix. Shall be the Convener of the Financial Committee and pay revision committee along with President and Hony. State Secretary.

Note: Amendments made vide the minutes of 287th SCM held on 26 June 2016 at Salem & passed in 288th SCM held at Madurai on 25 Sept 2016.

PART - XI

ELECTION OF THE OFFICE BEARERS

1. ELECTIONS OF THE WINGS AND SCHEMES

Election commission will conduct all the elections including the election for wings and schemes. Previously the wing & Scheme Office Bearers were conducting the Elections. Now rules are amended that the Election Commission will conduct the election.

It is suggested and accepted to conduct all the elections – State Office, wings and Schemes, simultaneously in a single time i.e. when the State Office Election is conducted.

For wings and Schemes the State Secretary shall be the Returning Officer and in addition respective secretaries may be the Joint Returning Officers so that they will co-operate with the State Office & Election Commission.

To Elect 2 State Presidents – President Elect I and President Elect II, elections are held once in Two years.

e.g. call for the Two President Post mentioning clearly President Elect I for 2013 President Elect II for 2014.

To Elect State Secretary, Joint Secretary, Finance Secretary once in 2 years and they will hold the Office for Two years only.

THE ENTIRE ELECTION PROCEDURE IS CARRIED OUT UNDER THE DIRECT CONTROL AND SUPERVISION OF THE ELECTION COMMISSION NOMINATED BY PRESIDENT AND APPROVED BY THE STATE COUNCIL AND GENERAL BODY.

Election commission will consist of three members

1. Chairman (Past State President / Secretary) – nominated by State President
2. Two members (Past State Office Bearers) – from the respective zone of Election Commission nominated by the President in consultation with Chairman of Election Commission.

Permitted to appoint one or two office staff to help the Chairman to carry out the election work from July to October.

Atleast one with computer knowledge is essential.

Election Commission can hold office for 2 years if nominated by successive Presidents.

They will not contest for any post during their term in Election Commission.

They will follow the guidelines prescribed in the constitution and streamline the entire Election procedure.

Note: Amendments made vide the minutes of 287th SCM held on 26 June 2016 at Salem & passed in 288th SCM held at Madurai on 25 Sept 2016.

Functions of the Election Commission

1. **Election by online for all the posts (or) Ballot.** Also the Election Commission will decide the date of election for various posts.
2. *Election Notification will be given in the TIMA News Letter at least a month before.*
3. *Receive the nomination through Returning Officer only. Returning Officer will not* contest for any post during his period (not eligible to contest for any post).
4. Scrutinize the Nominations.
5. Preparing and intimating the final list of valid nominations.
6. Announcing the dates for the different zones.
7. Printing the Ballot Papers.

8. Dispatching the ballot papers and valid list of Memberships to the Branches along with necessary materials as prescribed in the list.
9. Appointing official agent for different branches to conduct and supervise the election proceedings and help branch office bears to pack and dispatch to election commission.
10. Scrutiny of ballots and counting of votes will be done by Election Commission. Necessary arrangements will be made. Necessary man power will be arranged.
11. **Declare the result:** State President will receive the report of the Election Commission about the candidates elected and will be announced in the State Council.
12. All ballots and papers connected with election will be stored for at least 3 years.
13. Filling of interim vacancies.
14. Any disputes in the election, Election Commission will intimate to the President, and the President will form a committee which will consists of State President and Two Past State Presidents nominated for that purpose. Any aggrieved member can apply to the Appellate Committee with Rs. 50,000/- as fee within 7 days of the declaration of election result. Election Commission decision is the final.
15. Any legal notices received by the Election Commission from the court, election commission will obtain necessary help from the State Office.
16. The Nominated Election Officers by the Election Commission are eligible for T.A. – 2nd A/C Train fare or if travelling by Car/Rs.7- for every km.
Once Amendment is passed, the same subject should not be reopened for at least **THREE YEARS**.

Note: Amendments made vide the minutes of 287th SCM held on 26 June 2016 at Salem & passed in 288th SCM held at Madurai on 25 Sept 2016.

NEWLY FORMED RULES FOR THE ELECTION:-

Any office bearers selected/elected for a specific period, he should not occupy any other post except CWC before he completes the full term in that post.

One Man – One Post:- Except Management Committee Members District Co-ordinators and CWC members.

Local branch can nominate one post for one person only.

RETURNING OFFICER

State Secretary is the Returning Officer for the Election. He will not contest for any post during his period.

1. Duties of the Returning Officer
 - Receive the nominations and make proper entries regarding the time & date of receiving the nomination.
 - Verify the details regarding eligibility of the candidates like No. of State Council Meetings attended.
 - Make Xerox copy of the nomination and the DD and keep it for office record.
 - Inform the Chairman about the nomination received and send the original nomination form and Xerox copy of DD to the E.C.Chairman.

(a) ELIGIBILITY OF THE CANDIDATES

Only life members are eligible to be Office Bearers of any posts. Elections once in 2 years will be conducted by the Election Commission.

I. STATE PRESIDENT – Elect.

1. Should have a continuous IMA Membership for 10 Years.
2. Should have been a State Council member for 7 years.
3. Should have attended 25 State Council meetings.
4. Should have served in the Local Branch as President or Hony. Secretary.
5. Should have served in the state Office
 - a) as Vice – President
 - b) as a Hony. State Secretary for 2 years.
6. After the Vice-President ship he should have been member of State Council for 2 years and attended at least 6 Meetings.
7. After the Hony. State Secretary ship, he should have been a member of State Council for 2 years and attended 4 State Council Meetings. The State Secretary served for three years if he contesting for State President post, he should have

been a State Council Member for one year and at least attended two State Council Meetings.

8. Nomination form of the Candidate shall accompany with
 - a) Consent letter
 - b) Non Refundable deposit of Rs.10,000/-
 - c) Nomination shall be forwarded by the Local Branch Secretary and President.
9. Should be the member of PPLSSS and FSS.

Note: Amendments made vide the minutes of 287th SCM held on 26 June 2016 at Salem & passed in 288th SCM held at Madurai on 25 Sept 2016.

II. FOUR VICE – PRESIDENTS

1. Should belong to the Zone from which one Contests.
2. Continuous IMA Membership for 10 years.
3. Should have been a State Council member for 5 years.
4. Should have attended 15 State Council Meetings.
5. Should have served as a Local Branch Office Bearer in any capacity.
6. Should have served in the State Office in any capacity in IMA wing, Schemes and Standing Committee Chairman.
7. Nominations form of the Candidate shall accompany with
 - a) Consent Letter
 - b) Non Refundable Deposit of Rs.5000/- and
 - c) Nomination shall be forwarded by the Local Branch Secretary and President.

III. HON. STATE SECRETARY

1. Should have a Continuous IMA membership for **10 years**.
2. Should have been a state council member for **7 years**.
3. Should have attended **15** State Council meetings.
4. Should have served as President or Secretary of the Local Branch.

5. Served for a term as State Office Bearer in State Office / Wings (or) Schemes. Should remit a nonrefundable deposit of **Rs.5000/-** along with the consent letter for contesting the elections for State Secretary and Nomination shall be forwarded by the Local Branch Secretary and President

IV. JOINT SECRETARY

1. Continuous IMA Membership for **7 years**.
2. Should have been a State Council member for **5 years**.
3. Should have attended 10 State Council meetings.
4. Should remit a non refundable deposit of **Rs.2500/-**
5. If the State Secretary is from Chennai, Joint Secretary shall be from other place. He will be nominated by the State President and State Secretary.

V. ASSISTANT SECRETARY

One Assistant Secretary to State President and One Assistant Secretary to State Secretary. Both posts are nominated posts.

1. State President & State Secretary will nominate from their place to fulfill the following criteria after verifying with State Office Records.
 - i) Continuous IMA Membership for 5 years.
 - ii) Should have attend 5 State Council meetings.
2. No Deposit
3. No Election

VI. FINANCE SECRETARY

1. Continuous IMA Membership for **7 years**.
2. Should have been a State Council member for **5 years**.
3. Should have attended 10 State Council Meetings.
4. Should remit a non refundable deposit of **Rs.2500/-**

To select a person with the above Qualification by the State Secretary in consultation with the State President preferably in the place / zone of State Secretary. It is a nominated Post.

IMA CGP (Shall be open only to IMA CGP Members)

1. CGP DIRECTOR OF STUDIES

1. Continuous IMA Membership of 7 years.
2. State Council Member 5 years.
3. Should have attended 10 State Council Meetings
4. Remit Non Refundable deposit of Rs.3000/-
5. Nominations shall be forwarded by the Local Branch Secretary and President.
6. Must be a member of IMA CGP.

2. CGP FACULTY SECRETARY

1. Continuous IMA Membership of 7 years.
2. State Council Member 5 years.
3. Should have attended 10 State Council Meetings
4. Remit Non Refundable deposit of Rs.3000/-
5. Nominations shall be forwarded by the Local Branch Secretary and President.

3. CGP Joint Secretary *

4. CGP Representatives *

5. CGP Governing Council Regular *

6. CGP Governing Council Alternate *

- Continuous IMA Membership of 5 years
- State Council Member – 3 years
- Should have attended 6 State Council Meetings
- Remit Non Refundable deposit of Rs.2000/-
- Nominations shall be forwarded by the Local Branch Secretary and President.

7. AMS Chairman & Secretary (Shall open to all members of IMA AMS only)

1. Continuous IMA Membership of **7 years**
2. State Council Member **5 years**.
3. Should have attended 10 State Council Meetings
4. Remit Non Refundable deposit of **Rs.3000/-**
5. Nominations shall be forwarded by the Local Branch Secretary and President.

8. AMS Joint Secretary

1. Continuous IMA Membership of **5 years**
2. State Council Member **3 years**.
3. Should have attended 6 State Council Meetings
4. Remit Non Refundable deposit of Rs.2000/-
5. Nominations shall be forwarded by the Local Branch Secretary and President.

9. Women Doctors Wing Chairman & Secretary

1. Continuous IMA Membership of **7 years**
2. State Council Member **5 years**.
3. Should have attended 10 State Council Meetings
4. Remit Non Refundable deposit of **Rs.2500/-**
5. Nominations shall be forwarded by the Local Branch Secretary and President.

10. IMA Service Doctors Wing Secretary

1. Member of Tamilnadu Government Doctors Association.
2. Continuous IMA Membership of 7 years
3. State Council Member 5 years.
4. Should have attended 10 State Council Meetings
5. Remit Non Refundable deposit of Rs.2500/-
6. Nominations shall be forwarded by the Local Branch Secretary and President.

11. Central Working Committee Members

- 1.Past State Presidents of IMA Tamilnadu.
- 2.Past Honorary State Secretary of IMA Tamilnadu.
- 3.Past Vice President of IMA Tamilnadu.
- 4.Or any Wing Office bearers
- 5.Anyone who has attended 25 State Council Meetings
- 6.Non Refundable deposit of Rs.3000/-
- 7.Nominations from the local branch is NOT REQUIRED.

12. Paramedical Wing Chairman and Secretary

- 1.Continuous IMA Membership of 7 years
- 2.State Council Member 5 years.
- 3.Should have attended 10 State Council Meetings
- 4.Remit Non Refundable deposit of Rs.3000/-
- 5.Nominations shall be forwarded by the Local Branch Secretary and President.

13. Paramedical Wing Joint Secretary

- 1.Continuous IMA Membership of 5 years
- 2.State Council Member 3 years.
- 3.Should have attended 6 State Council Meetings
- 4.Remit Non Refundable deposit of Rs.2000/-
- 5.Nominations shall be forwarded by the Local Branch Secretary and President.

Note: Amendments made vide the minutes of 287th SCM held on 26 June 2016 at Salem & passed in 288th SCM held at Madurai on 25 Sept 2016.

14. District Co-ordinators / Management Committee Members :

Past State Presidents cannot contest for the Post in Management Committee or as District Co-ordinator as they are permanent members with voting rights.

WHO WILL ELECT THE FOLLOWING OFFICE BEARERS

STATE PRESIDENT – ELECT (Two)

State President Elect shall be Elected by all the members of the Tamilnadu State Branch of IMA by individual secret Ballots. Local Branches shall convene a special Meeting for the Election purpose with the proper intimation to the members. **The members will cast their votes in the presence of the Election Observes appointed by the Election Commission.**

THE FOUR VICE PRESIDENTS (TOTALLY 8 VICE PRESIDENTS FOR TWO YEARS)

The Eight Vice Presidents will be elected by individual secret ballots elected by individual members of the Tamilnadu State Branch from four Zones.

