



INDIAN MEDICAL ASSOCIATION
TAMILNADU STATE BRANCH

CONSTITUTION

RULES & BYE-LAWS

Revised - September 2022



INDIAN MEDICAL ASSOCIATION

TAMILNADU STATE BRANCH

OFFICE BEARERS / CONSTITUTION AMENDMENT COMMITTEE MEMBERS - 2022



Dr. R. Palaniswamy
State President



Dr. N.R.T.R. Thiagarajan
Hony. State Secretary



Dr. S. Kanagasabhapathy
CAC - Chairman



Dr. P. Ramakrishnan
Imm. Past State President



Dr. J.A. Jayalal
Imm. Past National President



Dr. C.N. Raja
National Vice President



Dr. T. Senthamil Pari
State President Elect - 2022



Dr. K.M. Abul Hasan
State President Elect - 2023



Dr. V.N. Alaga Venkatesan
State Finance Secretary



Dr. N. Mohandas
Past CAC Chairman



Dr. K. Prakasam
Past St. President & CAC Member



Dr. R.V.S. Surendran
Past St. President & CAC Member



INDIAN MEDICAL ASSOCIATION
TAMILNADU STATE BRANCH

CONSTITUTION

RULES & BYE-LAWS

Revised - September 2022

Secretariat :

IMA STATE OFFICE

IMA Tamilnadu State Hqrs Building, Doctors Colony,
Via - Bharathi Nagar First Main Road,
Off. Mudichur Road, Tambaram (W), Chennai - 600 045.
Cell : 908 718 0123. E.mail : imatamilnadu@gmail.com

Content

PART	TOPIC	PAGE NUMBER
PART - I	Memorandum of the Association	5
PART - II	Constitution, Rules & Bye Laws of the Association	8
PART - III	State Office & Membership	10
PART - IV	Local Branches	14
PART - V	Functioning of the Association	18
PART - VI	Term of Office of State Bearers of IMA Tamilnadu State Branch	28
PART - VII	Wings, Schemes and Standing Committees	30
PART - VIII	Procedure of the State Council	38
PART - IX	Duties and Responsibilities of the State Office Bearers & Wings	44
PART - X	Election of the Office Bearers	48
PART - XI	Funds, Investments etc	65
PART - XII	IMA TN State Medical Conference	69
PART - XIII	IMA NHB - Constitution / Bye Laws	81
PART - XIV (A)	PPLSSS of IMA TNSB - Constitution / Bye Law	92
PART - XIV (B)	Hospital Protection Scheme of PPLSSS of IMA Tamilnadu	105
PART - XIV (C)	Family Benefit Scheme of PPLSSS of IMA Tamilnadu	107
PART - XV (A)	Family Security Scheme I - Constitution / Bye Laws	109
PART - XV (B)	Family Security Scheme II - Constitution / Bye Laws	119

MEMORANDUM OF THE ASSOCIATION

- I. NAME
- II. SHORT TITLE
- III. OBJECTS
- IV. JURISDICTION
- V. OFFICE
- VI. MODUS OPERANDI

I. NAME

The Name of the Association shall be “INDIAN MEDICAL ASSOCIATION, TAMIL NADU BRANCH” (Under Indian Medical Association, Head Quarters, New Delhi).

II. SHORT TITLE

The Indian Medical Association, Tamilnadu Branch shall be referred to in short form as “IMA TNSB”.

III. OBJECTS

The objects 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, to protect the honor & dignity, to uphold the interests of the Medical profession, to promote fellowship and Cooperation amongst the members thereof.
3. To participate in National Health Care programs 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. In case of natural calamity in the state, IMA will stand with the Government and render Medical services to the people of Tamilnadu and India.
4. To protect the interests of its members and their families by various means including legal so that they are able to practice with peace of mind, their health taken care of and their families protected against any catastrophe.

IV. AREA OF JURISDICTION

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

V. OFFICE :

The Registered Office shall be IMA Head Quarters Building, Doctors' Colony, Via- Bharathi Nagar first Main Road, Off: Mudichur Rod, Tambaram west, Chennai-600 045.

IMA TNSB executive office shall be – at where the Hony. State Secretary is elected.

VI. MODUS OPERANDI

For the attainment and furtherance of these objects, the Association shall:

1. Hold periodical meetings, Medical Education Programs, Conferences, Lectures, discussions, demonstrations, exhibitions etc., of the medical and allied sciences.
2. Publish and circulate Journals, E journal etc. which shall be the official organs of the Tamilnadu State Branch specially catering to the needs of the Medical Profession and the programs 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.
3. Setup / maintain official website for all communications, information, awareness creation, etc for the benefit of members and public. Any information in the website is considered Official.
4. Maintain an association office, Audio Visual aids and a Library for its Members.
5. Encourage research in the Medical and allied sciences with grants out of funds of the Tamilnadu State Branch, 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 and the Government as the case may be 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, newspapers, periodicals, instruments, fittings, appliances, apparatus, transport vehicles and buildings for accommodation as and when deemed necessary or desirable in the interest of the IMA 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 colleges / institutions for training Nursing and Para Medical personal.

**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, New Delhi 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 or any other branch approved by the State office.
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	:	1 st January to 31 st December
Financial year	:	1 st April to 31 st March.

11. "HEAD QUARTERS" means the HEAD QUARTERS 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 & BYE – LAWS" means Rules & Bye-Laws of IMA Tamilnadu State Branch.
14. "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 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.

Amendments of Constitution Bye laws must be in accordance to the Constitution of IMA HQs. Amendments are done through the Constitution amendment committee and approved by the State Council and the General Body of IMA TNSB. Amended Constitution must be forwarded to IMA HQs. for an approval of the CWC. Any issue which cannot be resolved by referring to the IMA TNSB Constitution and bye laws or IMA National Headquarters Constitution will be taken up by the Constitution Amendment Committee for resolving the issue.

15. JURISDICTION : The jurisdiction of the Indian Medical Association, Tamilnadu State Branch shall extend to all the Districts constituting the State of Tamilnadu only.
 1. NHB - Nursing Home Board
 2. PPLSSS - Professional Protection Linked Social Security Scheme
 3. FBS - Family Benefit Scheme
 4. HPS - Hospital Protection Scheme
 5. FSS - Family Security Scheme I & II
 6. CGP - College of General Practitioners
 7. AMS - Academy of Medical Specialties
 8. WDW - Women Doctors Wing
 9. JDN - Junior Doctors Network
 10. MSN - Medical Students Network
 11. Any other scheme envisaged in future, subject to approval by the State Council.

STATE OFFICE & MEMBERSHIP

1. STATE OFFICE
2. ELIGIBILITY OF MEMBERSHIP
3. REGISTER OF MEMBERS
4. CLASSIFICATION OF MEMBERS.
 - a. Life Members only.
 - b. Direct Members : Henceforth, no more direct Life Members shall be admitted by the State Branch.
 - c. Junior Doctors Network
 - d. MSN through online
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 Registered Office shall be IMA Head Quarters Building, Doctors' Colony, via Bharathi Nagar, First Main Road, off: Mudichur Road, Tambaram West, Chennai-600 045.

IMA TNSB Executive Office shall be where the Honorary State Secretary is elected.

2. ELIGIBILITY OF MEMBERSHIP :

Any person duly qualified to practice Modern Medicine and has been registered as a Medical Practitioner with the Tamilnadu State Medical Council or any other State Medical Council under the Indian Medical Council Act / National Medical Commission, 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, e-mail ids, mobile numbers, Aadhar number & father's name (in the case of married Lady members, it is Husband's name), Photograph and Addresses kept up to date. The Register shall be maintained branch wise.

4. CLASSIFICATION OF MEMBERS :

Members shall be classified as Life Members only. There are a few Direct members already registered. Direct members are no more accepted.

- 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. Branches are permitted to collect an amount as branch share. Doctor couple can join as Couple members with concessional membership fees. They will be treated as two individual members for the all other purposes.
- b. **Direct Member :** (already enrolled Direct Member - **No more done**)
When they change their place of practice / residence to a place where IMA local branch is functioning, the members shall join that branch by paying the membership amount fixed by that branch and they will be automatically relocated to that branch through the State Branch.
- c. **Junior Doctors Network :** Individual membership fee is Rs. 10000/-, can be paid in 5 yearly installments. One can join IMA JDN through online: <http://www.ima-india.org/jdn>
- d. **Medical Students Network :** Membership fee will be a one time payment of Rs. 500/-. One can join IMA MSN through online: <http://www.ima-india.org/msn>. The whole entrance fee will be credited to IMA MSN National Account from which upto 50% can be spent to the local College MSN Unit activities and 25% to State MSN units and 25% to National MSN unit activities on receipt of report of activities and accounts.

5. PRIVILEGES OF MEMBERS :

- a. 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.
- b. 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.
- c. All members are entitled to receive copies of IMA HQs. Journal. State Office & Local Branch Bulletin for that Branch Members.
- d. 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.

- e. All members shall enjoy any other privilege that may herein after be conferred by the Association.
- f. Eligibility to utilize Tamilnadu IMA Guest House as per guidelines and also IMA Headquarters Guest House at New Delhi, other State Guest Houses and Guest Houses at the branches with prior booking and payment of required fees. The guests are liable to pay for any damages caused by them that may occur during their stay.

6. TERMINATION OF MEMBERSHIP :

- a. 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.
- b. Membership may be terminated by removal of name on the ground of undesirable conduct, anti-Association activities and proved financial irregularity after obtaining termination acceptance from the Headquarters; the member(s) may be put under suspension with immediate effect either on recommendation of the Local branch or Suo motto by the State Office, pending confirmation of termination from the Head Quarters.
- c. By removal of one's name by Tamilnadu Medical Council on the ground of conviction in a court of Law.
- d. 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.
- e. By death.

7. RE-ADMISSION OF SUSPENDED MEMBER :

- a. A Member whose name has been removed may be Re- admitted on fresh application made by him after Re-admitted by the Tamilnadu Medical Council when conviction is set aside by the court. Such re-admitted members will be considered as regular members. All their past experiences and attendance in Meetings will be considered or taken into account for the purpose of seniority.
- b. Re-instatement of a suspended member (suspended by State Office on disciplinary / financial irregularities / pending legal issues) shall be done only after a request by the suspended member through the General Body Meeting convened by the branch he / she belongs to duly ratified by the State Council. The readmitted member will lose is his / her original seniority and all benefits.

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 31st March.