Local Branches convene a special meeting for the Election purpose and with the proper intimation to the members. The members of the four Zones will cast their votes in their respective Zones in the presence of the Election Observes appointed by the Election Commission.

THE HONORARY SECRETARY

The State Secretary shall be elected by all the State Council Members by postal Ballot / Online Election.

1. CGP DIRECTOR OF STUDIES
2. CGP FACULTY SECRETARY
3. CGP Joint Secretary
4. CGP Representatives
5. CGP Governing Council Regular
6. CGP Governing Council Alternate
7. AMS Chairman & Secretary
8. AMS Joint Secretary

9. Central Working Committee Members
10. Paramedical Wing Chairman, Secretary and Joint Secretary
11. IMA Service Doctor Wing Secretary
12. Women Doctor Wing Chairman and Secretary.

(The above posts will be elected by all regular State Council Members by a Online Election/ Postal Ballot).

Note: Amendments made vide the minutes of 287th SCM held on 26 June 2016 at Salem & passed in 288th SCM held at Madurai on 25 Sept 2016.

SCRUTINY – ACCEPTANCE AND INTIMATION

- i. The Election Commission shall scrutinize the Nominations and accept the Valid ones and intimate the candidates of the fact along with a list of valid Nominations.
- ii. The Final list of accepted Valid Nominations shall be communicated to the contestants.
- iii. Nomination rejected shall be informed to the candidate concerned with reasons there for.

FINAL LIST

The final list of candidates after the last date for withdrawal and consent shall be communicated to the contestants.

- A. Election Commission will set the guidelines and procedures inform the concerned people and conduct the Election through online/Ballot paper.
 1. Polling Officer
 2. a) Attendance Sheet
 - b) Ballot Papers
 - c) Ballot covers (small)
 - d) Brown thick cover hold the polled Ballot cover (votes)
 - e) Bigger outer cover used for putting the:
 1. Unused Ballot Papers
 2. Attendance sheets

The Election Commission shall have the power to make necessary modifications in conducting the Election whenever it is necessary.

SCRUTINY OF BALLOTS AND COUNTING OF VOTES

All the contesting candidates shall be informed of the date, time and place of the counting of votes. Either the candidate or his Nominee shall be allowed to witness at the time of counting votes (only one at time). They are not entitled to handle or count or assist the counting. In case of any disputes it could be raised in writing to the Election Commission Chairman and his decision shall be announced after consulting with the President.

DECLARATION OF RESULT

The Election Commission after counting the number of Votes obtained by each candidate shall prepare a list with the Name of the Candidates and the votes obtained by them and submit the same to the State President for declaration of the Results by the President which will be declared in the State Council.

ASSUMPTION OF OFFICE

The President and Vice Presidents so elected shall assume their respective offices during the Inaugural Function of the Annual State Conference held in December.

Note: Amendments made vide the minutes of 287th SCM held on 26 June 2016 at Salem & passed in 288th SCM held at Madurai on 25 Sept 2016.

FILLING OF INTERIM VACANCIES

In case of any interim Vacancy arising in the Office of the State President, the Senior Vice-President shall assume charge as State President and shall continue in the Office for the unexpired portion of the year.

In case of any interim Vacancy arising in the officers of the Vice Presidents during the year shall be filled by State Council at its meeting, and the persons so elected shall continue to hold the office till the Election of their successors and their assumption of office.

CRITERIA FOR THE SENIOR VICE PRESIDENT

Provided that out of the Four Vice Presidents Elected for the State Branch the senior most member of the IMA (decided by the date of joining and continuous membership of IMA) will be SENIOR VICE PRESIDENT of the State Branch.

ELECTION DISPUTES

For Disputes at Local Branch Level, the State President and two Past Presidents of the State Branch under whose residential area the local branch is shall form the Tribunal and their decision will be final.

In case of Election Disputes at the State level an Election Tribunal shall be constituted. The Tribunal shall comprise of President of the IMA as Chairman and two Past State Presidents.

The nominee or the contesting candidate who raises a Dispute shall pay a non-refundable Deposit of Rs. 60,000/- by D.D in favour of “IMATNSB Election A/c. – IMA Tamilnadu State Branch” to the Tribunal along with the Election dispute petitions. Election petitions without the Deposit shall not be considered. Any dispute shall apply within 7 days from the date of declaration of results.

The Award of the Election Tribunal shall be binding on the member who gave rise to an Election Dispute. In case any member or members are not satisfied with the Award of the Election Tribunal and prefers to go to Court of Law the Jurisdiction shall be at Chennai High Court and other courts within the City of Chennai.

The Election Tribunal shall give its Award on the Dispute referred to it by the State Council in writing at the time specified by it.

ARBITRATIONS

If at any time any member or Local branch desires to refer any dispute of Association to an arbitratve, the Arbitrator shall be the State President and if he be involved himself the immediate Past President shall be the arbitrator.

The Arbitrator shall give an opportunity to both the parties to file their representation and if any party desire to be heard in person, the Arbitrator shall arrange, the same at the expense of the party so desired and at the said hearing the other party shall be allowed to be president if it so desires.

The Arbitrator shall allow either party to examine and cross examine to elicit information in connection with the Dispute before the arbitration.

The person once appointed as Arbitrator shall continue to be the Arbitrator till the dispute is settled even if his tenure of office is completed.

The Arbitrator shall give his award in writing and the same shall be binding on all parties concerned.

VARIOUS COMMITTEES

1. **ORATION COMMITTEE** *State President & State President Elect-1 & State Secretary will select the Orators and Topics.*
2. **Annual Award Committee** State President, Imm. Past State President, State Secretary, State President Elect, all four Vice Presidents, Joint Secretary, CGP Secretary and AMS Secretary.
3. **Doctor's Day Award selection** State President, Imm. Past State President, State President Elect and State Secretary.
4. **Property acquiring & Maintenance Committee** State President, Imm. Past State President, State President Elect, State Secretary, Building Committee Chairman and Three Past State Presidents, Two Past State Secretaries and PPLSSS Chairman and Secretary.
5. **Members of Finance Standing Committee** *State President Elect-1 will be Chairman, State President, Imm. Past State President Elect- 2, State Secretary, Finance Secretary, Past State Secretary and Finance Secretary, NHB Secretary, CGP Secretary, AMS Secretary, Paramedical Wing Secretary, PPLSSS Secretary and FSS Secretary Two Past State Presidents and Two Senior Members.*

Note: Amendments made vide the minutes of 287th SCM held on 26 June 2016 at Salem & passed in 288th SCM held at Madurai on 25 Sept 2016.

NOTE: Other Wings not represented in FSC if they have any requirements to be considered by the Finance Standing Committee, they can write to the State Secretary and it will be placed in the FSC Meeting.

PART - XII
FUNDS, INVESTMENTS ETC.

1. FUNDS OF THE ASSOCIATION
2. INVESTMENT AND OPERATION OF ACCOUNTS
3. RESERVE FUND
4. FIXED DEPOSIT LIST
5. EXPENDITURES
6. TRAVELLING ALLOWANCE
7. MOVEBLE AND IMMOVEABLE PROPERTIES OF THE ASSOCIATION
8. APPOINTMENT OF AUDITORS AND LEGAL ADVISOR
9. IMA TAMILNADU STATE MEDICAL CONFERENCE
10. PROTOCOL FOR CONDUCTING IMA T.N.STATE ANNUAL MEDICAL CONFERENCE.

1. FUNDS OF THE ASSOCIATION

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

- 1.Subscription from Ordinary Members, Life Members and Direct Members
- 2.Special contributions and Donations raised directly or through Branches.
- 3.Contribution received from the Branch, Organizing the IMA Tamilnadu State Annual Medical Conference as per Rules.
- 4.Bequeaths received by legacies from persons who desire to benefit the Association.
- 5.Subscription from affiliated bodies as per Bye – Laws.
- 6.Interest on Deposits.
- 7.Income from IMA State Guest House (or) any other Building, property owned by IMA Tamilnadu State Branch.

2. INVESTMENT AND OPERATION OF ACCOUNTS

1. The Assets movable and immovable shall vest in the “INDIAN MEDICAL ASSOCIATION, TAMILNADU STATE BRANCH” and Investment of different Funds shall be in the name of “INDIAN MEDICAL ASSOCIATION TAMILNADU STATE BRANCH, FUND”.

2. The funds of the Indian Medical Association TNSB shall be operated by Finance secretary and Hony. Secretary.

3. The funds of the Association shall be administered in such a manner as directed by the State Council General Body.

4. Surplus funds shall be deposited in the manner decided by the Finance Standing Committee. It is the policy to have deposited in Nationalized Banks and Government Bonds.

5. The Hony. State Secretary in consultation with Hony. Finance Secretary shall create Fixed Deposits as and when funds accrue on the respective heads of account as directed by the Finance Standing Committee and get the same intimated to the State Council.

3. RESERVE FUND

There shall be a Reserve fund for the Association. At least 25 percent of the surplus at the State Office each year, shall be credited to this fund in the following year. The RESERVE FUND shall only be drawn by a resolution in a meeting of the State Council, the notice of which shall have been duly circulated and in which $\frac{3}{4}$ th of the Members present, vote in favour of the resolution for withdrawal.

4. LIFE MEMBER FEE DEPOSIT

Life Membership fee deposit will be invested as a separate Corpus fund and the interest received from such Deposit shall be available for administrative purposes for that year.

5. FIXED DEPOSITS

FIXED DEPOSITS Accounts may be created on the following Heads with the Surplus Funds Available there to:-

1. Life Member State Share.
2. Life Member State Dues.

3. General
4. State Benevolent Fund.
5. State Education Society Fund.
6. AMS Fund.
7. CGP (College of General Practitioners) Fund
8. Legal Fund.
9. Entrance Fee Fund.
10. IMA Awards a/c
11. Other Funds as and when necessary.

GENERAL POLICY:

There are various heads under which the funds are received. They are kept in the name of Head of Account under which the money is received. The expenditure is for the particular item shall be made from the respective heads only by drawing separate cheques in that Account. The funds in excess will be created as a SB under the same head. The interest derived will be deposited back into the same head.

In other words the fund collected for one head will be operated under that account excess account will be created as Fixed Deposit under for same account and interest accrued will be credit into the same account.

There will not be any mixing up of funds. Funds should never be pooled together and spend.

6. EXPENDITURE

The State Council shall defray all ordinary Rents. Salaries and Wages, telephone Rent, Building Tax for purchase of Stationary articles, Printing Charges, Postage, Courier Charges and other charges as may be necessary for carrying out the administration of the association out of the Funds of the Association. It shall further provide for the issue of Medical Journal, News Bulletin and such other publication as may be authorized and to spend money in Conference Prizes, Scholarships and for such other purpose as it may consider advisable in furtherance of the objects of Association.

Hony. State Secretary being the Chief Executive Officer of the Association shall vest with power to spend up to Rs.5,000/- at any one time for any purpose which he

may consider urgent and necessary or shall consult the President and Finance Secretary or the Finance Committee as the case may be when the expenditure exceed the limit. All such expenditure shall be subsequently brought to the notice of the State Council by the Chairman Finance Standing Committee also explaining the reason for huge expenditure when involved.

7. TRAVELLING ALLOWANCE

2nd A/c for Office Bearers and other categories 3rd A/c to be paid.

One way – 2nd A/c to be paid to the State Office Bearers to visit Local Branch by the Local Branches who invite the State Office Bearers.

Honorarium to the State President: The State President shall be paid honorarium of Rs.5,000/- per month towards his Office Expenses.

Honorarium to the State Vice Presidents: The State Vice Presidents shall be paid honorarium of Rs.5,000/- per year towards their Office Expenses.

8. MOVEBLE AND IMMOVEABLE PROPERTIES OF THE ASSOCIATION

- i. *The Hony. State Secretary in consultation with the State President and with the approval of the State Council may acquire or purchase movable and immovable properties through property and project committee as may be necessary for the Association.*
- ii. A building committee appointed by the State Council shall maintain, carry out the necessary repairs to the building of the IMA and shall be and responsible for the upkeep of the Buildings.
- iii. A care-taker may be appointed for that purpose by the Hony. State Secretary with the approval of the State President.
- iv. The Hony. State Secretary will cause to maintain an Inventory of the Moveable, Furnitures, Furnishings, Electrical Appliances and Office Equipments etc., and arrange for proper maintenance of the same.
- v. Moveable properties such as Furnitures, Furnishings, Electrical Appliances, Office equipments etc., when found not useful due to efflux of time may be declared condemned and disposed off by the Hony. State Secretary. A list of condemned articles with the details of the purchase, prize, etc., may be placed before the State Council for approval.
- vi. Condemned Appliances, Equipments and Articles may be replaced by new ones by the Hony. State Secretary with the approval of the State President and the State Council.

Note: Amendments made vide the minutes of 287th SCM held on 26 June 2016 at Salem & passed in 288th SCM held at Madurai on 25 Sept 2016.

9. APPOINTMENT OF AUDITORS AND LEGAL ADVISOR

Auditors shall be appointed at the Annual Meetings of the State Council every year for auditing the accounts of the Association and its journals and other Publications.

The Auditor so appointed shall be Registered Chartered Accountant and the duties and Responsibilities of the Auditor shall be as follows:-

- i. Shall audit the Accounts of the Association at intermittent periods of the year and shall certify to the correctness of same.
- ii. Shall guide and give suggestions to the State Office for the proper keeping of accounts as may be necessary.
- iii. Internal auditor shall be nominated at the Annual Meeting of the State Council every year, from among the State Council members. Duties shall be as follows:-
- iv. Scrutinize the Accounts and give his comments and send his observations Every month to the Chairman Finance Committee.
- v. Scrutinize Quarterly Accounts, Income and Expenditure Accounts.
- vi. Prepare Annual Accounts, Income and Expenditure Accounts and Balance Sheets.
- vii. Finalize the Budget Estimate in consultation with the Hony. State Secretary.

10. APPOINTMENT OF LEGAL ADVISOR

Legal Advisors shall be appointed at the Annual Meeting of the State Council every year.

11. STATE OFFICE CONSISTS OF FOLLOWING STAFFS

- (i) Superintendent/Manager
- (ii) Assistants – 2
- (iii) Accountant
- (iv) Office Boy

Note: Amendments made vide the minutes of 287th SCM held on 26 June 2016 at Salem & passed in 288th SCM held at Madurai on 25 Sept 2016.

PART XIII

IMA TAMILNADU STATE MEDICAL CONFERENCE

1. IMA TAMILNADU STATE MEDICAL CONFERENCE

There shall be Organized a Tamilnadu State Medical Conference every year or as the State Council may decide, under the auspices of the State Branch, at a suitable place and time to be decide by the State Council of the Tamilnadu State Branch. Such Conference shall be held in the month of December during second Saturday and Sunday.

The Hony. Secretary shall issue a circular to all the Local Branches on or before 1st June each year to find out if any of them would invite for the conduct of the conference. The invitations received shall be places, before the meeting of the Annual State Council convened immediately after the issue of the circular and the State Council shall decide the Venue, Date etc., of the Conference.

2. IMA TAMILNADU ANNUAL STATE MEDICAL CONFERENCE

An Annual State Medical Conference will be organized every year at a suitable place and time as decided by the State Council. Such a Conference will usually be held in the month of December during second Saturday and Sunday. The local branches shall have the privilege of inviting the State Conference.

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

- i. The Conference is open to all Members of IMA TNSB.
- ii. There shall be Organizing Committee which may be formed by the Branch inviting the Conference for the purpose of conducting the Annual General Body and Conference.
- iii. The Branch inviting the Conference shall appoint Office Bearers and Sub-Committees for conducting the Conference.
- iv. They shall be the Members of the Local Branch.
- v. The Hosting Branch shall decide the rate of Fees to be levied on the Organizing Committee members his / her Guests and also the delegate Fees to be collected from the members his/her Guests attending the Conference.

- vi. The State President, State Secretary, Finance Secretary and the State President Elect and the Imm. Past State President shall not be charged any Fee. They shall be provided free hospitality and accommodation.
- vii. Any expenses incurred by the State Branch towards the Conference shall be met by the branch holding the Conference.
- viii. The State Branch shall not be liable for any loss incurred by the Hosting Branch.
- ix. The Organizing Committee shall submit a Statement of Accounts relating to the Annual Conference to the State Council with in a period of 90 days from the Conference Date.
- x. The State Council shall render every possible assistance to the Organizing Committee of the Conference.
- xi. The Hony. State Secretary shall render all possible assistance to the Branch holding the Conference and he shall be in constant touch with the Organizing Local Branch.
- xii. Medical internees and Final Year Medical Students may be permitted to the Conference at a concessional delegate fee viz., not more than 50% of the Delegate fees Fixed for the regular members.
- xiii. The Protocol mentioned in the Rules must be followed strictly.

3. MEDICAL CONFERENCE – LECTURES

With a view to promote scientific interests of members of the Association and provide the members of the local branches the benefit of refreshing their knowledge with the latest in the medical and allied sciences, the State Branch may invite prominent Medical men and women to deliver Scientific Lectures to the members of IMA at the Venue of Conference once a year. These lectures will be called as “Oration”. The selection of the speakers will be done by the State President and State Secretary. Accommodation and Local Hospitality to be provided to the speakers by the Organizing Committee. No T.A.

Mementoes shall be provided by the State Branch office. Orators should present the article of his Oration to the Organizing committee / State Office 10 days before the Conference.

4. IMA TAMILNADU STATE BRANCH – ORATIONS

<u>Oration Name</u>		<u>Topic</u>
1. Dr.Ibraheem Bhyelum Oration	-	Preventable Disease
2. Dr.Gunasundari Bose Oration	-	Maternity/Child Health Topic
3. Dr.S.A.Tajarathnam Oration	-	Surgical Gastro Enteriology
4. Dr.Haja Janab B.A.Shukton Oration	-	Family Medicine Topics
5. Dr.Azeem Memorial PPLSSS Oration-		PPLSSS Topic
6. Dr.Padmanur Ramarao Oration	-	Surgery Topic
7. Dr.Chetpat Balakrishnan Baskaran Oration	-	Ophthalmic Topic
8. Dr. Suriyakanti Memorial Oration	-	General Practice / Rural Health Care
9. Dr.S.Arul Rhaj Oration	-	Life Style Disease Topics
10. Dr.Thirugnanm Oration	-	Oncology Topic
11. Dr.Navamani Chandra Bose Oration-		Women Health Topics
12. IMA NHB Dr.V.V.R.Oration	-	Hospital related Topic
13. Dr.Jayaseellan Mathias Oration	-	for MS., PG Students
14. Dr.A.Muruganatham Oration	-	for MD., PG Students

Fresh orations could be created by donating Rs. 1,50,000/- to IMATamilnadu State Branch and to be renewed every 10 years.

Existing oration will be continued as per already accepted norms.

IMA Awards: For creating of New Awards Rs. 75,000/- is to be donated by DD / Cash in the name of IMA Tamilnadu State Branch.

Note: Amendments made vide the minutes of 287th SCM held on 26 June 2016 at Salem & passed in 288th SCM held at Madurai on 25 Sept 2016.

5. PROTOCOL FOR CONDUCTING IMA T.N.STATE ANNUAL MEDICAL CONFERENCE.

1. Serial Number of the Conference
2. Probable Dates:

The conference is usually held for 2days during 2nd week of December every year on Saturday & Sunday.

The Conference could be extended to a third day (pre or post conference) at the instance of the State Branch to accommodate new programmes.

6. INAUGURATION

FLAG HOISTING AT 8.AM

- i. National Flag will hoist by the outgoing President.
- ii. Association Flag will hoist by the incoming President.

The Annual State Conference will start after hoisting the Flags.

The CME will be inaugurated by a VIP as fixed by the Organizing Committee.

LIST OF AWARDS OF IMA – TNSB.

Individual Awards:

1. Dr.Bhandary Award for a person who has completed 25 years of Medical Practice in Rural Area
2. Dr.P.K.Kesavan Rolling Shield for Tamil Work in Medicine.
3. Dr.T.Kumaraguru Award for Community Service by an individual member.
4. Dr.A.Muruganathan Award fir Community Activities by an individual from small branch upto 100 members.
5. Dr.(Mrs.) Bhanumathi Muruganathan Award for Tamil Excellence in Medical Publication / Articles / Oration etc.
6. Dr.S.Damodaran Award for Medical oriented service by an individual Member.
7. Dr.G.Viswanathan Award for Seniors in Service.
8. Dr.A.Rajasekaran Eye Donation Award.
9. Dr.Zameer Pasha Award for individual contribution for Tamil Nadu IMA
10. Dr.Abdul Munaf Best Writer Award for 2012.

Special Awards:

1. Appreciation Award for Journal for a major branch
2. Appreciation Award for Journal for a medium branch.
3. Dr.R.M.Krishnan Award for Best Branch Journal / News letter
4. Dr.M.Balasubramanian Award for best news bulletin
5. Dr.V.N. Rajasekaran Rolling Trophy for the Best Branch outstanding performance in Extra Curricular Activities.
6. Dr.V.T.D.Kumarasamy Award for Fine Arts.
7. Dr.S.Arul Rhaj Award for the Best CGPCME Programme
8. Dr.S.Arul Rhaj Award for the Best AMS CME Programme
9. Dr.K.Thangavelan Award for Best AMS Branch chapter

10. Grandix Award for Best CME Programme in Semi Urban & Rural branches
11. Dr.T.Sadagopan Award for Best Branch – Overall Performance
12. Tambaram Branch Award for State Vice President visiting max. number of Branches
13. Dr.M.Mani Elango Award for conducting medical camps at rural areas
14. Dr.A.Selvarajan Award for organizing max. number of blood donation camp
15. Dr. B. R. Ramasubramanian Award for a member who attended max. no. of State Council meeting in the past 3 yrs.
16. Dr. B. R. Ramasubramanian Award for a member who attended max. no. central council meeting
17. Dr. R. Gunasekaran Award for an office bearer who has done exceptional work in this association year.
18. Dr.R.Gunasekaran Award for a local branch treasurer who has maintained accounts and submitted in the Association year.
19. Dr. K. M. Abul Hasan Award for the best branch for conducting Cancer Awareness Programme.
20. Dr. Amanukkah individual Award for best Asst. director of studies in CGP
21. Dr. K. Prakasam Award for Best Branch in Crisis Management
22. Dr. K. Vijayakumar Award for quackery Eradication Programme for Branch Enrollment Awards:
 - 1.Dr. Jayaseelan Mathias Rolling cup for a Local Branch – Highest New enrollment
 - 2.Dr. M. S. Ashraf Award for an Individual Branch – Highest New Enrollment in Group II & III
 - 3.Dr. E. Sivakumar Award for an individual branch for enrolling more life members from a group VI and VII
 - 4.Dr. B. R. Ramasubramanian Award for max. point for enrollment of New life & Annual members (Current year + Previous 2 years enrollment 2 points for NLM & 1 point for NAM)

5. Dr. R. Sivashanmugam Award for Branch Highest PPLSSS new enrollments
6. Dr. B. R. Ramasubramanian Award for Branch, who have enrolled max. FSS members – Major Branch.
7. Dr. B. R. Ramasubramanian Award for Branch, who have enrolled Maximum IMAAMS New Members-Minor branch.
8. Dr. B. R. Ramasubramanian Award for Branch, who have enrolled maximum IMAAMS New Members.
9. Dr. B. R. Ramasubramanian Award for an Individual.

ANNUAL AWARDS will be given by the Outgoing State President. The Inaugural Function and Installation of New Office Bearers will be done after the Annual Awards ceremony.

The Branch hosting the Conference shall choose Two VIPs, one to inaugurate the Conference and another VIP to be the Guest of Honour in consultation with State Office. Inauguration must be as short as possible. The Chief Guests must be informed of the protocol and time allotted for them for their speech well in advance.

Maximum time must be provided to the incoming President to deliver his address but even that should be restricted to about 20 minutes.

Invitations for inauguration shall be issued at least 15 days earlier to all the member delegates, President, Secretary of the local branch, State Council, Central Council Members, Tamilnadu State branch and National Office Bearers individually by post. In case the Branch is not able to fix up the Chief Guest in time, a formal general invitation must be sent to all the members at least 15 days earlier to the concerned persons and State Office Bearers.

The President, IMA State Branch shall only preside over the function.