9. COMPILATION OF LIST OF VALID MEMBERS FOR THE YEAR :

Updation shall be done every year taking into consideration, new members, deleted members and existing members.

The Hony. Secretary of the Local Branch shall send one copy of the Address list to the State Office after incorporating Name corrections / Deletions / change of Address / mobile number (with connectivity) of individual member / Personal email id of individual member / Aadhar number, father's name (in the case of married lady member, it is her Husband's name), Photograph / Transfers / Omissions / Missing Names etc., by 15th February of every year and to retain the other copy at the local Branch office file.

LOCAL BRANCHES

1. LOCAL BRANCHES
2. FORMATION OF LOCAL BRANCHES
3. SUBSCRIPTIONS AND HEAD QUARTERS FUND CONTRIBUTION (H.F.C)
4. DUTIES AND RESPONSIBILITIES 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 New Life Members may form themselves into a local Branch who reside, practice or employed in a place or a particular 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. (Membership Application)
- 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 exists and is functioning, such New Branch shall be floated only by 20 New Members of that area. No breakaway group or members of the existing local branch shall be eligible to form a New Branch.

When the new branch is formed, name of the area to which the branch belongs should be mentioned next to the word IMA.

The State office will place the proposal before the forthcoming State Council Meeting for approval. After the State Council's approval, the State Branch shall forward

its recommendations along with the copy of the resolution, names of the office Bearers, 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 HEADQUARTER'S FUND CONTRIBUTION (H.F.C.)

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

Every Local Branch shall pay Headquarters fund contribution (H.F.C.) to the State Branch and 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. for Life Members shall be increased as per the directions of IMA Head Quarters issued from time to time.

4. DUTIES AND RESPONSIBILITIES OF LOCAL BRANCHES :

1. The New Branches formed as per the Rules and Bye – Laws, shall pay the stipulated admission fee.
2. Election of Office Bearers should be conducted every year 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 the statement of accounts shall be informed to the State Branch.
3. Only those branches, which conduct elections regularly shall be considered for awards / allowed to vote in elections. Any office bearer desirous of continuing another term shall do so with an approval of their General Body for a maximum of two consecutive terms only.
4. Generally, the term of the office of the branch President is for one year only, however the branches which are having less than 200 members, where there is no nomination for the post of President, the incumbent can hold the office for one more term, ie. one more year.
5. In case of any nomination, the sitting President cannot continue for second year. The branch which have more than 200 members should conduct election yearly and elect the President. Past Presidents cannot contest for the post of President.
6. 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, their mobile numbers (with connectivity), Aadhar number, Father's name (in the case of married lady members, it is

her Husband's name), Photograph and their personal email ids; 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.

7. Members of the defuncted branch is to be accommodated by the nearby branches with an approval of the State Office / State Council.
8. Each local branch to inform the state branch the members whose names are to be deleted either on account of death, default, transfer or any other grounds. State branch will forward to IMA HQRS New Delhi after verification and necessary correction, deletion will be done at IMA HQRS data list and the same to be done at State data and branch data.
9. Local branches are to be registered as Society or Trust
10. Branches should have PAN Card separately
11. Branch e-mail id and mobile number is to be maintained without change.
12. Any amendment in the constitution of local branches are to be approved by the State Council of IMA TNSB & Central Working Committee Meeting of IMA HQs.,New Delhi
13. Each local branch should have their Rules and byelaws in coherence with the State and National bye laws binding to them. (Model local branch rules and byelaws attached to be refered).

5. TRANSFER OF MEMBERSHIP :

In case of Transfer of Membership, following 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 through the IMA Hqrs to the new branch, if there is no dues pending at 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 another 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.

The State office should intimate to IMA HQs for necessary deletion. State branch will forward to IMA HQRS New Delhi after verification and necessary correction, deletion will be done at IMA HQRS data list and the same to be done at State data and branch data.

7. SUSPENSION OF LOCAL BRANCHES:

- a. If administration of the Local Branch is not conducive to the rules and Bye-Laws of the IMA Tamilnadu State Branch, local branch may be suspended for a specific period or indefinitely by the State Council.
- b. The Local Branch found not conducting regular routine work (like conducting CMEs, sending monthly reports to the State Office, the office bearers not attending State Council Meetings, not implementing the activities of the State Office, not conducting branch election regularly etc.) shall be suspended for a specific period with the approval of the State Council; failure to rectify the above mentioned faults, dissolution of the branch may be recommended to the Headquarters through the State Council.
- c. Branches which do not abide by the norms of the State Office are not eligible for any State award and its members may not be eligible to contest in State / National election.

8. REVIVAL OF SUSPENDED LOCAL BRANCHES:

The Local Branches suspended by State Council for various reasons stated above shall be revived by the State Office with the approval of State Council after the fulfillment of the following criteria:

- a. On submission of resolution, duly passed by the General body of the suspended Branch.
- b. Full List of Members with their Names and Addresses, List of Office Bearers and the List of State and Central Council Members.
- c. Payment of stipulated revival fees of Rs. 1,000/- to IMA HQs and Rs. 1,000/- to the State Office.
- d. Suspended local branch can be revived in the State Council.

FUNCTIONING OF THE ASSOCIATION

1. Management of the Association
2. Composition of the State Council:
 - a. State Representatives
 - b. 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. Executive Committee - Composition & Power
9. Amendment to Rules and Bye-Laws
10. Validity of proceedings of Various sub – Committees
11. State Council and General Body.
12. Rules and Bye- Laws of the IMA Tamilnadu State Branch
13. Representatives to Central Council
14. 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) Imm. past State President of the State Branch
- iii) State President Elect I of the State Branch
- iv) State President Elect II of the State Branch
- v) Past State Presidents of the State Branch
- vi) Past State Secretaries of the State Branch

- vii) All the Vice-Presidents and Vice Presidents Elect of the State Branch for the particular year
- viii) Hony. State Secretary.
- ix) Hony. Joint Secretary of the State Branch.
- x) Finance Secretary
- xi) Assistant Secretaries
- xii) IMAC.G.P.
 - a) Director of Studies
 - b) Faculty Secretary
 - c) Joint Secretary - 2
 - d) CGP Representatives - 2
 - e) CGP Governing Council Member - Regular
 - f) CGP Governing Council Member - Alternate
- xiii) IMAA.M.S.
 - a) Chairman
 - b) Hony. Secretary
 - c) Joint Secretary
- xiv) IMA JDN / MSN.
 - a) Chairman
- xv) Three Representatives from PPLSSS (Chairman, Secretary and Finance Secretary)
- xvi) Three representatives from Nursing Home Board. (Chairman, Secretary and *Finance Secretary*).
- xvii) Three Representatives from Family Security Scheme (Chairman, Secretary and Finance Secretary).
- xviii) 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).
- xix) Women Doctors Wing Chairperson and Secretary.
- xx) Service Doctors Secretary
- xxi) Paramedical Wing Chairman, Secretary and Joint Secretary.
- xxii) 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 as per Rules and Bye-Laws.

3. TERM OF OFFICE OF THE STATE COUNCIL

The State Council is a perpetual body. Additions and alterations if any in the list maintained at the State Office shall be effected each year on 31st of January (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 as they deem fit.
- iii. The decision of the State Council shall be final in all matters not 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 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. It includes all the Wings and Schemes of IMA TNSB.
- 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 brings 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 ratification at the subsequent General Body.

REPRESENTATION OF LOCAL BRANCH IN THE STATE COUNCIL

The Local Branches shall have the privilege of electing 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 Hony. 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 February of each Calendar year. Final list will be placed in the Official Website then and there.

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 15th February 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 branch election on or before 15th February. 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 depute 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, conviction by a court 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 three months. One of the meetings of the State Council shall be held along with the Annual Tamilnadu Medical conference each year. The extra ordinary / special State Council on specific issue may also meet to carry out its functioning as it may deem fit and necessary, in Five days notice.

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. State Council must be conducted within Tamilnadu in four zones in rotation. The State Council Meeting may be held within 50 km from Tamilnadu boundary in exceptional cases with the prior permission of SCM. The State Council Meeting is to be hosted by the local IMA Branch / combination of few nearby branches, if not by the State Office.

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 Part VIII.

No meeting of local branches, Wings, Schemes and NHB should be conducted during the State Council Meeting, State Office function, election and other events of State IMA.

QUORUM : The quorum for the Meeting of the Ordinary, Extraordinary, Special State Council shall be FIFTY. If within half an hour or such time as decided by the President from the scheduled time, even if quorum is not present the meeting is re-convened on the requisition of members or shall be dissolved or shall stand adjourned.

6. GENERAL BODY MEETING OF THE ASSOCIATION

- i The Annual General Body Meeting of the Association will be held on or before 30th of September every year. Another General Body meeting will be held along with the Annual State Medical Conference conducted by the sitting President before the installation of new State President.

- ii. Atleast 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 100.
- iv. Matters relating to the constitutional amendments Rules and Bye-Laws shall be dealt in accordance with Section 8 hereunder.
- v. Except for special or urgent reason at the discretion of the State President, no resolution will be discussed and passed which has not been previously received at the State Office at least 4 weeks before the date of the General Body Meeting and circulated to the Branches at least 2 weeks before the said meeting.
- vi. The power of convening a meeting or adjourning the meeting shall lie with the sitting President.
- vii. Conduct of award function is to be announced through SMS / e.mail / whatapp / website.

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 an extra ordinary situation, the President can call for a Special General Body Meeting through the State Secretary.

For that meeting, 5 days 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 100. The meeting notices will be served directly or through SMS / WhatsApp / e-mail or through IMA Bulletin of Tamilnadu State Branch to local branches.

ii. QUORUM:

- I. MEETING REQUESTED BY 50% OF STATE COUNCIL MEMBERS / 50% OF BRANCHES : 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.
- II. MEETING CALLED BY STATE OFFICE : The members present, whatever the number, shall form the Quorum and shall carry on the business.

8. AMENDMENTS TO RULES AND BYE-LAWS

Proposal for alteration, or amendment to the Rules and Bye-Law shall be considered by the Constitution amendments Standing Committee and after proper scrutiny, place the proposal for amendment before the State Council for approval and for recommendation to the General Body for final approval. Constitution & Bye Laws will be reviewed once in three years.

The procedure is as follows :

Any proposal to amend the Rules or Bye-Laws shall 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 Amendments Committee for further action.

The Constitution Amendments 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 Amendments 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 of minutes of the previous meeting in the subsequent State Council.