Seating arrangements on the Dias for the inaugural function:- (as shown in the chart)

7. SOUVENIR

It is always advisable that an elegant Souvenir is brought out to commemorate the occasion as well as to raise funds for the Conference. However, while printing photographs and giving information about the State branch office Bearers, proper protocol must be observed. It is also desirable that Hon. State Secretary's "annual

Report of the State Branch and that of local branch Organizing the Conference should be included.

8. ACCOMMODATION FOR OFFICE BEARERS

The President and the President Elect, Hony. State Secretary, Finance Secretary, Imm. Past State President and their spouses are Guests of honour for the conference. No Registration Fee should be solicited from them.

It is customary that the President, President Elect, Hony. State Secretary, Finance Secretary, Imm. Past State President and their spouses are met on arrival and escorted to suitable place of Stay. They should be informed of the schedule of the programme well in advance.

Proper arrangement for the transport of President, President Elect, Hony. State Secretary, Finance Secretary, Imm. Past State President and other State Office Bearers while they are attending the Conference must be made by the Organizing Committee.

The Organizing Secretary must be in constant correspondence with the President, President Elect, Hony. State Secretary, Imm. Past State President and attend the Working Committee Meetings, pertaining to the Conference.

It is desirable that Organizing Committee treats the Outgoing and Incoming Vice Presidents, Joint Secretary and other officer Bearers of the State Branch, as Guests and invitation to this effect should be extended well in advance. Free Boarding and Lodging facilities must be provided to the IMA State Office Staff for the duration of the Conference.

9. FINANCE FOR THE CONFERENCE:-

The Registration Fees for the Conference will be fixed by the Organizing Committee in consultation with the State Council. For this purpose, the Organizing Committee Chairman and the Organizing Secretary will be invited to the State Council Meetings for discussion.

Funds collected by the Organizing Committee will belong to the Host Branch. It is desirable that the Organizing Committee collects all promised moneys as soon as the Conference concludes and gets the Accounts Audited within 3 months from the date of the Conference.

It is desirable that this Audited Statements of Accounts is submitted to the Executive Committee of the Host Branch and surplus fund transferred to the Host Branch Corpus

Fund. Host Branch is required to send a copy of the Audited Statement of Accounts to the State Branch for information.

The organizing Committee shall contribute towards the State Branch Rs.50,000/- and bear 50% of the Awards expenditure.

The organizing Committee should not invest or spend the surplus funds by themselves unless it takes prior permission from the local branch Executive Committee.

10. IMA INSIGNIA

During the early years the emblem of IMA was designed and adopted to be used on all official Stationery. The Emblem gives the year of establishment of IMA as well as its name. The significance is a torch depicting knowledge snakes depicting medicine and twigs with leaves depicting peace and tranquility.

11. IMA FLAG SPECIFICATION

CLOTH	-	Satin Silk – on both sides.
SHADE	-	Navy Blue.
SIZE	-	11" X 9"
POSITION OF THE EMBLEM	-	In the center on both side of the cloth
SIZE OF EMBLEM	-	“7 ½ X 7 ½”
COLOUR OF EMBLEM	-	Golden Yellow. either painted or embroidered)

FRILL of golden yellow color silk thread on the three borders of the flag.

PROTOCOL DURING WELCOME ADDRESS FELICITATION AND WHILE HONOURING GIVING MEMENTOES Etc.

State IMA Branch Protocol order:

1. State IMA President
2. Chief Guest / IMA Hqs. Office Bearers or dignitaries
3. Immediate Past State President

4. State President Elect
5. State Vice Presidents
6. State Secretary
7. State Treasurer
8. Chair persons of various wing
9. Secretaries of various wing
10. State Joint Secretary
11. Joint Secretaries of various wings
12. Past State IMA Presidents.

National Past President of IMA if present to be invited on the dais.

Local IMA Branch Protocol Order:

1. IMA Local Branch President
2. Chief Guest / Guest of Honour / IMA Hqs. Office Bearers / State Hqs. Office Bearers.
3. Immediate Past President.
4. Branch President Elect
5. Branch Vice President
6. Branch Secretary
7. Branch Treasurer
8. Chair Persons of Various wing
9. Branch Joint Secretary
10. Secretaries of Various wing

Past national President or Past State President of IMA if present to be invited on the Dais.

Protocol should be observed strictly in all formal occasions.

Presiding officers, Master of ceremonies and every member of IMA should know and follow protocol.

Protocol While the Chairs are arranged on the Dais

(Please see seat arrangements diagrams)

The number of chairs in the front row of the Dais should be of odd number.

The chair of presiding officer should be the middle one.

The podium shall be placed on the Right end of the Dais (Right hand side of the presiding officer)

The seat of the speaker /Chief Guest /Guest of honour should be on the Right hand side of presiding officer.

Blocks, badges of the peoples on the Dais may be placed on the table in front of each office bearers.

The printed or typed names and office bearers should be stuck on the respective chairs. (as per diagram).

Protocol while the Dignitaries are lead to the dais and seated:

It is better to escort the dignitaries to the dais by some member.

There should someone on the dais to welcome the dignitaries with a warm hand shake (President / Secretary).

The order of leading to the dais should be as per protocol order (given below)

The President's medallion is adorned by the respective secretary (National / State Local Branch).

Who will be the presiding officer?

National meeting: National President should be the presiding officer and call the meeting to order.

State Meetings: The State President should be the presiding officer and call the meeting to order.

Branch Meetings: The branch President should be the presiding officer and call the meeting to order.

Order of addressing during solution by speakers.

The presiding officer should be addressed first.

Then the Chief Guest / Guest of honor/speakers should be addressed next to the presiding officer followed by others with regard to official rank in IMA.

DAIS ARRANGEMENTS OF THE
STATE MEDICAL CONFERENCE AUDUENCE

FRONT ROW

5B.	4.	2B.	2.	1.B	1.	1.A.	1.C.	2.A.	3.	3A.	5A.
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SECOND ROW

All the Past State Presidents, other State VIP, All the vice President

THIRD ROW

All other Office Bearers

1. State President
- 1.A. Chief Guest
- 1B. Inaugurator of the Conference
- 1C. Head Quarters representatives
2. President Elect
- 2A. Immediate Past State President
- 2B. Senior State Vice President
3. State Secretary
- 3A. State Joint Secretary

PART - XIV

APPENDIX

AMENDMENTS AT A GLANCE

The following suggestions, additions and Amendments to the Rules and Bye – Laws of the IMA TNSB submitted by Dr. T. Sadagopan, Chairman, Constitution Amendment Committee, in the State Council and General Body Meeting held at Madurai on 07.10.2012 have been passed.

These Amendments etc., are incorporated in the Rules and Bye-Laws under the respective heads.

1. ELECTION OF THE WINGS AND SCHEMES

Election commission will conduct the election for wings and schemes. Previously the wing & scheme Office Bearers were conducting the Elections. Now rules are amended that the Election Commission will conduct the election.

It is suggested and accepted to conduct all the election – State Office, Wings and Schemes, simultaneously, at a time i.e. when the State Office Election is conducted. The schemes and wings election will be conducted from 2013.

For wings, the State Secretary must be the returning officer and for NHB and schemes respective secretaries may be the Joint Returning Officers so that they will Co-operate with the State Office & Election Commission.

2. To Elect 2 State Presidents

President Elect – I and President Elect – II:

Conduct the Elections once in Two years.

e.g. Call for the Two President Posts mentioning clearly President Elect I for 2013
President Elect II for 2014

To Elect State Secretary, Joint Secretary, Finance Secretary once in 2 years and they will hold the Office for Two years only. Not Eligible to contest for one more term.

3. RETURNING OFFICER

State Secretary is the Returning officer for the Election. He will not contest for any post during his period.

State Secretary shall act as a Returning Officer for the Election and in case the Hony. State Secretary is a contestant for any Election, President shall Nominate a Returning Officer.

Duties of the Returning Officer

- ❖ Receive the nominations and make proper entries regarding the time & date of receiving the nomination.
- ❖ Verify the details regarding eligibility of the candidates like No. of State Council meetings attended.
- ❖ *Provide valid voters list to the local branches.*
- ❖ Make Xerox copy of the nomination received and send the original nomination form and Xerox copy of DD to the E.C.Chairman.
- ❖ In case the Returning Officer is contesting in the election the nomination can be received directly by the Election Commission Chairman and get the details from the State IMA Office directly and send the DDs to the State office keeping a Xerox copy of the DD. Provide valid voters list to the Local Branches.

4. Functions of the Election Commission.

1. Will decide the date of election for various posts.
2. Election Notification will be given in the TIMA News letter at least a month before.
3. Receive the Nomination through Returning Officer only. Returning officer will not contest for any post during his period (not eligible to contest for any post).
4. Scrutinize the Nominations.
5. Preparing and intimating the final list of valid nominations.
6. Announcing the dates for the different zones.
7. Printing the Ballot Papers.
8. Dispatching the ballot papers and valid list of Memberships to the Branches along with necessary materials as prescribed in the list.
9. Appointing official agent for different branches to conduct and supervise the election proceedings and help branch office bears to pack and dispatch to election commission.

10. Scrutiny of ballots and counting of votes will be done by Election Commission.
Necessary arrangements will be made.
Necessary man power will be arranged.
11. Declare the result: State President will receive the report of the Election Commission about the candidates elected and will be announced in the State Council.
12. All ballots and papers connected with election will be stored for at least 3 years.
13. Filling of interim vacancies.
14. Any disputes in the election, Election Commission will intimate to the President and the President will form a committee which will consists of State President and Two Past state Presidents nominated for that purpose.
15. Any legal notices received by the Election Commission from the court, election commission will obtain necessary help from the State Office.
16. The Nominated Election Officer by the Election Commission are eligible for T.A.-2nd A/c Train fare or if travelling by car / Rs.7/- for every km.

5. Once Amendment is passed, the same subject should not be reopened for at least THREE YEARS

Any Office Bearers selected for a specific period, he should not occupy any other post except CWC before he completes the full term in that post.

One Man – One Post:- Except Management Committee Members, District Co-ordinators and CWC members.

6. Other Wings nor represented in FSC, if they have any requirements to be considered by the Finance Standing Committee, they can write to the State Secretary and it will be placed in the FSC Meetings.

Note: Amendments made vide the minutes of 287th SCM held on 26 June 2016 at Salem & passed in 288th SCM held at Madurai on 25 Sept 2016.

VARIOUS COMMITTEES

1. **ORATION COMMITTEE** *State President & State President Elect-1 & State Secretary will select the Orators and Topics.*
2. **Annual Award Committee** State President, Imm. Past State President, State Secretary, State President Elect, all four Vice Presidents, Joint Secretary, CGP Secretary and AMS Secretary.
3. **Doctor's Day Award selection** State President, Imm. Past State President, State President Elect and State Secretary.
4. **Property acquiring & Maintenance Committee** State President, Imm. Past State President, State President Elect, State Secretary, Building Committee Chairman and Three Past State Presidents, Two Past State Secretaries and PPLSSS Chairman and Secretary.
5. **Members of Finance Standing Committee** *State President Elect-1 will be Chairman, State President, Imm. Past State President, State President Elect- 2, State Secretary, Finance Secretary, Past State Secretary and Finance Secretary, NHB Secretary, CGP Secretary, AMS Secretary, Paramedical Wing Secretary, PPLSSS Secretary and FSS Secretary Two Past State Presidents and Two Senior Members.*

Note: Amendments made vide the minutes of 287th SCM held on 26 June 2016 at Salem & passed in 288th SCM held at Madurai on 25 Sept 2016.

PART - XV

IMA NHB - Constitution / Bye Laws

THE PREAMBLE:

The NHB was born in the year 1987 on 1st April, necessitated at the time by the three fold increase in the Nursing Home Municipal Taxation. Executive Committee Members of IMA who came to Madras and successfully defended the increasing taxation. We found that the Government withdrew the increase in taxation our representation we thought these problems will recur and IMA should have an exclusive body to represent Nursing Homes.