Then, if the rule requires to be amended by the State Council only, then this will come to effect as soon as the minutes are confirmed, subject to ratification in the State Council Meeting.

For rules that require Approval by General Body:

The State Council after due consideration 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 Amendments 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 an extraordinary circumstance, the President can call for a special General Body Meeting to approve a particular rule or amendment as necessitated by the circumstances.

9. VALIDITY OF PROCEEDINGS OF VARIOUS SUB – COMMITTEES

(a) 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 of at least 7 days and circulated to all the members concerned. Such a proposal shall be submitted to the Constitution Amendments 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 with an approval from majority of its members.

10. 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 Amendments committee.

11. 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 15th February shall form 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 thereof. 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 15th February shall be sent by each local Branch, so as to reach the Headquarters through the State Branch before that time.

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, mobile numbers (with connectivity), Aadhar number, father's name (incase of married Lady members- it is Husband's name), photo and personal e-mail ids to the State Branch soon after the Election. The Local Branches shall (may) also remit the required contribution in respect of the members attending the meeting of the Central Council of the IMA Headquarters.

The local branches should send the audited accounts and list of assets every year to the State Branch for records before AGM held in September.

12. 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 *three* representatives shall be the State President, State President Elect and Hony. State Secretary. The other Central Working Committee Members are to be elected by the State Council Members of IMA TN. The scale of representation on the Central Working Committee including the Ex-Officio of the State shall be as follows:-

1-1000 – One Representative

For every additional thousand or part thereof members, one more representative-CWC members number is increased.

CRITERIA FOR ALTERNATE MEMBERS:

President and Secretary shall nominate from among,

- i. Finance Secretary
- ii. Past Presidents

- iii. List of candidates to CWC election based on the number of votes the member polled
- iv. State Office bearers as per State President's discretion.

13. EXECUTIVE COMMITTEE:

Executive Committee includes all the elected state office bearers, including Wings and Schemes of the state including CWC Members, Past Presidents and Past State Secretaries. This will not include District Coordinators of Wings & Schemes or Standing Committee Chairmen and members.

DUTIES :

An Executive Committee has been formed for State office bearers to assemble in short notice, in lieu of a full-scale General Body and State Council and decide on pressing issues subject to final approval of the State Council and presented to General Body later for confirmation.

President shall have the power to convene and conduct an Executive Committee Meeting. The State Secretary and his office helps in calling for the meeting, arrangements, venue and time.

14. PAST STATE PRESIDENT AND STATE SECRETARY COUNCIL- Shall have its own bylaws, shall advise the state office on vital issues.

15. ELECTION TRIBUNAL : Election Tribunal President and 2 immediate past presidents with retrograde seniority.

16. No member should go to Court directly, without utilizing avenues of the IMA.

17. Any meeting of IMA conducted by Virtual mode also is considered official

TERM OF OFFICE OF STATE BEARERS OF 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 for the year
- ii) Imm. past State President of the State Branch
- iii) State President Elect of the State Branch
- iv) Past State Presidents of the State Branch
- v) Past State Secretaries of the State Branch
- vi) 4 Vice-Presidents of the State Branch for the particular year
- vii) Hony. State Secretary.
- viii) Hony. Joint Secretary of the State Branch.
- ix) Finance Secretary
- x) Assistant Secretaries - 2. One nominated by the State President from his place every year. Other nominated by the Hony. State Secretary from his place every two years.
- xi) IMAC.G.P.
 - a) Director of Studies
 - b) Faculty Secretary
 - c) Joint Secretary - 2
 - d) CGP Representatives - 2
 - e) CGP Governing Council Member - Regular
 - f) CGP Governing Council Member - Alternate

- xii) IMA A.M.S.
 - a) Chairman
 - b) Hony. Secretary
 - c) Joint Secretary
- xiii) PPLSSS, Chairman, Secretary & Finance Secretary
- xiv) FSS Chairman, Secretary & Finance Secretary
- xv) NHB Chairman, Secretary and Finance Secretary.
- xvi) Chairman Election Commission.
- xvii) Chairman – JDN / MSN
- xviii) Women Doctors Wing Chairman & Secretary.
- xix) Service Doctors Wing Secretary
- xx) Paramedical Wing Chairman, Secretary and Joint Secretary

3. TERM OF OFFICE

1. State 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 / Vice President for more than one term (One year).
 - ii. No member shall hold office as Hony. State Secretary for more than one term (2 years).
 - iii. No member shall hold office as Finance Secretary for more than one term (2 years)
5. Joint Secretary – 2 Years
6. Asst. Secretary – President Place – 1 Year ,
Secretary Place – 2 Years

WINGS, SCHEMES AND STANDING COMMITTEES

1. Wings of IMA Tamilnadu State Branch.

- i. IMA College of General Practitioner State Faculty
- ii. IMA Academy of Medical Specialties – State Chapter
- iii. IMA TNSB Women Doctors Wing
- iv. IMA TNSB Service Doctors Wing
- v. IMA TNSB NHB Wing
- vi. IMA TNSB Paramedical Wing

2. Schemes of IMA Tamilnadu State Branch.

- i. PPLSSS
- ii. FBS
- iii. HPS
- iv. FSS 1 & 2

3. Standing Committees

- i. Finance Standing Committee.
- ii. Building Committee
- 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. Blood & Organ Donation Committee
- xii. Membership Committee
- xiii. Election Commission
- xiv. Insurance Committee
- xv. Crisis Management Committee
- xvi. Legal Committee

- xvii. Trauma Care Committee
- xviii. Aao Gaon Chalen
- xix. Property Acquiring and Maintenance Committee.

The incumbent president shall add a few committees during his/her tenure based on his/her vision for the year.

WINGS OF IMA STATE BRANCH

Directly administered by the State Office and managed by Independent office bearers. The IMA carries various activities for the members through its various wings and schemes. If a member cancels his IMA Primary Membership, he/she automatically loses membership in the wing and all its bodies.

- 1. IMA TNSB Women Doctors Wing
- 2. IMA TNSB Service Doctors Wing
- 3. IMA Paramedical Wing

WING & SCHEMES WITH CONDITIONAL FINANCIAL AUTONOMY, BUT ANSWERABLE TO STATE COUNCIL / EXECUTIVE COMMITTEE / GENERAL BODY.

- 1. Nursing Home Board (NHB)
- 2. a. Professional Protection Linked Security Scheme (PPLSSS)
 - b. Family Benefit Scheme of PPLSSS
 - c. Hospital Protection Scheme of PPLSSS
- 3. a. Family Security Scheme I (FSS I)
 - b. Family Security Scheme II (FSS II)

The above Wings and Schemes shall have their own internal auditing and present the same to the State Council for ratification. The Chairman and members of the audit committees for schemes shall be elected through elections conducted by the State Office along with elections to other state posts.

1. WINGS UNDER CENTRAL IMA:

- a. College of General Practitioners
- b. IMA Academy of Medical Specialties
- c. Service Doctors Wing
- d. Women Doctors Wing
- e. IMAJDN
- f. IMAMSN

As a rule, the IMA CGP and IMA AMS both being centrally administered wings will follow the central pattern of rules suggested by Central IMA and will be under the control of the state office.

a. College of General Practitioners

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

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 Head quarters. There will be State Faculty under it's jurisdiction and Sub-Faculties with a minimum of 50 C.G.P. Members. Sub Faculties are formed at branch level.
- ii. The C.G.P. fees per annum and for life member is 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. Director of Studies shall be elected by an online election process by the State Council members.
- v. IMA Faculty Secretary shall be elected by State Council members by an election process and shall maintain the Faculty Office.
- 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 will pay the central IMA and the Sub-Faculty will pay the state office 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. Honorary Fellowship is awarded to eligible members on payment of prescribe fees.

b) IMA Academy of Medical Specialties – 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 H.Qs.

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 through an online election process.

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

c) IMA WOMEN DOCTORS WING : IMA Lady Doctors are eligible to become the members this wing and will have one Chairperson and One Secretary elected by the State Council by an online election process to administer this scheme.

d) IMA TNSB SERVICE DOCTORS WING : The State Council will elect One Secretary to represent the service Doctors by an online election process.

e) IMA MSN : To sensitize the students in Medical college of modern medicine, about IMA and its activities with an aim to enroll them as a member of IMA in future. To helps and guide them regarding future prospect in medical career, education, ethics, research and employment avenues. To help and guide them to intervene if any problem arises during their educational career.

f) IMA JDN : To be the National Voice of all the Junior Doctors of the country, to support and solve Junior Doctors issues like work place challenges, job opportunities and violence against them. To play a pivotal role in IMA's efforts to solve problems in NMC, CPA etc, to take up new demanding challenges like Medical entrepreneurship, promoting research, leadership development and exchange programmes with other countries. To efficiently connect all junior Doctors through social media with online job portal, IMA PG SATHI and social medical conclaves. To survey and convey the opinion of Junior Doctors on variety of issues we have IMA JDN ONLINE SYRVEY PORTAL.

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 State Branch 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.

SCHEMES OF THE IMA TAMILNADU STATE BRANCH

Autonomous Units (schemes) under TNSB Control: -

Self-Financing / Self Controlled schemes (Units) with conditional financial autonomy, but answerable to State Council, Executive Committee General body and to IMA 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 State President, State Secretary and State Finance Secretary 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 Life member of IMA. Non-members of IMA do not have right to be the members of the units or schemes.
- They have separate Management Committees, District level Coordinators and conduct General Body Meeting of their members.
- They have their set of rules and bye-laws passed by their General Body, but within the framework of the constitution of IMA TNSB. Their bye-laws will be submitted to the constitution committee, in turn to the State Council / GB for approval.
- They manage their own accounts and are answerable to the concerned members of their schemes: they submit IT returns separately (except NHB) and manage their Legal requirements. Their accounts go through internal audit and later external audit-the internal audit is done by members of Audit Committee who get elected by online through their members: the external audit is done by a qualified auditor.
- They pay the mother body-IMA a royalty amount (fixed from time to time by state IMA) for every new member joining the Wing / Scheme.
- At the same time, they are created for the welfare of the IMA members and reports of 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. President Elect will be the Chairman of FSC.

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

1. NHB (Nursing Home Board)
2. PPLSSS (Professional, Protection Linked Social Security Scheme of IMA Tamilnadu).
3. HPS (Hospital Protection Scheme)
4. FBS (Family Benefit Scheme)
5. FSS (Family Security Scheme I & II)

NURSING HOME BOARD

The Life member of IMA having a Hospital / Nursing Home / Day care center pay their own subscription periodically (fixed from time to time) to become members of NHB. They have a right to select their own Office Bearers. It is having Chairman, Secretary, Finance Secretary and District Coordinators. Only life members of IMA can become member of NHB, but only NHB members can be Office Bearers and they alone can form their own rules and bye-laws, but within the framework of constitution of IMA TNSB. IMA State Office will be adequately represented (By the State President, The Imm Past

President, President Elect, The State Secretary, The Imm Past Secretary, The State Finance Secretary) in the Management Committee by having IMA office bearers in the said committee.

NHB will not have any claim over the assets of TNSB or responsible for any of the liabilities of the TNSB. Both are financially independent units, but submit their accounts periodically to Finance Standing Committee. The office bearers of the wing are answerable to State Council for any irregularities including financial that may be detected and the authorized signatory is liable to answer the State Council.

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

PROFESSIONAL PROTECTION LINKED SOCIAL SECURITY SCHEME

Being an independent scheme, the PPLSSSS is allowed to frame its rules and bye-laws. It is having Chairman, Secretary, Finance Secretary and District Coordinators.

IMA State Office will be adequately represented in the Management Committee. The finance will be independent of the State Office, but the accounts shall be submitted periodically to Finance Standing Committee.

PPLSSS will not have any claim over the assets of TNSB, nor responsible for any of the liabilities of the TNSB. Both are financially independent units, but submit their accounts periodically to Finance Standing Committee. The office bearers of the scheme are answerable to the state Council for any irregularities including financial that may be detected, and the authorized signatory is liable to the State Council.

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

FAMILY SECURITY SCHEME I & II

This Scheme is also supervised by the IMA TNSB. It is having Chairman, Secretary, Finance Secretary & District Coordinators.

Being an independent scheme with separate financial involvement, FSS is allowed to frame its rules and bye-laws, but within the framework of the constitution of IMA TNSB. IMA State Office will be adequately represented in the Management Committee. FSS will not have any claim over the assets of TNSB, nor be responsible for any of the liabilities of the TNSB. Both are financially independent units, but submit their accounts periodically to Finance Standing Committee. The Office bearers of scheme are answerable to the State Council for any irregularities including financial that may be detected and the authorized signatory is liable to State Council.

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:

Other than Finance Standing Committee, for all the Standing Committees the Chairman and Members are chosen by the President in consultation with Secretary and announced at the Annual State Conference.

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

The State President and Hon. 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 for a maximum period of 2 years, one year each in different periods or continuously if successive State President appoint the same committee.

Following are the Standing Committees.

- i. For Finance Standing Committee, State President Elect will be Chairman of the Committee.
- ii. Building Committee : One Chairman and Secretary for all Buildings under the direct control of IMA Tamilnadu State Branch.
 1. IMA State Head quarters Building, Tambaram.
 2. 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.
- xii. Membership Committee
- xiii. Trauma care Committee
- xiv. Aao Gaon Chalem Committee
- xv. Blood and Organ donation Committee
- xvi. The sitting President may choose to form few more committees to suit his/her vision for the year. 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 and chosen by the President in consultation with the Secretary for better functioning of the State Office and approved by the State Council. They comprise of senior members of IMA like Past Presidents, 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.

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 with the 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. For Extraordinary State Council Meeting can be convened by the Hony. State Secretary with approval of the State President, with not less than **SEVEN DAYS** Notice. For Emergency, a shorter notice shall be allowed at the discretion of the Hony. State Secretary with an approval of the State President. Dispatch of the Notice and Agenda by post / Courier /e-mail / SMS / TIMA News Letter.

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 :

3. **QUORUM** : The quorum for the Meeting of the Ordinary, Extraordinary, Special State Council shall be **FIFTY**. If within half an hour or such time as decided by the President from the scheduled time, even if quorum is not present the meeting is re-convened on the requisition of members or shall be dissolved or shall stand adjourned.

ATTENDANCE :

3. (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 the purposes of Voting or eligibility for election, but also for claiming travelling allowance by those who are entitled for the same.

(b) The attending members list will be published along with the minutes for confirmation at the subsequent meeting. It is the duty of a member to verify his name in the list of members present and bring out 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 :

4. 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 the same in the Agenda received by him up to a period of THREE WEEKS before the council meeting.
5. 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.
6. No resolution adopted or discussed at a meeting of the State Council shall be raised again for reconsideration unless 6 months have elapsed or one-fifth of the members of the State Council sign and send a requisition for its reconsideration.
7. 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.
8. 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.
9. The Hony. 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.

10. An amendment may be:
 - 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.

BUSINESS AT REQUISITION OF SPECIAL MEETING :

11. a) No business shall be transacted at a 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.
12. No motion shall be entertained in regard to a motion already disposed of, except after the lapse of Six Months from the date of such disposal.

CONDUCT OF BUSINESS :

13. 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.
14. 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.
15. 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 President 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.

DEBATE RIGHT OF SPEECH AND REPLY :

16. 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.
17. a) A member shall: (i) 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.
18. 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.
19. 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.
20. 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.
21. 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.
22. 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 refuse to accept the proposal if he considers this suggestion a premature closure.
23. 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 way of reply.

24. 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.

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 :

25. No question shall be withdrawn without the consent of the House. If the mover states his wish to withdraw a proposal or an 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.
26. No member without the permission of the President shall 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 :

27. 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.
28. 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. The votes shall be taken by Ballot in case of any election as a matter of rule.

MINUTES OF STATE COUNCIL MEETING :

29. 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 or from clear audio / video recordings 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 is confirmed shall be kept in the form of a bound volume.

30. 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 after the meeting only.

31. 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.

DUTIES AND RESPONSIBILITIES OF THE OFFICE BEARERS AND WINGS

1. STATE PRESIDENT

- a) Shall be the Chairperson 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 and Executive Committee 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. His ruling will be final and can be over ruled only by the State Council through majority vote following proper procedure.
- 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.
- f) The State President can issue an ordinance in emergency situation and take approval in the next State Council Meeting.

2. IMMEDIATE PAST STATE PRESIDENT

Immediate. Past State President is authorized to attend in all the meetings. He perform as an advisor.

3. STATE PRESIDENT ELECT I

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. He can carry on and supervise certain schemes and functions of the State IMA. He is the Chairman of the Finance Standing Committee.

4. STATE PRESIDENT ELECT II

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. He can carry on and supervise certain schemes and functions of the State IMA.

5. 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 Sub- committees 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. The Vice President with most number of continuous years as life member in IMA shall be considered as the Senior Vice-President.

6. HONORARY STATE SECRETARY

- i. Hony. 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 General Body Meeting for acceptance.
- v. Prepare an Annual Statement of Accounts duly audited by the Auditor of the Association for adoption by the Annual General Body Meeting.
- 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 mobile numbers (with connectivity), Aadhar number, father's name (in case of Married Lady member, it is Husband's name), photo and e-mail ids 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 New Branches where they do not 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 executive 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. Be generally responsible for the proper functioning of the State Branch in all aspects.
- xvii. State Secretary will be the Editor of IMA TIMA NEWS LETTER.
- xviii. 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. He shall act as the returning officer for the election and ceases to be the returning officer if he chooses to contest in the same election.
- xix. Maintain the website.

7. 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.

8. ASSISTANT SECRETARIES – TWO

- i. The Assistant Secretary nominated by the President from the place of President shall be the First Assistant Secretary and shall assist the State President in discharge of his duties and responsibilities. His / Her term is for one year.
- ii. The Assistant Secretary nominated by the Hony. State Secretary from his place shall be the second Assistant Secretary and shall assist the Secretary in discharge of his Duties and responsibilities. His / Her term is for two years.

9. FINANCE SECRETARY

- i. Shall receive all funds 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 subject 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 Annual 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.

ELECTION OF THE OFFICE BEARERS

1. PREPATION OF VOTERS LIST FOR ELECTIONS :

- i) IMA State Office Bearers Election will be held once in 2 years. During every election year, IMA branches should send its existing list of members to IMA State Branch by June 15.
- ii) The State branch shall prepare the voter list with full address, personal mobile number and personal e-mail id of each life member, branch wise from its existing member list as on June 30. This will include transfers, new additions / deletions.
- iii) The so prepared list shall be sent to all the branches and they will be asked to verify, correct and send back the list. This branches shall be requested to pay special attention to couple members and ask them to make sure the couple members have given their individual personal mobile number / email id separately and if not done so the correct details shall be procured by the branch Secretary and incorporated in the list. The State Office will not be responsible for any omission on the part of the branch in preparation of the list for that particular branch.
- iv) Any correction on the list issued by the State Office as on 30th June, shall be made and sent to the State office by 15th July of the election year. Members joined IMA as on June 30th only will be eligible for voting. Those who joined IMA after June 30th will not be eligible for voting.

2. ELECTIONS OF THE WINGS AND SCHEMES

Election Commission constituted by the State President will conduct all the elections including the election for wings and schemes.

All the elections of the Schemes, FSS & PPLSSS shall be conducted simultaneously in a single time to coincide with accounting year that is March.

The office bearers of the two Schemes will take over in April.

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.

Elections for the rest of the Wings and the State Office shall be held in August – September and the new office bearers take over in December.

To Elect 2 State Presidents: President Elect I and President Elect II, elections are held once in Two years clearly mentioning the year for which the post is called for.

e.g. call for the Two President Post mentioning clearly President Elect I for 2024 & President Elect II for 2025.

To Elect State Secretary and Finance Secretary through a process of election and appoint Joint Secretary by way of nomination 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 THE PRESIDENT.

Election commission will consist of three members,

- 1 Chairman (Past State President) – nominated by State President
2. Two members (Past State Office Bearers)
 - Members of the 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 June to October.
 - At least one with computer knowledge is essential.
 - Election Commission can hold office for 2 years if nominated by successive Presidents or one year each in different periods for two years.
 - No one can hold the post for more than two years in toto.
 - 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.