The NHB was born Prof. Dr. V. Varadarajan was the State President and Dr.V.N.Rajasekaran, State Secretary, Dr. K. Janakiraman the outgoing State Secretary offered to be the first Secretary of the NHB. The formation was subsequently ratified by the State Council at Tuticorin in May 1987

THE ORIGIN OF SEPARATE WING IMA NHB:

Problems in Labor Laws, PF, Construction, Taxation etc., all required separate discussions and dealing with the Government Officials and the public necessitated formation of a separate self financing, self supporting autonomous wing under IMA like that of PPLSSS, FSS,HPS & FPS. The introduction of CPA and Clinical Establishment Act and PCB Act and prenatal diagnostic Act Organ Transplant Acts all these needed special study by Nursing Homes.

With increasing demand and the varying functions the structure has to be modified and the function has to be defined. We needed a separate NHB wing.

A Core Committee was formed with Dr. R. Nanjundarao, Dr. N. S. Chandrabose and Dr.V.Varadarajan to form the guidelines for IMA Constitution and also recommended autonomous status for NHB.

NAME:

The name of the wing shall be Nursing Home Board of Indian Medical Association Tamilnadu State Branch.

SHORT TITLE:

The same will have the abbreviation as NHB IMA TNSB and will be here after called as NHB.

AIM:

The aim of forming the Association will be to bring in the Private Nursing Homes and Hospitals under one head.

1. To discuss their day-today problems.
2. To impart the knowledge about Rules and Regulations governing the Hospitals.
3. To discuss the problems with the officials for smooth conduct of the Hospitals.
4. To discuss with the Politicians and Law makers about the Rules and Regulations and day-today problems, so that these things are taken care of when legislation is made.
5. To formulate strategies to Regularize and Standardize the Hospitals needs and their functions.
6. To consolidate the hospitals in to one group of a business group so that members have a forum to represent their grievances in the most professional manner.
7. To meet periodically and discuss the current issues that affect the members not only among themselves but also with concerned officials by inviting their participation. In short to address to all the problems of the hospitals and take it to the concerned platforms for smooth and proper running of hospitals.

All the activities of NHB shall be in coordination and in concurrence of the parent body IMA TNSB of which it shall function as a wing.

AREA OF OPERATION:

The entire State of Tamil Nadu precisely the same area of IMA TNSB Office.

OFFICE:

The office of the IMA NHB TNSB will be the place of the Secretary of the NHB & Window office at HQs. Office at Tmbaram.

OBJECTIVES:

1. NHB shall function as a wing of IMA.
2. Shall enroll members with relevant eligibility and maintain a separate office for details of membership.

3. Each enrolled member shall be given a distinct number of registrations.
4. He / She receive periodical information regarding latest Acts / Rules / GOs from the state office through E-mails / Short Messages / Letters.
5. Separate website **www.imanhb.org** shall be created to carry all relevant information the member may need from time to time which is regularly updated.
6. Shall print and publish quarterly journal NHB express that is sent to all the members as a mode of dissemination of information.
7. Zonal meetings shall be held in each zone every three months as a forum of members meeting the office bearers and officials to get their grievances redressed
8. To have a full fledged office of the secretary on a full time basis with facilities to communicate through Post/ E-mail/ Mobile/SMS.
9. To have a separate and independent source of funding to run the office as well as to publish the journal; Money comes from subscriptions raised from its members.
10. To establish an organization that includes chairman, secretary, advisor at the state level and district coordinators at the district levels. IMA State office bearers necessarily form a part of the management. Each office bearer of NHB shall have distinct responsibilities.
11. To function as a democratic body for which elections are regularly held once in two years at present. Every office bearer is elected to the post through a well conceived electoral process within the framework of IMA TNSB except the founder President. A committee of former office bearers of NHB and leaders of IMA TNSB ensures the continuity of the functioning of NHB.
12. NHB shall cooperate and coordinate with the national body HBI but retain its identity and independence; shall pay a prescribed contribution to HBI.
13. Shall execute grading and accreditation of the member hospitals to enable them to apply for various schemes of the state and private.
14. To arrange members to attend various courses as well as conduct program to train small and medium hospitals face up to competition from organized sector.
15. To provide a forum to small hospitals to fight legal issues and if necessary take up the legal battle in its own hands.

16. To assist IMA in carrying dialogue with government on issues like CEA or conduct dialogue with agencies like IRDA.
17. To engage in dialogue with suppliers and service providers, on behalf of members as a collective bargain, and get the best prices and service.

Each of the above will be discussed in detail in relevant sections

NHB AS A WING OF IMA TNSB:

IMA TNSB for the benefit of its nursing home owner members formed a wing, called **‘NURSING HOME BOARD’**. The idea was to focus on issues related to hospitals, interact with officials and get grievances redressed. All meetings are chaired by the state president, secretary and the other office bearers also partake in the proceedings. The State Office Bearers also form part of the management committee. NHB contributes part of the subscription to the IMA fund. NHB in turn has its own office bearers.

MEMBERSHIP

ELIGIBILITY:

- Any Private Nursing Home or Hospital which is represented by a Doctor who is a life member of the Indian Medical Association of the TNSB can become a member. The representing doctor should belong to the Branch of IMA within whose jurisdiction the Hospital is situated or any one branch in a city with multiple branches, e.g., Chennai. This is essential for the proper coordination between the doctors practicing and the Local IMA.
- Any company running the Hospital in many places shall be represented in each place by a local doctor representing the Hospital in that area.
- Day care centers where they admit patients for monitoring, treating for less than a day.

APPLICATION METHOD:

1. Application form for enrolment is available with NHB office, district coordinator or the local branch office. Same can be down loaded from the official website **www.imanhb.org**.
2. Filled application shall carry details of the name of the owner/hospital with full Postal Address / E-mail ID / Mobile Number of the owner / PAN Number [where

ever applicable]. The **IMA life membership details of the representing doctor should be clearly stated**. Application without life membership details or incomplete in any form is liable to be rejected. NHB shall make all efforts to collect full details from the applicant through the secretary's office before rejecting an application.

3. Filled up application should **carry the endorsement of the local IMA branch office bearer with his seal**.
4. Application should give all details regarding the number of beds, man power strength, area of the hospital, facilities available etc., so as to facilitate grading.
5. **Membership is for five years**. For convenience of data maintenance, membership starts in January of that year and ends in December at the end of five years.
6. Each member is given a certificate that carries the name of the hospital, name of the representing doctor, branch he/she belongs, period of membership, name of the local district, besides his membership number. He/she shall quote this number for future communications with the state or mention it for registering with various bodies.
7. Renewal of membership- Period of membership is five years. This can be renewed with an application . Fee is half the enrolment fee.
8. Rejection of membership shall be considered if data provided in the application are incomplete/ incorrect or a deliberate attempt has been made to hide true details. Member can always approach the NHB with correct data and request enrolment. Rejection can also be considered if found practicing unethically- example will be employment of doctors of other systems of medicine.
9. **NHB is not a disciplinary body and does not punish its members**. But, if notices of unethical practice/acts of corruption/nefarious activities are brought to its notice either by a court of law / Tamilnadu Medical Council with specific charges, termination of membership may be considered after duly discussing it in the NHB general body and later in the state council of IMA TNSB. The member shall be given enough chances to put forward his case in the proper forum.
10. Change of address/ownership is intimated to the NHB office with proper evidence and a new certificate got after surrendering the old original. Evidence shall include a signed letter from previous owner with copies of identity, copies of any deed

regarding the change; change of address shall carry no objection from the owner of premises if rented. NHB reserves its rights to cross check the details either directly or through local IMA branch. The name change process shall carry a nominal fee to meet out stationary/postal expenses.

11. The member has an option to apply for accreditation. Currently accreditation is being carried out by NHB itself through its senior members who are specialists of various fields. NHB has plans to go for professional accreditation by designated bodies. The ultimate goal is to grade all member hospitals and bring them under accreditation.

ADMINISTRATION

ELIGIBILITY CRITERIA:

THE CHAIRMAN NHB will be elected by the members of the NHB. He should have served as District coordinator of NHB for two terms or Secretary of NHB or IMATNSB or Past President or Past State Secretary of IMA TNSB. Period is two years.

THE SECRETARY NHB will be elected by the members of the NHB. He will have two years term. He should have served as District Coordinator of the NHB for two terms or a bonafide member of NHB for minimum of five years or Secretary IMA TNSB.

THE FINANCE SECRETARY will be nominated by the management committee preferably from the local district of the Secretary of NHB.

DISTRICT COORDINATORS NHB: Each District will elect one District Coordinator for every two hundred NHB members in the District. For every additional two hundred or part there of one more will be elected. They will have a term of office for two years. They will be responsible for the coordination of the Nursing Home with in their Districts. They are eligible for the Reelection. Past State Presidents cannot contest for District Coordinators, they are the invited members with voting rights.

FOUNDER PRESIDENT HENCE FORTH CALLED PATRON: The Founder President **hence forth called Patron** is a nominated person of high standing. His post is permanent. He guides the organization and forms from time to time the rules and regulations of the body. For his conception and promotion of NHB from its day one till date, Dr. V. Varadarajan shall be the Patron of NHB, for his life time.

ROLE OF SECRETARY:

ADMINISTRATION IS DONE THROUGH THE SECRETARY'S OFFICE:

1. The office receives applications for enrolments, processes them, records them both on paper and digital and issues certificates of membership duly signed by the state office bearers and NHB office bearers. Other duties include conduct of zonal meets, information dissemination through E-mails / SMS, publication of quarterly journal, apart from cooperating with the state IMA in matters of mutual interest and also negotiations with various agencies both government and private. NHB takes pride in implementing various mass contact program of the mother body.
2. Office functions in the secretary's address. Office work is done by a clerk with computer knowledge and a helper to assist in errands.
3. The post of secretary is a honorary one and carries no salary.
4. Staffs are paid by the NHB through its own funds on monthly basis. They receive annual increment, and bonus.
5. Stationary and postage are borne by NHB and proper receipts/vouchers are kept for every expenditure incurred.
6. Expenditure is kept to a minimum by digitalization. Office has the state of the art desktop backed by scanner and printer. Most of the communications are by emails. The Email ID is **secretary.imanhb@gmail.com**
7. Methods of communications are augmented by a well compiled SMS communication that goes by the name "Maniosai". Recently we have established a network of Whatsapp/ Telegram also for quicker communication
8. All income/expenditure are regularly verified by our advisor. Accounts are submitted to the state finance standing committee for scrutiny every three months.
9. Past State President, State Secretary and State Treasurer changing of Wings / Schemes.

ROLE OF THE CHAIRMAN:

Chairman usually a senior past office bearer of IMA advices and guides the secretary on the conduct of administration. His vast experience helps in the smooth running of NHB.

ROLE OF FOUNDER PRESIDENT HENCE FORTH CALLED AS PATRON:

Founder President hence forth called the Patron is a nominated senior member who is the guiding spirit in the formation of the board, and framing of the rules as well as constitution. He is a permanent member of the board will guide the office bearers and NHB.

ROLE OF TREASURER:

NHB intends to go for a treasurer – he / she will be mostly and preferably nominated from the same branch/place of the secretary and will assist secretary in matters of accounting and money transactions.

WEB SITE:

NHB takes pride in having its own web site **www.imanhb.org**. The site is monitored by the secretary's office. On a permanent basis the site carries information on enrolment, renewal, grading besides data like standard forms, guidelines of endemic fever treatment protocol from time to time, minimum wages chart and other govt. related information. We also announce forthcoming events as well as carry important instructions.

From a 2GB limited site it has been recently upgraded to carry unlimited data. Also, we have uploaded standard protocols for various specialties.

Subscription of the site to the server is from internal accruals and paid for a 5 year period. We also have an annual maintenance contract with server.

JOURNAL:

NHB circulates a quarterly journal by name “**NHB EXPRESS**”. It shall be edited by the secretary - **comes every three months** just before the zonal meets carrying useful information on day to day running of hospital, messages from leaders as well as brochure of registration form on the coming meet. Expenses are met from the account “A/C IMA NHB Journal Fund”. Funds for the account are raised through money paid on enrolment/renewal and kept under a separate head .Finance standing committee of IMA has advised NHB to come out with “Annals” –an annual book of information. First book is to be published shortly.

ZONAL MEETINGS:

NHB zonal meetings were originally conceived to disseminate information to members especially in rural areas. Ever since formation, **meetings are held every**

three months one in each zone. Host branch spends for the meeting and NHB gives a seed money of Rs.20000/= to the host branch. The host branch is allowed to collect the registration fee which is usually a nominal one.