Functions of the Election Commission

1. Election by online for all the posts. Also, the Election Commission will decide the date of election for various posts and suitably inform the state office.
2. Election Notification will be given in the TIMA News Letter at least a month before. The notification shall specify the dates for various stages of nomination like opening date / last date for filing nomination, eligibility for a particular post, last date for withdrawal, fee for each post and date for announcement of eligible candidates. The same details shall be posted in our website.
3. Election Tribunal will be formed by the sitting State President every year as Chairman along with two immediate past State Presidents. If any of the past State President is unable to act or refuses to act or even otherwise interested or party to the dispute, his place shall be taken by the next available Past State President in the reverse order of seniority. If the State President himself

is involved or party to the dispute, he will not act as member of the tribunal and in his place another Past State President in the reverse order of seniority shall act as member of the Tribunal. All proceedings of the Tribunal shall be held at Chennai unless the Tribunal otherwise decides. The decision of the Tribunal shall be final.

4. The election tribunal shall give opportunity both to the petitioners and defenders concerned to be present at the hearing. No non member shall have the right to represent any party at these hearings.
5. State Secretary shall be the Returning Officer, he cannot contest any post in the current year. Receive the nomination through Returning Officer only.
6. The Election Commission shall scrutinize the nominations based on eligibility norms. The decision of the election commission will be final.
7. Preparing and intimating the final list of valid nominations.
8. The final candidates or other nominated persons shall be allowed to check the online voting system soon after announcement of the election date. The date of checking shall be decided after announcement of the final list of contesting candidates.
9. Elections shall be conducted online on the same day for all the branches. Different dates may be announced for different posts. Time duration for voting shall be decided by the election commission depending on the size of the electorate. The candidate or his one IMA representative will be allowed to watch the online election process if that candidate wishes to. Any request for an extra day or hour shall be decided by the election commission taking into consideration the prevailing circumstances. In the event of calamity, fresh date and time shall be fixed by the election commission in consultation with President, depending on the extent of calamity.
10. The link for voting shall be sent to the registered mobile number of the eligible voter (only) on the day of election just before the official start of voting. It is expected that the mobile phone has access to internet.
11. In case the registered mobile phone has no connectivity, the voting link shall be sent to the voting member's registered e-mail id (only).
12. For no reason, the link shall be sent to any other number/email id or social media including WhatsApp/Twitter/Facebook etc.
13. Copying the link and pasting it to another mobile phone/number will make it invalid.
14. Counting for all posts will be done on the notification day published in TIMA / Website (as fixed by the election commission before the start of the voting

process) by feeding the OTPs received by the Election Commission Chairman and the State President in their registered mobile will be fed in to the same registered mobile of the Chairman Election Commission at the time specified already. The results will be displayed in the same registered mobile of the Chairman Election Commission which will be visualized in the presence of the candidates or their authorized IMA representative, assisted by the technical experts of the authorized online agency.

15. State President will receive the report of the Election Commission about the candidates elected and will announce the results on the same day itself and also details will be informed in the subsequent State Council Meeting,
16. In case of any disputes in the election, any aggrieved member can apply to the Election Tribunal with the Demand Draft for Rs. 50,000/- in the favor of “IMA TNSB ELECTION FUND” as mandatory fee within 7 days of the declaration of election result. This decision of the Tribunal will be the final.
17. Any legal notices received by the Election Commission from the court, election commission will obtain necessary help from the State Office.

ONE MAN - ONE POST PRINCIPLE

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

One Man – One Post principle will be applicable to all selected / elected posts except Standing Committee Members District Coordinators and CWC members.

2. Local branch can nominate - one post for one person only, cannot propose same person for two posts”. Local branch must propose one man for one post only. If they propose two person for same post, both of them will be disqualified. If there is controversy, call for General body of the branch with State Observer and decide.

RETURNING OFFICER

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

For Wings and Schemes: The eligibility should be checked by the concerned Secretaries who are the Joint returning officers.

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 Demand Draft and keep it for office record.
- Inform the Chairman about the nomination received and send the original nomination form and Xerox copy of Demand Draft to the Election Commission Chairman.
- For NHB wing and PPLSSS & FSS schemes, the eligibility should be checked by the concerned secretaries who are the Joint Returning Officers.

ELIGIBILITY OF THE CANDIDATES:

GENERAL:

1. Only life members are eligible to be Office Bearers for any posts.
2. Each post shall demand a particular period of continuous life membership.
3. Elections shall be conducted once in 2 years by the Election Commission.
4. The proposal shall be forwarded by the branch office bearers (President and Secretary) and should carry proposal and seconding from two other life members of the same branch.
5. The nomination should be accompanied by a "Consent Letter by self" from the candidate in his letter head.
6. The candidate shall enter factual details only. Attempts to give wrong information / or hide information shall invite disqualification.
7. The application shall carry correct fee as Demand draft (only).
8. The application shall reach the state office within the stipulated time and date.
9. The application with an image of the Demand Draft may be sent as a soft copy from his / her personal registered email id in case any reasonable postal/ courier delay is expected. But it should be followed by the original application and should match each other.
10. In exceptional cases, the application may be handed over in person but should get a receipt for the same stating the time and date.
11. The contestant must be a member of PPLSSS and FSS.
12. Past State Presidents cannot contest for any post.
13. The Contestants are to get eligibility certificate from the State Secretary regarding the number of State Council Meetings attended in the immediate past 15 years. Only the attendance of the immediate previous 15 years SCM

and State Post held during the immediate previous 15 years will be taken for the eligibility for the contestants.

14. Candidates who are going to Court without exhausting the avenues of IMA and violate IMA TNSB Rules are not eligible to contest in all IMA future Elections.

I. STATE PRESIDENT – Elect.

1. Should be a current member of the Indian Medical Association
2. Should have a continuous IMA Membership for the past 10 Years.
3. Should have been a State Council member for at least 7 years (past)
4. Should have attended 25 State Council meetings.
5. Should have served in the Local Branch as President or Hony. Secretary.
6. Should have served in the State Office as a) Vice President or b) Hony. State Secretary for 2 years.
7. After the Vice-President ship he should have been member of State Council for 2 years and attended at least 6 Meetings.
8. After the Hony. State Secretary ship, he should have been a member of State Council for 2 years and attended 6 State Council Meetings.
9. Nomination form should specify the state council meetings attended by the candidate and shall accompany with
 - a) Consent letter by self
 - b) Non Refundable deposit of Rs.10,000/-
 - c) Nomination shall be forwarded by the Local Branch Secretary and President.
 - d) Certificate from the State Office for eligibility should be obtained by candidate prior to the election.
10. Should be the member of PPLSSS and FSS.

II. FOUR VICE – PRESIDENTS:

1. Should be a member of Indian Medical Association
2. Should belong to the Zone from which one Contests.
3. Continuous IMA Membership for the past 10 years.
4. Should have been a State Council member for the past 5 years.
5. Should have attended at least 15 State Council Meetings.
6. Should have served as a Local Branch Office Bearer as President / Secretary.
7. Should be a member of PPLSSS and FSS

8. Should have served in the State Office in any capacity or IMA wings / Schemes.
9. Nominations form should specify the state council meetings attended by the candidate and shall accompany with
 - a) Consent Letter by self
 - b) Non Refundable Deposit of Rs. 10,000/-
 - c) Nomination shall be forwarded by the Local Branch Secretary and President.
 - d) Certificate from the State Office for eligibility should be obtained by candidate prior to the election.

III. HONY. STATE SECRETARY

1. Should be member of Indian Medical Association
2. Should have a Continuous IMA membership for the past 10 years.
3. Should have been a State Council member for the past 7 years.
4. Should have attended 15 State Council meetings.
5. Should have served as President or Secretary of the Local Branch.
6. Should be the member of PPLSSS & FSS
7. Should have served for a term as State Office Bearer in State Office / Wings (or) Schemes as its Chairman / Secretary.
8. Should remit a non refundable deposit of Rs. 10000/- along with the consent letter by self for contesting the elections for State Secretary
9. Nomination should specify the state council meetings attended by the candidate and shall be forwarded by the Local Branch Secretary and President.
10. Certificate from the State Office for eligibility should be obtained by candidate prior to the election.

IV. JOINT SECRETARY

1. Should be member of Indian Medical Association
2. Continuous IMA Membership for the past 7 years.
3. Should have been a State Council member for the at least 3 years
4. Should have attended 10 State Council meetings.
5. Should be the member of PPLSSS & FSS.
6. Should remit a non refundable deposit of Rs. 5000/-

7. If the State Secretary is from Chennai, Joint Secretary shall be from place other than Chennai. If the State Secretary is from place other than Chennai, the Joint Secretary will be from Chennai. He will be nominated by The State President in consultation with the State Secretary.

V. ASSISTANT SECRETARY

Should be member of Indian Medical Association. One Assistant Secretary to State President and One Assistant Secretary to State Secretary. Assistant secretary to President's term is for one year. Assistant secretary to the Secretary's term is two years. 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.
 - iii) Should be the member of PPLSSS & FSS.
2. No Deposit
3. No Election

VI. FINANCE SECRETARY

1. Should be member of Indian Medical Association
2. Continuous IMA Membership for the past 7 years.
3. Should have been a State Council member for the past 5 years.
4. Should have attended 10 State Council Meetings.
5. Should be the member of PPLSSS and FSS
6. Should have been a branch President, Secretary or Finance Secretary for 1 year.
7. Should remit a non-refundable deposit of Rs. 10000/-. Finance Secretary will be elected by the State Council members by online election
8. Certificate from the State Office for eligibility should be obtained by candidate prior to the election.

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

VII. CGP DIRECTOR OF STUDIES

1. Should be member of Indian Medical Association
2. Continuous IMA Membership of 7 years.
3. State Council Member for 5 years.

4. Should have attended 10 State Council Meetings
5. Remit Non Refundable deposit of Rs. 5000/-
6. Nominations should specify the state council meetings attended by the candidate and shall be forwarded by the Local Branch Secretary and President.
7. Must be a member of IMA CGP.
8. Certificate from the State Office for eligibility should be obtained by candidate prior to the election.

VIII. CGP FACULTY SECRETARY

1. Should be member of Indian Medical Association
2. Continuous IMA Membership for the past 7 years.
3. State Council Member for the past 5 years.
4. Should have attended 10 State Council Meetings
5. Remit Non Refundable deposit of Rs. 5000/-
6. Nominations should specify the state council meetings attended by the candidate and shall be forwarded by the Local Branch Secretary and President.
7. Certificate from the State Office for eligibility should be obtained by candidate prior to the election.

IX. CGP JOINT SECRETARY

*

X. CGP REPRESENTATIVES

*

XI. CGP GOVERNING COUNCIL REGULAR

*

XII. CGP GOVERNING COUNCIL ALTERNATE

*

1. Should be member of Indian Medical Association
2. Continuous IMA Membership of 5 years
3. State Council Member- 3 years
4. Should have attended 6 State Council Meetings
5. Remit Non Refundable deposit of Rs. 3,000/-
6. Nominations should specify the state council meetings attended by the candidate and shall be forwarded by the Local Branch Secretary and President.
7. Certificate from the State Office for eligibility should be obtained by candidate prior to the election.

XIII. AMS CHAIRMAN & SECRETARY (Shall open to all members of IMA AMS only)

1. Should be member of Indian Medical Association
2. Continuous IMA Membership of for the past 7 years
3. State Council Member for the past 5 years.
4. Should have attended at least 10 State Council Meetings
5. Remit Non Refundable deposit of Rs. 5000/-
6. Nominations should specify the state council meetings attended by the candidate and shall be forwarded by the Local Branch Secretary and President.
7. Certificate from the State Office for eligibility should be obtained by candidate prior to the election.

XIV. AMS JOINT SECRETARY

1. Should be member of Indian Medical Association
2. Continuous IMA Membership of for the past 5 years
3. State Council Member for the past 3 years.
4. Should have attended 6 State Council Meetings
5. Remit Non Refundable deposit of Rs. 3000/-
6. Nominations should specify the state council meetings attended by the candidate and shall be forwarded by the Local Branch Secretary and President.
7. Certificate from the State Office for eligibility should be obtained by candidate prior to the election.

XV. WOMEN DOCTORS WING CHAIRMAN & SECRETARY

1. Should be member of Indian Medical Association
2. Continuous IMA Membership of for the past 7 years
3. State Council Member for the past 5 years.
4. Should have attended at least 10 State Council Meetings
5. Remit Non Refundable deposit of Rs. 5000/-
6. Nominations should specify the state council meetings attended by the candidate and shall be forwarded by the Local Branch Secretary and President.

7. Certificate from the State Office for eligibility should be obtained by candidate prior to the election.

XVI. IMA SERVICE DOCTORS WING SECRETARY

1. Should be member of Indian Medical Association
2. He/she should be a in the Government of Tamilnadu Medical Service.
3. Continuous IMA Membership of for the past 7 years
4. State Council Member for the past 5 years.
5. Should have attended at least 10 State Council Meetings
6. Remit Non Refundable deposit of Rs. 5000/-
7. Nominations should specify the state council meetings attended by the candidate and shall be forwarded by the Local Branch Secretary and President.
8. Certificate from the State Office for eligibility should be obtained by candidate prior to the election.

XVII. CENTRAL WORKING COMMITTEE MEMBERS

1. Should be member of Indian Medical Association.
2. Past State Presidents of IMA Tamil Nadu.
3. Past Honorary State Secretary of IMA Tamil Nadu.
4. Past Vice President of IMA Tamil Nadu.
5. Or any Wing Office bearers
6. Anyone who has attended 25 State Council Meetings
7. Non Refundable deposit of Rs. 5000/-
8. Nominations should specify the state council meetings attended by the candidate and forward. Endorsement of local branch is NOT REQUIRED.
9. Certificate from the State Office for eligibility should be obtained by candidate prior to the election.

XVIII. PARAMEDICAL WING CHAIRMAN AND SECRETARY

1. Should be member of the Indian Medical Association
2. Continuous IMA Membership of for the past 7 years
3. State Council Member for the past 5 years.
4. Should have attended at least 10 State Council Meetings

5. Remit Non Refundable deposit of Rs. 5000/-
6. Nominations should specify the state council meetings attended by the candidate and shall be forwarded by the Local Branch Secretary and President.
7. Certificate from the State Office for eligibility should be obtained by candidate prior to the election.

XIX. PARAMEDICAL WING JOINT SECRETARY

1. Should be member of Indian Medical Council
2. Continuous IMA Membership of 5 years
3. State Council Member for the past 3 years.
4. Should have attended at least 6 State Council Meetings
5. Remit Non Refundable deposit of Rs. 3000/-
6. Nominations should specify the state council meetings attended by the candidate and shall be forwarded by the Local Branch Secretary and President.
7. Certificate from the State Office for eligibility should be obtained by candidate prior to the election.

XX. DISTRICT COORDINATORS

Past State Presidents cannot contest for the Post of Management Committee or as District Coordinator as they are permanent members of the Management Committee of wings and schemes with voting rights.

ELECTORAL COLLEGE FOR VARIOUS POSTS:

1. STATE PRESIDENT – ELECT (Two)

1. State President Elect shall be elected by all the life members of the Tamil Nadu State Branch of IMA.
2. Voting will be by online only.

2. VICE PRESIDENTS (TOTALLY 8 VICE PRESIDENTS FOR TWO YEARS)

1. The Eight Vice Presidents will be elected by online only.
2. The election for both two years will be held simultaneously
3. They will be elected by all the individual life members of the Tamil Nadu State Branch from corresponding four Zones.

3. THE HONORARY STATE SECRETARY

The State Secretary shall be elected by all the State Council Members by Online Voting only.

1. CGP Director of Studies
2. CGP Faculty Secretary
3. CGP Joint Secretary - 2
4. CGP Representatives – 2
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 an Online Election only).

SCRUTINY – ACCEPTANCE AND INTIMATION

- i. The Election Commission shall scrutinize the Nominations with the eligibility certificate issued by the State Secretary for previous 15 years and accept the Valid ones.
- ii. The Final list of accepted Valid Nominations shall be communicated to the contestants and displayed in our website by next day 8.00 a.m.
- iii. Nominations rejected shall be informed to the candidate stating reasons for the rejection.

FINAL LIST

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

- i. Election Commission will set the guidelines and procedures, inform the concerned people and conduct the Election through online only.
- ii. The Election Commission shall have the power to make necessary modifications in conducting the Election whenever it is necessary.

IMA TNSB ELECTION PROCESS

1. The IMA TNSB Election is a SMS based digital Election Process. Necessary demonstration of the election process should have been shown to the members of State Council meeting just before the election is to be held and approval should be obtained from the State Council.
2. On the Day of Election Members will start receiving SMS from IMATNE from 8.00 AM onwards, the voting will be allowed till the time fixed by the Election Commission.
3. The SMS with the Voting link will be sent to all IMA Members to their Registered Mobile Numbers provided to the election Commission. This SMS will have a Sender ID as IMATNE.
4. Members should use a smart phone with proper internet connection for Voting.
5. Members can also vote via computer by typing the link received in SMS on the Browser window of any computer and start voting.
6. If the SMS with voting link is not received by any member, they can send an email to election@imatn.com, with their IMA ID No, Branch name and Registered Mobile number.

ANNOUNCEMENT OF RESULTS

1. The Result for Election will be announced on the day specified by the Election Commission. All the contesting candidates shall be informed of the date, time and place of the counting of votes. Either the candidate or his/her Nominee shall be allowed to witness at the time of counting votes.
2. The Result will be displayed through a link received by the Election Commission chairman on his registered mobile number, which will require OTPs sent to the Election commission chairman and the State President.
3. The result will be opened by the Election Commission Chairman in the presence of the State President along with the contesting Candidates or their representative.
4. Only upon typing the OTPs received by the Election Commission Chairman and the State President, in the registered mobile of the election commissioner, the result will be displayed in the same registered mobile number of the Election commission Chairman which will be visualized by the candidates or their representative.

DECLARATION OF RESULT

The Election Commission after counting - noting the results received in the

registered mobile of the election commission chairman, the number of Votes obtained by each candidate by online voting shall prepare a list with the Name of the Candidates and the votes obtained by them and get the signatures of the contesting candidates/ their representative and submit the same to the State President for declaration of the Results by the President which will be declared on the same day of counting of votes and in the subsequent State Council. The following format shall be used for announcing the election results, “Dr. xxxxxx has been elected for the post of xxxxxxxxx. (The words WON / LOST shall not be used in the official declaration of election results.

Any Office Bearer selected for a specified period should not occupy any other post during that term except CWC and District Coordinators before he completes the full term in that post. During the scrutiny, this must be checked by the Returning Officer / Joint Returning Officers of the wing and schemes and intimate the Election Commission.

ASSUMPTION OF OFFICE

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

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 offices of the Vice Presidents during the year shall be filled by President in consultation with Secretary, and the persons so selected shall continue to hold the office till the Election of their successors and their assumption of office.

In the case of interim vacancy to the post of Honorary Secretary, joint secretary will run the office until a new candidate is elected at the earliest to run the office for the rest of the designated period.

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 LOCAL BRANCHES

In case of Election Disputes at the local branch level, the matter will be referred to the Election Tribunal. The Tribunal shall comprise of President of the IMA as Chairman and two immediate Past State Presidents with retrograde seniority. The decision of the Election Tribunal will be final.

The nominee or the contesting candidate for the branch Level posts who raises a Dispute shall pay a non-refundable Deposit of Rs. 20,000/- by D.D in favour of "IMATNSB Election A/c. – IMA Tamil Nadu State Branch" to the Tribunal along with the Election dispute petitions. Election petitions without the Deposit shall not be considered. Any dispute shall be brought forward within 7 days from the date of declaration of results.

The Election Tribunal shall give its final decision on the Dispute referred to it in writing within 60 days.

The decision of the Election Tribunal shall be binding on the member who raised an Election Dispute. In case any member or members are not satisfied with the decision of the Election Tribunal and prefers to go to Court of Law, the Jurisdiction shall be at Chennai and other courts within the City of Chennai. No member should go to Court directly, without utilizing avenues of the IMA.

ELECTION DISPUTES STATE LEVEL

In case of Election Disputes at the State level, the matter will be referred to the Election Tribunal. The Tribunal shall comprise of President of the IMA as Chairman and two immediate Past State Presidents with retrograde seniority. The decision of the Election Tribunal will be final.

The nominee or the contesting candidate for the state level posts who raises a Dispute shall pay a non-refundable Deposit of Rs. 50,000/- by D.D in favour of "IMATNSB Election A/c. – IMA Tamil Nadu State Branch" to the Tribunal along with the Election dispute petitions. Election petitions without the Deposit shall not be considered. Any dispute shall be brought forward within 7 days from the date of declaration of results.

The Election Tribunal shall give its final decision on the Dispute referred to the State Council in writing within 60 days

The decision of the Election Tribunal shall be binding on the member who raised an Election Dispute. In case any member or members are not satisfied with the decision of the Election Tribunal and prefers to go to Court of Law, the Jurisdiction of IMA State Hqrs Tambaram Chennai.