FINANCE:

NHB is deriving its funding by raising subscriptions for enrolment and renewal. The subscription is received in two heads-”IMA NHB JOURNAL FUND”&”IMA NHB GENERAL FUND”. The resources of general fund shall be used to meet daily expenditure of running the office that includes salary, stationary, web site, postage and equipment maintenance. The journal fund is used to print, publish and distribute a quarterly Journal “NHB Express”. Seed money to host branches of zonal meets is given from the general fund. The surplus is kept as deposits in banks and interest accrued is ploughed back so that the corpus fund remains intact.

NHB will not have any claim over the assets of IMA TNSB or responsible for any of the liabilities of the IMA TNSB. Similarly IMA TNSB will not have any claim over the assets or responsibilities over the liabilities of the NHB. Both are financially independent units. But in matters of mutual interest and benefit, transfer of funds without straining the NHB’s resources may be allowed with the approval of the management committee and after passing the same in the general body of NHB.

ELECTION PROCESS

NHB is a democratic set up and the office bearers are elected by the members of the NHB.

1. Elections are declared by the state election commission as for any other post or wing of IMA TNSB.
2. Nominations are invited from eligible candidates, last dates given for nomination and withdrawal.
3. If more than one candidate, election date is announced by the Election commission and online election will be held.
4. Only members of NHB are eligible to vote. Election commission supervises the process.
5. The online election held is counted on the day Election Commission planned, in the presence of the contested candidates, the Election Commission members, the Election Officer and the State President IMA TNSB.

6. Election commissioner submits the result and the State President announce the result.
7. Basic qualification to contest in NHB elections is he must be a member of NHB

ACCREDITATION:

NHB has already got its own accreditation process by which it sends an expert committee for inspection of applying hospitals and awards accreditation on the recommendations of the committee. Member hospitals pay separately for application to the accreditation process to cover costs. Future plans are afoot to do professional accreditation with independent experts to meet national standards; if necessary to interact with HBI and other accrediting agencies and evolve a common pattern.

ACADEMIC PLANS:

NHB shall look in two ways of entering in to understanding with institutions and evolve training **program to train our members run their small hospitals profitably. Continuing medical education** will also be paid attention

AWARD OF ORATION:

NHB has instituted an award in the name of our founder President Dr. V. Varadarajan and conducts an oration lecture in every annual state conference.

LEGAL ISSUES:

With increasing legal issues confronting hospitals, in future NHB may form a legal cell and take up legal battles independently on behalf of its members. NHB will like to interact with other legal wings of IMA like QEC, PPLSS etc., in this regard. NHB will also take up common issues like acts and laws, in the court of law with the approval of the management committee to achieve common goals.

State Secretary of TNSB will sue (or) will be sued challenging for all NHB cases.

PARTICIPATION IN DIALOGUES:

Member hospitals are often burdened with numerous acts and laws. Agencies implement “divide and rule” methods to force members to play to their tune. NHB shall engage in dialogues with such players including the government and strive to get a fair deal for its members. NHB shall assist the mother body IMA in this regard to achieve a uniform opinion.

THE MANAGEMENT COMMITTEE

The day to day administration is run by the Secretary NHB under the guidance of the Management Committee.

The Management Committee will consist of representatives from IMA TNSB and NHB.

FROM IMA TNSB:

1. The IMA President
2. The President Elect
3. The Immd. Past President
4. The State Secretary
5. The Immt. Past Secretary
6. The State Finance Secretary

FROM NHB:

1. Founder President / Patron
2. Chairman
3. Immediate past Chairman
4. Secretary
5. Immediate past Secretary
6. Finance Secretary
7. All the District Coordinators
8. All the Conveners

COMMITTEE OF PERMANENT INVITEES:

It has been decided to form a permanent committee of invitees to ensure the smooth running of NHB. They shall attend all meetings of NHB and contribute their suggestions for the smooth functioning of NHB. Past State Presidents and Chairmen are permanent invitees with voting rights.

PART - XVI
PPLSSS of IMA Tamilnadu - Constitution / Bye Laws

**PROFESSIONAL PROTECTION LINKED SOCIAL SECURITY
SCHEME OF IMA TAMILNADU**

The Trust was executed on 26th April 1998 by (1) Late Dr. A. S. Azeem S/o Dr. A. Sattar Aged about 55 years, residing at 10, Bye pass Road, Madurai-625010, (2) Dr. M. Balasubramanian S/o Dr. V. Muthaiah aged about 50 years, residing at GF, Four Square Enclave, Mullai Nagar, TNSB Colony, Tambaram West, Chennai - 600045, (3) Dr. Captain. G. Raghavelu S/o Mr. Govindarajan aged about 55 years residing at No. 13, Vith Cross Street, New Colony Chrompet, Chennai-600044. (4) Dr. T. N. Ravishankar, S/o Mr. T. S. Nagarajan aged about 41 years residing at No. V. V. S Iyer Street, Ganapathipuram, Tambaram East, Chennai -600059, hereinafter collectively referred to as Permanent Trustees.

Whereas the Permanent Trustees hereto are desirous of Constituting a Trust for the benefit of the Medical Practitioners, Who are members of the Indian Medical Association Tamilnadu State Branch with the object of protecting the interest of the Medical Practitioners in any litigation due to any calamity after treatment by the member and on account of any claims against the members.

Whereas for that purpose the Permanent Trustees have set apart a sum of Rs. 4000 (Rupees for thousands Only) each of the Permanent Trustees hereto setting a part a sum of 1,000/- (Rupees one thousand Only) to be held in Trust by the TRUSTEES as corpus together with such further accretions, assets and properties that the Trust may receive for the objects and purpose for which the TRUST is set up.

Immediate Past Chairman and Secretary are rotation Trustees.

1. NAME OF THE TRUST

The name of the Trust Shall Be “PROFESSIONAL PROTECTION LINKED SOCIAL SECURITY SCHEME OF IMA TAMILNADU”

2. OBJECTS OF THE TRUST:

The objects of this Trust shall be:

- 1) To provide medical aid and financial assistance to the beneficiaries/member for any hospitalization of the member and spouse/children upto 21 years of such member.

- 2) To assist financially any family/nominee of the bereaved family due to demise of the member.
- 3) To form a panel of Hospitals/Nursing Homes, Doctors, Medical Experts, Medico-Technical Experts and Consultants in different allied fields viz. X-ray, ECG, EEG, Ultra Sonogram, CT scan etc., and other equipments connected with and used in the medical field, for rendering expert opinion in the event of illness/accident occurring to the member and spouse or children upto 21 years of such member.
- 4) To arrange for medical assistance by appointing a panel of hospitals for helping the members/beneficiaries of the Trust.
- 5) To Publish research book, brochures, pamphlets, periodicals and journals for the purpose of updating its members with the latest Technological inventions, discoveries, improvements etc. in the field of medicine, and to appraise them of the advancement in the medical field.
- 6) To conduct Seminars, Conference Workshop etc., for updating the knowledge of the members in the different of medicine.
- 7) To adequately secure the Trust by entering into an arrangement for insurance or otherwise, with nay Insurance company or companies, against the liabilities that may arise or accrue on account of any illness, accident or death of their spouse and children below 21 years of member.
- 8) To promote the welfare of the unfortunate families of the members who have either died or are in the end stage disease.

3. OFFICE OF THE TRUST:

The Principal office of the Trust shall be situated at IMA State Head Quarters, West 45, 1st Main Road, Ramani Nagar, Tambaram, Chennai-600063.

4. COMMENCEMENT OF THE SCHEME

The Scheme will commence on 14.04.1998 (Tamil New Year's Day) and will be formally inaugurated on 07.06.1998.

5. AREA OF OPERATION

The activities of the Trust shall be confined to the State of Tamil Nadu only.

6. DEFINITIONS

(a) “Beneficiary” or “Beneficiaries” shall mean and include any Registered Medical Practitioner who is a life member of the Indian Medical association, Tamilnadu State Branch and has also enrolled himself/herself as a member of this Trust and has paid the subscription as per the byelaws and rules and regulations of the Trust.

(b) “Block of 5 Years” shall mean the period of 5 Years commencing from the date of enrollment of each member.

(c) “Compensation” means compensation payable to the member by the Trust.

(d) “Corpus Amount” shall mean the sum total of the collections and subscriptions actually received after deducting the revenue expenses.

(e) “Cost of Litigation” shall mean and include the compensation awarded against any member by any competent authority and legal fees incurred in connection with the litigation thereto.

(f) “Member” means a member who has enrolled himself/herself as a member of this Trust.

(g) “Scheme” or Trust shall mean and include any Scheme framed or approved by this Trust.

7. ELIGIBILITY

Only life members of the Indian Medical Association, TamilNadu State Branch are eligible to become the members of this Scheme.

Only an Individual Member can be admitted to this Scheme and no institution can be a member of this Trust.

The Scheme will protect individual members whether in private practice or employed in the services of the Government or Private Institutions, or performs as a consultant.

The Scheme will not give protection to the institutions or the Management of the Hospitals for its lapses even if a member of the Scheme heads such management. Cases against the individual members for their alleged professional lapses alone will be taken up by the scheme.

8. MEMBERSHIP SUBSCRIPTION

The members are classified as under and the subscription payable by each category is as noted against each:

S.No.	Category	Compensation	Compensation
		Rs. 5 Lakhs	Rs. 10 Lakhs
(i)	General Practitioners	Rs. 6000/-	Rs. 11000/-
(ii)	Non – Surgical Specialists	Rs.7000/-	Rs.13000/-
(iii)	Surgical Specialists & Anaesthetists	Rs.8000/	Rs.15000/-

The above subscriptions for a block of 5 years. In the event of any member desiring to obtain higher compensation, subscription payable shall be proportionately increased for that block of 5 years.

The membership fees once paid shall not be refunded.

A General Practitioner member who performs surgical procedures shall be classified as a surgical specialist.

Subscription shall be paid by Account Payee Cheques or Account Payee demand drafts drawn on any National or Scheduled banks. Cash will be accepted only at the Principal Office of the Scheme.

The membership shall commence from the date & Hour of receipt of D.D/Cash or date of Cheque realised at the Principal office of the Scheme.

The Membership Fees may be revised at any time by the Management committee subject to approval of the members at a General Body Meeting.

The Managing Committee, if deemed necessary, shall call for a confidential Report on a member from the local branch of Indian Medical Association, before enrolling him/her as a member.

9. MEMBERS, THEIR RIGHTS AND DUTIES

(i) The scheme will fight out civil and criminal cases concerned with medical profession up to the level decided by the Managing Committee. Litigations arising out of other action of the members will not be dealt with by this Scheme.

(ii) The concerned member shall inform the Hon.Secretary and the District Co-ordinator of the scheme within 10 days of the occurrence of the incident. (Incidence includes Notice from an Advocate or from any legal Forum or from the individual patients or their relatives whereby the member gets the information that a case is registered with the competent authority.) If the member fails to inform the concerned office bearers about such incidence the member may cease to enjoy the benefits from the scheme.

(iii) The concerned member shall obey any instruction given by the management of the Scheme regarding the case. In any case the Scheme should not be made a party in the case because the scheme is not a insurance Company. The member will get all the benefits from the Scheme provided he/she shall follow the instructions given by the Management Committee of this Scheme in this regard, and that the incidence occurs during the tenure of his/her membership. Any member who makes the scheme a party in his/her case, shall case to enjoy the benefits from this scheme.

(iv) The concerned member shall give the copies of the relevant documents of the case to the Hon.Secretary for the used of the Management Committee. The statements and documents submitted by the members should be true and correct in all respects. If the member gives any false or misleading information to the Hon.Secretary then the member shall cease to enjoy the benefits from the scheme.

(v) Should the member be advised by the Management Committee to file a counter petition or suit against the party concerned the monitory damages and defamation, the member is bound to obey.

(vi) A member of the scheme, if called upon by the police or by the court to give evidence, he/she should have prior consultation with the chairman, Hon Secretary or the District representative.

10. MANAGEMENT COMMITTEE

The Management of the Trust shall vest in and be conducted by a Management Committee which shall be elected by the members of the Trust in a General Body Meeting in the manner herein provided. The members of the Management Committee so elected shall hold office for a period two years.

The Management Committee shall comprise of a chairman, vice-Chairman, Hon.Secretary, Hon.Treasurer, District co-ordinator for each 300 members from each Revenue District of Tamil Nadu. Past State Presidents cannot contest for the Management Committee, they are the permanent members with voting rights.