NON – ELECTION DISPUTES

If at any time any member or Local branch desires to refer any dispute of the Association for arbitration, the Arbitrators shall be the State President, Two Past State Presidents in the reverse order of seniority and Hony. State Secretary as convenor. If State President be involved himself in the dispute, the immediate Past President and Two Past State Presidents in the reverse order of seniority shall be the arbitrators. All disputes shall be settled by arbitration.

The Arbitrators shall give an opportunity to both the parties to file their representation and if any party desires to be heard in person, the Arbitrators 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 present if he so desires.

The Arbitrators 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 Arbitrators shall continue to be the Arbitrator till the dispute is settled even if his tenure of office is completed.

The Arbitrators 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, State Secretary and Imm. Past State Secretary.

4. 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, Imm. Past State Secretary and Imm. Past Finance Secretary, NHB Secretary, CGP Secretary, AMS Secretary, Paramedical Wing Secretary, PPLSSS Secretary and FSS Secretary, Two Past State Presidents and Two Senior Members, Finance Secretaries of NHB, PPLSSS & FSS will be other members of FSC. The four vice Presidents of the particular year will be invitees.

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 the State Secretary will place the same in the FSC meeting.

FUNDS, INVESTMENTS ETC.

1. FUNDS OF THE ASSOCIATION
2. INVESTMENT AND OPERATION OF ACCOUNTS
3. RESERVE FUND
4. LIFE MEMBER FEE DEPOSIT
5. FIXED DEPOSIT LIST
6. EXPENDITURES
7. TRAVELLING ALLOWANCE
8. MOVEBLE AND IMMOVEABLE PROPERTIES OF THE ASSOCIATION
9. APPOINTMENT OF AUDITORS AND LEGAL ADVISOR

1. FUNDS OF THE ASSOCIATION

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

1. Subscription from Life Members only (Ordinary and Direct members are not accepted anymore).
2. Special contributions and Donations raised directly or through Branches.
3. Contribution received from the Branch, Organizing the IMA Tamil Nadu State Annual Medical Conference as per Rules.
4. Bequests received by legacies from persons who desire to contribute to 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 Tamil Nadu State Branch or any other mode as the case may be.
8. Money collected as non refundable deposit from election contestants
9. Funds from NGOs or Government bodies for programmes in which IMA is a stakeholder.

2. INVESTMENT AND OPERATION OF ACCOUNTS

1. The Assets (movable and immovable) shall vest in the “INDIAN MEDICAL ASSOCIATION, TAMIL NADU STATE BRANCH” and Investment of different funds shall be in the name of “INDIAN MEDICAL ASSOCIATION, TAMIL NADU STATE BRANCH FUND”.
2. The funds of the Indian Medical Association TNSB shall be operated by Finance Secretary and Hony. Secretary together.
3. The funds of the Association shall be administered in such a manner as directed by the State Council and General Body.

4. Surplus funds shall be deposited in the manner decided by the Finance Standing Committee. It is the policy to have deposits 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:-

- i) Life Member State Share.
- ii) General
- iii) State Benevolent Fund.
- iv) AMS Fund.
- v) CGP (College of General Practitioners) Fund
- vi) Legal Fund.
- vii) IMA Awards a/c
- viii) 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 kept in the same account 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 and the excess account will be as Fixed Deposit under for same account and interest accrued will be credited into the same account.

Funds shall not be pooled together and spent.

6. EXPENDITURE

The State Council shall defray all ordinary Rents, Salaries and Wages, telephone Rent, Building Tax, 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.25,000/- 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 exceeds the limit. All such expenditure shall be subsequently brought to the notice of the State Council by the Chairman Finance Standing Committee explaining the reason for such expenditure when involved.

7. TRAVELLING ALLOWANCE

- i) Rs. 10/- per km shall be paid to the eligible office bearers both state office and its wings and schemes for their corresponding official meetings . Any revision shall be decided by the then Finance Standing Committee.

Honorarium to the State President : The State President shall be paid honorarium of Rs.10,000/- per month towards his Office Expenses.

Honorarium to the State Vice Presidents : The State Vice Presidents shall be paid honorarium of Rs. 12,000/- 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 maintain an Inventory of the Moveable, Furniture, Furnishings, Electrical Appliances and Office Equipment etc., and arrange for proper maintenance of the same.

- v) Moveable properties such as Furnitures, Furnishings, Electrical Appliances, Office equipment 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, Equipment and Articles may be replaced by new ones by the Hony. State Secretary with the approval of the State President and the State Council.

9. APPOINTMENT OF AUDITORS

Auditors shall be appointed at the Annual General Body Meeting 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 be responsible to the state office for the proper upkeep of accounts and do sample auditing of the accounts of wings and schemes and point out any lapses found.

INTERNAL AUDITOR

- iii) Internal auditor shall be nominated at the Annual General Meeting of the State Branch every year. Duties shall be as follows:-
 - a. Scrutinize Quarterly Accounts, Income and Expenditure Accounts.
 - b. Prepare Annual Accounts, Income and Expenditure Accounts and Balance Sheets.
 - c. Finalize the Budget Estimate in consultation with the Hony. State Secretary

INTERNAL AUDIT COMMITTEE FOR STATE OFFICE : Two Past State Presidents and one Senior member appointed by State President with approval of State Council.

APPOINTMENT OF LEGAL ADVISOR

Legal Advisors shall be appointed at the Annual General Body Meeting every year.

10. STATE OFFICE CONSISTS OF FOLLOWING STAFFS:

Registered Office – 3 Staff
 Executive Office / Secretary Office – 3 staff

IMA TAMIL NADU STATE MEDICAL CONFERENCE

1. IMA TAMIL NADU ANNUAL STATE MEDICAL CONFERENCE

An Annual State Medical Conference shall 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 branch of the elected president shall have the privilege of conducting the State Conference.

The expense of the State Conference shall be borne wholly by the Branch conducting 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 conducting the Conference for the purpose of conducting the Annual General Body and Conference.
- iii. The Branch conducting the Conference shall appoint Office Bearers and Sub-Committees for conducting the Conference.
- iv. They shall be the Members of the Host Branch / other nearby branches.
- v. The Host 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 and his / her Guests attending the Conference and informed to State Council Meeting.
- 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 Host 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 Office 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 MSN / JDN 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.

2. 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 shall be provided to the speakers by the Organizing Committee. No T.A. shall be given.

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.

3. IMA TAMIL NADU STATE BRANCH – ORATIONS

No.	Oration Name	Topic.
1.	Dr. Ibraheem Bhyelum Oration	Preventable Diseases
2.	Dr. Gunasundari Bose Oration	Maternity / Child Health Topic
3.	Dr. S.A. Rajarathnam Oration	Surgical Gastro Enterology
4.	Dr. Haja Janab B.A.Shukur Oration	Family Medicine
5.	Dr. A.S. Azeem Memorial PPLSSS Oration	PPLSSS
6.	Dr. Padmanur Ramarao Oration	Surgery Topic
7.	Dr. Chetpat Balakrishnan Baskaran Oration	Ophthalmic Topic
8.	Dr. M. 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. 3,00,000/- to IMA Tamil Nadu State Branch and to be renewed every 10 years.
- The Oration more than 10 years if not renewed will be converted as Medals.

4. IMA AWARDS : For creation of New Awards Rs. 75,000/- is to be donated by DD in the name of IMA Tamil Nadu State Branch.

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

- i. Serial Number of the Conference to be specified.
- ii. Probable Dates:

The conference is usually held for 2 days during the 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 programs.

6. INAUGURATION

FLAG HOISTING : At 8.00 AM

- i. National Flag will be hoisted by the outgoing President.
- ii. Association Flag will be hoisted by the incoming President. The Annual State Conference will start after hoisting the Flags.
- iii. The CME will be inaugurated by a Special invitee/Guest of Honour VIP as fixed by the Organizing Committee.

7. 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 for 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. A. Zameer Pasha Award for individual contribution for Tamil Nadu IMA
10. Dr. Abdul Munaf Best Writer Award for 2012.

SPECIAL AWARDS :

11. Appreciation Award for Journal for a Major branch
12. Appreciation Award for Journal for a Medium branch.
13. Dr. R.M. Krishnan Award for Best Branch Journal / News letter
14. Dr. M. Balasubramanian Award for best news bulletin
15. Dr. V.N. Rajasekaran Rolling Trophy for the Best Branch outstanding performance in ExtraCurricular Activities.
16. Dr. V.T.D. Kumarasamy Award for Fine Arts.
17. Dr. S. Arul Rhaj Award for the Best CGP CME Programme
18. Dr. S. Arul Rhaj Award for the Best AMS CME Programme
19. Dr. K. Thangavelan Award for Best AMS Branch chapter
20. Grandix Award for Best CME Programme in Semi Urban & Rural branches
21. Dr. T. Sadagopan Award for Best Branch – Overall Performance
22. Tambaram Branch Award for State Vice President visiting max. number of Branches
23. Dr. M. Mani Elango Award for conducting medical camps at rural areas
24. Dr. A. Selvarajan Award for organizing max. number of blood donation camp (Kept suspended)
25. Dr. B.R. Ramasubramanian Award for a member who attended max. no. of State Councilmeeting in the past 3 yrs
26. Dr. B.R. Ramasubramanian Award for a member who attended max. no. central councilmeeting
27. Dr. R. Gunasekaran Award for an office bearer who has done exceptional work in this association year.
28. Dr. R. Gunasekaran Award for a local branch Finance Secretary who has maintained accounts and submitted in the Association year.
29. Dr. K. M. Abul Hasan Award for the best branch for conducting Cancer Awareness Programme.
30. Dr. M. Amanullah individual Award for best Asst. director of studies in CGP
31. Dr. K. Prakasam Award for Best Branch in Crisis Management
32. Dr. K. Vijayakumar Award for quackery Eradication Programme for Branch Enrollment Awards:
33. Dr. J.A. Jayalal Award for Overall Best Branch Office Bearers
34. Past President Dr. N. Mohandas Award for Family Security Scheme.
35. Dr. C.N. Raja Award for Organ / Body Donation Activities.