11. ADMINISTRATION

The Hon. Secretary of the Trust with the help of staff members shall conduct the day to day administration of the Trust subject to the control and supervision of the Management Committee. Hon. Secretary can nominate one person among Chennai District Coordinator to assist him to look after the Properties in Chennai

12. MANAGING COMMITTEE MEETING

The Managing Committee of the Scheme shall meet at least 4 times in a year, out of which one should be before the General Body Meeting of the Scheme.

Notice of 7 days shall be given for holding a management committee meeting.

The quorum for the Managing Committee meeting shall be One- Third of member on role.

Non attendance by a member of the Managing Committee for 3 consecutive meetings without valid reason will disqualify him/her from the membership of the Managing committee.

13. EMERGENCY/EXTRAORDINARY MEETING OF THE MANAGING COMMITTEE

The Hon. Secretary of the scheme shall in consultation with the Chairman convene an emergency/ extra ordinary meeting to transact any emergency business with 24 hours notice if necessary.

14. FUNCTIONS OF THE MANAGING COMMITTEE

The Managing Committee shall receive, discuss, amend or approve the reports submitted by the sub-committees in respect of cases investigated by it, and settle the cases.

The Managing committee shall have overall control and supervision of the day to day affairs of the Trust.

The Managing Committee shall receive, discuss, amend or approve the accounts submitted by the Hon.Secretary, Hon.Treasurer and the Internal Auditors for the period between 2 consecutive Managing Committee meetings.

15. POWERS AND DUTIES OF THE OFFICE BEARERS

Chairman: The chairman shall preside all the meetings of the Managing Committee and General Body of the Scheme. He has to supervise the overall functioning of the scheme smoothly. He shall investigate the case himself or in consultation with the Hon.Secretary and/or by appointing a committee of members. The Chairman shall have the casting vote in case any issue comes up with equal votes either in the Managing committee or in the General Body, and shall discuss and settle cases on behalf of the Scheme in consultation with the Hon.Secretary.

VICE –CHAIRMAN: He shall assist the Chairman in all his duties, shall preside over Managing committee meeting and the General Body in the absence of the Chairman and shall investigate the cases directed by the Chairman.

Hon.Secretary: He shall make all correspondence, shall see the smooth functioning of the office, shall investigate the case by himself and/or in combination

with the Chairman, shall discuss and settle cases arrange meeting contact the Advocates and gather necessary particulars of the cases concerned. He shall be in-charge of the duties entrusted to him by the Managing committee of the Scheme of the chairman from time to time.

Hon.Treasurer: He shall collect the membership fees and pay damages in cheques signed by him and the Ho..Secretary he shall maintain the day to day accounts of the Scheme and present the audited accounts to the Managing Committee and General Body.

Joint Secretary: He shall assist the Hon.Secretary in carrying out his official duties and shall act as Hon.Secretary in his absence.

District Co-ordinator: He shall supervise the functioning of the schemes in his Revenue District and shall act as a liason officer between the Managing committee and the Members of the Scheme. When an incident occurs in any place in his district, he will immediately go and enquire about the incident and report the details to the Managing Committee through the zonal chairman. He shall also be in charge of the duties entrusted to him by the chairman and Hon.Secretary from time to time.

16. GENERAL BODY

The General Body of the Scheme shall consist of all members of the scheme and shall meet ordinarily once in a year

The amendment of the bye laws can be made only at the General Body Meeting of the members with three-fourth majority.

Notice of 21 days shall be given for holding a General Body Meeting.

The Quorum for the general meeting shall not be less than 25% of the total current membership in the registers on that day. All the decisions shall be made by a simple majority except those specifically provided here in.

A non quorum meeting shall be adjourned for 15 minutes and shall subsequently proceed to transact the business as per the agenda only. Two-third majority shall pass all the decisions taken at such meetings.

17. INTERNAL AUDITING COMMITTEE

The Managing Committee shall appoint an Internal Auditing Committee, which shall consist of not less than 3 members.

Chairman and 2 members by election.

18. PROTECTION AND DAMAGES PAYABLE BY THE SCHEME

For claims upto Rs.10,000/- the chairman or the Hon.Secretary can investigate the case and settle the same with the knowledge or the other.

For claims above Rs.10,000/- and upto Rs.25,000/-the chairman and the Hon. Secretary jointly shall investigate and settle the case.

For claims above Rs.25,000/- and upto Rs.1,00,000/-a sub committee shall be constituted, Who shall study, investigate and settle the case. Sub-committee will be the Chairman Hon.Secretary, Finance secretary & Legal committee Chairman

For claims exceeding Rs.1,00,000/- a sub-committee shall be constituted who shall study, investigate and report to the Managing committee who shall settle the case.

The Amount of Compensation Rs.5 Lakhs / 10 Lakhs in a block of 5 years according to the subscriptions

The financial assistance extended to the members of the Trust shall be limited to the cost of litigation only.

The compensation on damages shall be confined only to cases filed in the courts and decided by the courts. Under normal circumstances the trust shall not award compensation in cases where settlement are reached out of court. Under extra ordinary circumstances, if deemed fit by the Managing Committee, a case can be settled out of court provided that a case has been filed and is pending, and the member accepts to bear 50% of the amount payable out of court.

If a member has effected any insurance scheme with the Government or any Institution and has also joined this scheme, the compensation payable by the scheme shall be restricted to the difference amount between the compensation awarded by the competent authority and the payment made by the Government/Institution.

The legal advisor/Advocate shall be selected as far as possible in consultation with the member involved in the case. It is optional for the members to select any advocate from the panel of Advocates formed for this purpose.

19. SURPLUS OF THE TRUST

The Scheme is a non-profit making institution.

The excess if any in the operation of the scheme shall not in any way distributed as dividend or otherwise amongst the members of the scheme. Such excess if any shall be accumulated or set apart for the furtherance of the objects of this Trust.

20. FINANCE AND ACCOUNTS

a) The funds of the scheme shall be deposited or invested in the name of the Trust in any savings or current account with any scheduled or Nationalised or Co-operative Bank, opened for this purpose, subject to the provisions of the Income Tax act, 1961, in this behalf.

b) The Trust shall invest its funds in such securities as are permitted under the provisions of the Income Tax Act, 1961, as amended from time to time.

c) The Bank accounts shall be operated by Ho.Secretary and the Hon.Treasurer.

d) The Hon.Secretary and the Hon.Treasurer shall keep or cause to be kept proper books of account with respect to all sums of money received and expended by the Trust, and of all the Assets and Liabilities of the Trust.

21. AUDIT

The accounts of the Trust shall be audited annually by a Chartered Accountant or a firm of Chartered Accountants who are qualified under the Chartered Accountants Regulations.

22. ACCOUNTING YEAR

The accounting year of the Trust shall be from 1st April of each year to 31st March following.

23. DISSOLUTION OF THE SCHEME

In case it becomes impossible to achieve the objectives of the scheme, for which it is constituted, the same may be dissolved in a general Body Meeting if the members on the register as on the date of such meeting decide by three-fourth majority.

In the event of it being so decided an extra ordinary General body meeting shall be convened to make the final settlement of the Liabilities and to collect the outstanding Assets if any.

The surplus if any arising out of such dissolution shall be handed over to Indian Medical Association, Tamil Nadu State Branch to be utilized for its charitable objects. This will be treated as final, legal and non-negotiable.

25. ELIGIBILITY FOR ELECTION

S.No.	NAME OF THE POST	NO. OF POST	ELIGIBILITY
1	Chairman	1	1. Member of PPLSSS 2. Management Committee Member for Two Periods 3. Not Eligible for Reelection for the same Post 4. Past State President & Past PPLSSS Chairman are not eligible to contest for Secretary & other Office Bearers Post
2	Vice Chairman	1	
3	Hony. Secretary	1	
4	Joint Secretary	1	
5	Treasurer	1	
6	Legal Committee Chairman	1	
7	Internal Audit Committee Chairman	1	
8	Internal Audit Committee Member	2	
9	District Coordinators		1. Should Be Completed Five Years of PPLSSS Membership. 2. Eligible for Reelection for the same Post for Maximum 3 periods. 3. Past state Presidents (IMA TNSB) are not eligible for District Coordinators Post.

Note: All Past state presidents, Past Secretaries, Past PPLSSS Chairmen & Past Secretaries are permanent invitees for Management Committee Meeting with Voting Rights

PART - XVII

FSS of IMA TNSB - Constitution / Bye Laws

FAMILY SECURITY SCHEME OF IMA TAMILNADU

1. NAME OF THE SCHEME:

Name of the scheme shall be “ **FAMILY SECURITY SCHEME OF IMA TAMILNADU STATE BRANCH**”.

2. OFFICE OF THE SCHEME:

Office of the scheme shall be situated at the place of Hony. Secretry. If the Secretary is out of Chennai, a window office to be formed in IMA State Head Quarters Building, West Tambaram, Chennai 600045.

3. COMMENCEMENT OF THE SCHEME:

The scheme was launched during the 239th state council meeting at Erode on 18th July 2004, with Dr. K. Vijayakumar as State President, Dr. T. Sadagopan as State Secretary and Dr. S. Damodaran as State Treasurer.

4. AREA OF OPERATION:

The activity of scheme shall be confined to the State of Tamilnadu.

5. DEFINITIONS:

“**Beneficiary**” shall mean the nominee of family member of the Doctor whom should be a life member of IMA TNSB and also enrolled himself/herself as a member of the family security scheme, has paid the subscription and fraternity contribution without any outstanding dues. The non- payment of outstanding dues will make the beneficiary/beneficiaries to loose the privilege of the scheme and will not be called as beneficiary/Beneficiaries.

6. AIMS & OBJECTIVES OF THE SCHEME:

(a) To provide immediate substantial financial aid to the family of the members of the FSS on his/her demise.

(b) The scheme is of the doctors, by the doctors and for the deceased doctors family who are members of the scheme.

7. ELIGIBILITY OF MEMBERSHIP:

(a) Any Life member of IMA TNSB is eligible to join the scheme.

(b) Originally the age limit is upto 70 years, now amended to 50 years.

(c) The Couple members should join the scheme separately.

8. ADVANTAGES OF FSS:

- (a) Premium is very minimum compared to any insurance scheme.
- (b) Mental satisfaction of helping one of our deceased members' family by contributing Rs.200/- to those family.
- (c) Life member upto to age of 50 can join the scheme.
- (d) No medical certificate needed for joining the scheme.
- (e) Easy settlement of death claim with minimum formalities.

9. PAYMENT DETAILS:

(i) A non-refundable deposit will be collected from members joining in the scheme according to their age.

- a. Age less than 30 years - Rs.3,000/-
- b. Age 31 to 40 years - Rs10,000/
- c. Age 41-50 Years - Rs.50,000/-

(ii) An advance amount for 50 deaths (fraternity contribution) should also be sent along with the non-refundable deposit amount as noted above. After the 50 deaths, again Rs. 200/death will be collected as further advance amount to be paid after exhaustion of the previously collected advance to be paid for another 20 forthcoming deaths.

(iii) For all payments only DD is entertained. No cheque will be accepted by the FSS office. DD should be taken in favour of Family Security Scheme of IMA TNSB payable at the Secretaries Office (where FSS account is maintained).

10. PROCEDURE FOR ENROLLMENT:

1. Life members of IMA will have to apply in the prescribed application form, which can be obtained from the local branch / State Branch / from the scheme office / from News Bulletin of IMA TNSB.
2. The Membership comes to existence only when the office receives DD and cash and receipt is made to that effect.
3. Enrolment of members will be done by the office only when the duly filled application form along with non refundable deposit, Advance Fraternity Contribution amount, IMA life membership certificate and date of birth proof are received from the members.
4. The photos of the applicant and nominees in the prescribed application form and it should be forwarded through the Secretary of the local IMA Branch.

11. TERMINATION OF MEMBERSHIP:

- (a) For providing wrong information
- (b) Non payment of fraternity contribution even after reminder registered show cause notice
- (c) After termination, not eligible to join any other schemes of FSS.

12. WHY ADVANCE CONTRIBUTION:

- To make payment to nominee of the deceased member without any delay.

13. DEATH FRATERNITY CONTRIBUTION:

- (a) Every member of the scheme has to pay a death fraternity contribution of Rs. 200/- in the event of death of a member of the scheme.
- (b) If any member not sending the fraternity contribution even after reminder, then his / her membership will be automatically cancelled.
- (c) Members will be informed about the fraternity contribution payment by individual notice.
- (d) The nominee will get the benefit due to natural death, suicidal, homicidal and accidental deaths.
- (e) Shall arrange meetings conduct legal cases and also carry out all the duties entrusted to him by Management committee.

14. AMOUNTS TO BE PRODUCED IN CASE OF DEATHS OF A MEMBER:

- The fraternity amount will be Rs. 200 x No. of members enrolled in the Scheme on the day of death of a Member. No amount will be sanctioned for any cause except after death of member for which the Scheme is started.

15. DOCUMENTS NEEDED FOR CLAIM:

- (a) Original FSS membership certificate
- (b) Attested copy of death certificate obtained from Panchayat, Municipality or Corporation.
- (c) Request letter from the 1st nominee to sanction the amount, which must be sent through the local branch Secretary.
- (d) All the documents should reach the office through local branch IMA secretary only.

16. IF NOMINEE / NOMINEES AND THE MEMBER DIES, WHO WILL GET THE DFC?

- (a) Payment will be made to Nominee.

(b) He / She should produce legal heir Certificate obtained from the appropriate authority.

(c) The fraternity contribution will be given only to the first nominee and the scheme office at no time will divide and settle the amount amongst the nominees.

SALIENT FEATURES OF THE SCHEME

17. WINDOW PERIOD:

(a) The scheme is operable only after one year of becoming the member of the scheme, i.e. a member joining the scheme, if he/she die earlier than 360 days of joining, no fraternity contribution will be given to their families except accident death.

(b) Till the management Committee and GBM of FSS discusses elaborately and decides about the fraternity contribution after consultation with leading auditor about the merits and demerits of changing the amount, then only the fraternity contribution will be reduced or altered with 3/4th majority in management committee and 3/4th majority in the General Body Meeting present for the meeting.

18. WHO WILL RUN THE FAMILY SECURITY SCHEME:

The scheme will be run by FSS Scheme members and Management Committee of FSS. IMA TNSB through FSC, SCM, GBM will supervise the scheme.

19. DUTIES AND RESPONSIBILITIES OF THE OFFICE BEARERS:

CHAIRMAN :

1. will be the Chairperson for all the meetings conducted by the FSS.
2. will be the Chairperson for the General Body Meeting / Ordinary / Emergency Meeting / Extraordinary Meetings / Management Committee Meeting.
3. shall guide and control the activities of the scheme.
4. any disputes will be dealt by the Chairman with the help of the Management Committee.

SECRETARY:

1. shall make all the correspondences.
2. shall see the smooth functioning of the office.
3. shall investigate the claims by himself or with Chairman and settle the claims.
4. shall arrange meetings, conduct legal cases and also carry out all the duties entrusted to him by the committee.

TREASURER (Finance Secretary):

1. shall collect the membership fees, FC accounts.
2. shall maintain day to day accounts of the scheme.

3. shall sign the Cheque along with the Secretary
4. present the audited accounts to the Management Committee, General Body Meeting & FSC.

VICE CHAIRMAN:

1. in the absence of the Chairman, the Vice Chairman will preside over the meetings.
2. shall supervise the functioning of the Scheme Office.

JOINT SECRETARY:

1. shall assist the Secretary of the Scheme to run scheme smoothly .
2. in the absence of the Secretary, he/she shall discharge the duties of the Secretary till such time the alternate arrangements are made.

20. MANAGEMENT COMMITTEE:

1. EX – OFFICIO MEMBERS:

Management Committee will consist of the State President, State Secretary and State Past Treasurer, Immediate Past State President, Immediate Past State Secretary, Immediate Past State Treasurer of FSS and also the State President Elect, State Secretary Elect and State Treasurer elect as ex officio members of the management Committee.

Past Presidents, Secretaries are permanent invitees with voting rights.

2. ELECTED MEMBERS:

The Management Committee of FSS Scheme of IMA Tamil Nadu will be consist of the elected Chairman, Vice Chairman, Secretary, Joint Secretary, Treasurer and the Management Committee members elected by the members of each Revenue District. Past State Presidents cannot contest for the Management Committee, they are the permanent members with voting rights.

3. MANAGEMNT COMMITTEE MEETING:

1. Management Committee Meeting will be conducted 4 times a year preferably a day prior to the State Council Meeting with at least 7 days prior notice.

2. Non-attendance by a member of the management committee meeting for 3 consecutive meetings without valid reasons will be disqualified from the membership of the Management Committee.

3. The Management Committee can call for an extraordinary General Body Meeting when required.

4. The Management Committee can receive, discuss, amend or approve the accounts submitted by the Scheme Secretary.

5. The decision of the Management Committee will be final in case of any controversy which arises. TA/DA eligible for the Management Committee Members.

6. There will be one Management Committee Member for every 300 members.

21. EMERGENCY MANAGEMENT COMMITTEE:

The Honorary Secretary of the scheme in consultation with the Chairman can convene an emergency / extraordinary meeting to transact any business with 24 hours notice if necessary. If 1/3rd of the Management Committee members request for Management Committee Meeting then it can be convened.

22. POWERS OF THE OFFICE STATE BEARERS :

1. The President of the state IMA as a customary will inaugurate the FSS Scheme General Body and Management Committee meeting and shall hand over to conduct the meeting to the Chairman of FSS, who in turn will request the President-IMA to give the conclusion address.

2. The Chairman of the scheme will preside over the Management Committee Meeting and General Body meeting of the scheme. The Chairman shall have the voting right in case any issue comes up with equal votes in the Management Committee meeting or General Body meeting.

3. The Finance Standing committee of IMA TNSB shall verify all the accounts of the scheme and give its report to the State Council Meeting and General Body meeting of IMA TNSB.

23. ELECTION OF OFFICE BEARERS:

1. The election will be conducted by the Election Commission of IMA TNSB.

2. The office bearers shall be elected only from the members of the FSS.

3. The tenure of Office shall be for 2 years.

4. Only the Family Security Scheme members are eligible to vote.

5. The election shall be online voting.

6. Election notification will be given in the "TIMA" newsletter with the required time frame

7. All the posts are for one term only. They are not eligible to contesting again for the same post(Chairman, Secretary & Treasurer), except for the post of Management Committee Member for which a members for 3 terms.

24. ELIGIBILITY OF THE CANDIDATES:

CHAIRMAN:

- a) Must be a member of FSS, Past President, Past Secretary, Past Treasurer
- b) Life member for 20 years in IMA
- c) Management committee member for 2 terms.
- d) Should remit a non refundable deposit of Rs.10,000/-

VICE CHAIRMAN:

- a) Must be a member of FSS
- b) Life member for 10 years in IMA
- c) Management committee member for 2 terms
- d) Should remit a non refundable deposit of Rs.5,000/-

SECRETARY:

- a) Must be a member of FSS
- b) Life member for 10 years in IMA
- c) Membership in FSS atleast 5 years
- d) Should remit a non refundable deposit of Rs.5,000/-

JOINT SECRETARY:

- a) Must be a member of FSS
- b) Membership in FSS for 5 years
- c) Should remit a non refundable deposit of Rs.3,000/-

25. TREASURER NOMINATED BY THE SECRETARY AND CHAIRMAN AND FROM SECRETARIES PLACE FOR ADMINISTRATIVE REASONS.

- a) Must be a member of FSS
- b) Life member of IMA for 5 years
- c) Membership in FSS atleast 3 years.
- d) Should remit a non refundable deposit of Rs.3,000/- after nomination by the Secretary in consultation with the Chairman in the same Revenue branch.

26. MANAGEMENT COMMITTEE MEMBERS

- a) Must be a member of FSS
- b) Life member for 10 years in IMA
- c) Membership in FSS at least 2 years

- d) Should belong to the zone for which he/she contests
- e) He/She will be elected by the members in the zone by online/postal ballot
- f) Should remit a non refundable fund of Rs. 1000/-
- g) The non refundable deposit amount should be deposited in FSS fund and the expenditure of the election will be reimbursed to the State Office.

27. GENREAL BODY MEETING

- a) The General Body Meeting of the FSS shall consist of all members of the scheme and shall meet once in a year preferably along with the State annual conference.
- b) The amendment of the Bye Law can be made only at the General Body meetings with 3/4th majority of the members present, with 21 days notice should be given for the GBM.
- c) The quorum for GBM shall not be less than 1/3 of the total current membership
- d) Non-quorum meeting shall be adjourned for 15 minutes and shall subsequently proceed to transact the business as per the agenda only. 2/3rd majority shall pass all the decisions at such meetings. 2/3rd majority of GBM is needed to pass resolution. 3/4th majority of GBM is needed to pass an amendment and those who attend the meetings.
- e) General Body notice will be given through TIMA News and not individually with required time frame except Emergency General Body Meetings.

28. FINANCE AND ACCOUNTS

- a) The funds of the scheme shall be deposited or invested in the name of the scheme in any savings or current account with any scheduled or nationalized bank opened for this purpose.
- b) The bank account shall be operated jointly by the Hony. Secretary and Hony. Treasurer jointly.
- c) The Hony. Secretary and the Hony. Treasurer shall keep proper books of accounts with respect to all the money received and the expenditure made by them. They shall keep all the documents related to all the assets and liabilities of the scheme.

29. ADMINISTRATION

The Hony. Secretary of Family Security Scheme with the help of the Staff Members shall conduct day to day administration of the Scheme under the supervision of the Management Committee.

30. AUDIT

- a) The accounts of the scheme shall be audited annually by a Chartered Accountant or a firm of Chartered Accountant who are qualified as per the Chartered Accountant regulations.

b) Internal audit committee Chairman & Two members audit once in three months before the State Council Meetings.

31. ACCOUNTING YEAR

The accounting year of this scheme shall be from 1st April of each year to 31st March the following year.

32. FSS CERTIFICATE AND NOMINEE

a) All registered members will be issued a certificate as soon as possible after their enrollment giving the details of the nominee and address etc.

b) The change of address must be intimated to the office immediately.

c) To change the nominee, the original FSS certificate and a letter to that effect must be sent to the office and necessary change will be made and a fresh certificate will be issued by the office.

33. DISSOLUTION OF THE SCHEME

a) In case it becomes impossible to achieve the objective of the scheme, the same may be dissolved in a General Body meeting with 3/4th majority as per the register.

b) The surplus amount arising out of the dissolution shall be handed over to the Indian Medical Association, Tamil Nadu Branch to be used for its purposes.

c) In case of any dispute, legal Jurisdiction shall be at the place of function of the FSS office.

34. INCOMING OFFICE BEARERS

The elected new office bearers will take over the movable and immovable properties from the previous office bearers in the presence of the State President/ State Secretary, IMA TNSB..

35. DISTRICT CO-ORDINATOR

a) Must be a member of FSS for at least 2 years

b) Must be a IMA Life member for 2 years

c) Should contest from the same revenue district and

d) Should remit a non refundable deposit of Rs.1,000/-

e) Each revenue district will have one district coordinator post for every 300 members from a district

f) If any district co-ordinator / office bearer not attending more than 3 Management Committee Meeting continuously will be disqualified.

FAMILY SECURITY SCHEME - TRUST DEED

This deed of the declaration of the trust executed on 3rd day of April 2017.

NAME OF THE SCHEME:

Name of the scheme shall be “ **FAMILY SECURITY SCHEME OF IMA TAMILNADU STATE BRANCH**”.

OFFICE OF THE SCHEME:

Office of the scheme shall be situated at the place of Hony. Secretary. If the Secretary is out of Chennai, a window office to be formed in IMA State Head Quarters Building, West Tambaram, Chennai 600045.

BOARD OF TRUSTEES:

1. Dr. K. Vijayakumar, Marthandam
2. Dr. T. Sadagopan, Vellore
3. Dr. S. Damodaran, Vellore
4. Dr. K. Prakasam, Salem
5. Dr. T. N. Ravisankar, Chennai
6. Dr. N. Mohandas, Thanjavur
7. Dr. P. Ramakrishnan, Trichy
8. Dr. J. A. Jayalal, Marthandam
9. Dr. R. Gunasekarn, Trichy
10. 10. N. Muthurajan, Chennai
11. Dr. K. Thangamuthu, Pollachi
12. Rotation Trustee- Dr. P. K. Kesavan, Vellore

Immediate Past Chairman and Secretary are rotation Trustees of the Scheme.