36. Erode Dr. S.S. Sukumar Rolling Trophy to the Branch for Maximum Units of Blood Collected by a Branch (1st Place, 2nd Place & 3rd Place)
37. Erode Dr. S.S. Sukumar Rolling Trophy to the Branch for conducting Maximum No. Blood Donation Camps by a Branch (1st Place, 2nd Place & 3rd Place)
38. Erode Dr. S.S. Sukumar Rolling Trophy to the Branch for conducting Maximum No. of IMAMembers donating blood in a Branch (1st Place, 2nd Place & 3rd Place)

ENROLLMENT AWARDS:

39. Dr. Jayaseelan Mathias Rolling cup for a Local Branch – Highest New enrollment
40. Dr. M.S. Ashraf Award for an Individual Branch – Highest New Enrollment in Group II & III
41. Dr. E. Sivakumar Award for an individual branch for enrolling more life members from a group VI and VII
42. 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)
43. Dr. R. Sivashanmugam Award for Branch Highest PPLSSS new enrollments
44. Dr. B.R. Ramasubramanian Award for Branch ,who have enrolled max. FSS members –Major Branch.
45. Dr. B.R. Ramasubramanian Award for Branch, who have enrolled Maximum IMAAMS NewMembers-Minor branch.
46. Dr. B.R. Ramasubramanian Award for Individual member for maximum enrolment in IMAFSS
47. Dr. B.R. Ramasubramanian Award for Individual member for maximum enrolment in IMAAMS

BRANCH AWARDS:

Group I - (Membership 1500 and above)

48. Dr. Jayaramachandra Rolling Cup for Best Branch
49. Dr. N.S. Chandrabose Award for Best Branch
50. Dr. K. Janakiraman Award for Branch President
51. Dr. J. Ranganathan Award for Branch Secretary
52. Group I – Best Branch Runner
53. Group I – Branch President Runner
54. Group I – Branch Secretary Runner

Group II - (Membership 701 – 1500)

- 55. Dr. S.S. Sukumar Rolling Cup for Best Branch
- 56. Dr. S.S. Sukumar Rolling Shield for the Branch President
- 57. Dr. S.S. Sukumar Rolling Shield for the Branch Secretary
- 58. Group II – Best Branch Runner
- 59. Group II – Branch President Runner
- 60. Group II – Branch Secretary Runner

Group III - (Membership 401 - 700)

- 61. Dr. C.N. Raja Rolling Cup for Best Branch
- 62. Dr. C.N. Raja Award for the Branch President
- 63. Dr. C.N. Raja Award for the Branch Secretary
- 64. Group III – Best Branch Runner
- 65. Group III – Branch President Runner
- 66. Group III – Branch Secretary Runner

Group IV - (Membership 301 - 400)

- 67. Dr. J. Sugavanam Rolling Cup for Best Branch
- 68. Dr. K. Janakiraman Award for Best Branch
- 69. Dr. S. Arulraj Award for the Branch President
- 70. Dr. K. Vijayakumar Award for the Branch Secretary
- 71. Group IV – Best Branch Runner
- 72. Group IV – Branch President Runner
- 73. Group IV – Branch Secretary Runner

Group V - (Membership 201 - 300)

- 74. Dr. P.A. Sivakumar Rolling Cup for Best Branch
- 75. Dr. M.S. Ashraf Award for the Branch President
- 76. Dr. S.S. Sukumar Award for the Branch Secretary
- 77. Group V – Best Branch Runner
- 78. Group V – Branch President Runner
- 79. Group V – Branch Secretary Runner

Group VI - (Membership 101 - 200)

- 80. Dr. V.N. Rajasekaran Rolling Shield for Best Branch
- 81. Dr. S. Sampath Award for the Branch President
- 82. Dr. D. Mohanraj Award for the Branch Secretary

- 83. Group VI – Best Branch Runner
- 84. Group VI – Branch President Runner
- 85. Group VI – Branch Secretary Runner

Group VII - (Membership 61 - 100)

- 86. Dr. P.K. Kesavan Award for Best Branch
- 87. Dr. S. Ramadas Award for the Branch President
- 88. Dr. P. Mannar Mannan Award for the Branch Secretary
- 89. Group VII – Best Branch Runner
- 90. Group VII – Branch President Runner
- 91. Group VII – Branch Secretary Runner

Group VIII (Membership upto 60)

- 92. Dr. J.G. Shanmuganathan Award for Best Branch
- 93. Dr. R. Gunasekaran Award for the Branch President
- 94. Dr. C. Ganesan Award for the Branch Secretary
- 95. Group VIII – Best Branch Runner
- 96. Group VIII – Branch President Runner
- 97. Group VIII – Branch Secretary Runner

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 Special Guest / Guest of Honour one to inaugurate the Conference and another 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.

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, Tamil Nadu 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.

8. SOUVENIR : An elegant Souvenir is to be 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 Hony. State Secretary's "Annual Report of the State Branch" and that of local branch Organizing the Conference should be included.

9. 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 inform the schedule of their programme well in advance.

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.

Free Boarding and Lodging facilities must be provided to the IMA State Office Staff for the duration of the Conference (not more than two rooms may be given).

As for the conference accommodation, the President, Secretary, Finance secretary, President elect, and immediate past state President only are offered free accommodation. It is up to the organizers to offer free accommodation to other state leaders depending on their own will and financial situation.

10. 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 funds 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.

11. IMA INSIGNIA

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.

12. 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 Finance Secretary
8. Chair persons of various wings and Schemes
9. Secretaries of various wings and Schemes
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 Finance Secretary
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 TO BE FOLLOWED FOR LEADING TO DAIS AND SEATING

- It is desirable to escort the dignitaries to the dais by some member.
- There should be 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).
- 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 salutation 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

AUDIENCE

FRONT ROW

5B	4	1F	2B	2	1B	1	1A	1C	2A	3A	3	5A
----	---	----	----	---	----	---	----	----	----	----	---	----

SECOND ROW

All the Vice Presidents, All the Vice President Elects, Other State VIPs.

THIRD ROW

All the other Office Bearers & Former State Presidents

1 - State President

1B - Inaugurator of the Conference 1A - Chief Guest

1F - Imm. Past State President

3 - Hony. State Secretary

2 - President Elect

1C - Head Quarter's representative 2B- Senior Vice President

2A - Senior Vice President Elect 3A - Hony. State Joint Secretary

4 - State Finance Secretary

5B - Org. Secretary of the Annual Conference

5A - Org. Chairman of the State Conference

DAIS ARRANGEMENT OF THE LOCAL BRANCH MEETING ADUIENCE

IV	III	II	I	P	1	2	3	4
----	-----	----	---	---	---	---	---	---

- P - President
- 1 - Chief Guest
- I - Guest of Honour
- 2 - State Office Bearers
- II - Vice President
- 3 - Hqrs. Office Bearers
- III - Joint Secretary
- 4 - Hony. Secretary
- IV - Finance Secretary

IMA NURSING HOME BOARD 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 successfully defended the increasing taxation. We found that the Government withdrew the increase in taxation pursuant to our representation hence to stop recurrence it was decided for IMA should have an exclusive body to represent Nursing Homes.

The NHB was born as the brain child of Prof. Dr. V. Varadarajan the then State President and Dr. V. N. Rajasekaran, the then State Secretary. Dr. K. Janakiraman (Out Going State Secretary) offered to be the first Joint 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 Tamil Nadu 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 into 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 administered by 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 Tambaram.

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 registration number.
4. He / She receive periodical information regarding latest Acts / Rules / GOs from the NHB 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, top level 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. Top level 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 represented by a doctor 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 branch secretary's office before rejecting an application.
3. Filled up application should carry **the endorsement by the President / Secretary of the local IMA branch with their 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 a period of five years from the date of joining and has to be renewed before validity period and forwarded by local branch.

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. 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.
8. 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 / Tamil Nadu 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.
9. 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.
10. 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.
11. Latest membership fee structure:

NEW General	-	Rs. 5,000
Journal	-	Rs. 3,000
Total	-	Rs. 8,000
RENEWAL General	-	Rs. 3,000
Journal	-	Rs. 2,000
Total	-	Rs. 5,000

The membership fee is subject to periodic revision with the approval of Finance Standing Committee.

ELECTIONS : 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. Notifications for the elections will be given in TIMA NEWS as for any other post. The same will be carried in NHB Journal
3. Nominations are invited from eligible candidates, last dates given for nomination and withdrawal.
4. If more than one candidate, election date is announced by the Election commission and online election will be held.
5. Only members of NHB are eligible to vote. Election commission supervises the process.
6. The online election held is counted by getting the results in the registered mobile of the Election Commission Chairman by providing the OTPs received by the Election Commission Chairman and The State President in the time already specified on the day Election Commission planned, in the presence of the contested candidates, the Election Commission members, the Election Officers and the State President IMA TNSB.
7. Election commissioner submits the result and the State President announces the result.
8. Basic qualification to contest in NHB elections is he must be a member of NHB

ELIGIBILITY CRITERIA GENERAL

THE CHAIRMAN NHB will be elected by the members of the NHB by Online Voting.

1. Must be a member of IMA & NHB for 10 years.
2. Should have been a District Co-ordinator in NHB for two terms and attended a minimum of 10 meetings.
3. **Period of term is for 2 years and** not eligible for re election for the same post
4. Past State Presidents and Past NHB Chairman are not eligible to contest.
5. Only Past State Vice Presidents, Past State Secretaries and Past NHB Secretaries fulfilling the above criteria are eligible to contest

6. Nomination form should specify the term and meeting attended by the candidate and shall accompany with
 - (a) Consent letter
 - (b) Non refundable deposit of **Rs. 10,000/-** and
 - (c) Nomination shall be forwarded by the President and Secretary of the Branch and Proposed and seconded by two NHB Members.
 - (d) Certificate from the NHB Office for eligibility should be obtained by candidate prior to the election.
7. Separate sheet to be attached for the District Co-ordinator Term and the Number and place of meetings attended.

THE SECRETARY NHB will be elected by the members of the NHB by **ONLINE voting. Period of term is for 2 years and no re election.**

1. Must be a member of IMA 10 years & NHB 5 years.
2. Should have been a District Co-ordinator in NHB for two terms and attended a minimum of 8 meetings or Past Secretary of IMA TNSB or Past Finance Secretary of IMA TNSB, if he is a member of NHB.
3. Nomination form should specify the term and meeting attended by the candidate and shall accompany with
 - (a) Consent letter
 - (b) Non refundable deposit of **Rs. 5,000/-** and
 - (c) Nomination shall be forwarded by the President and Secretary of the Branch and Proposed and seconded by two NHB Members.
 - (d) Certificate from the NHB Office for eligibility should be obtained by candidate prior to the election.
4. Separate sheet to be attached for the District Co-ordinator Term and the number and place of meetings attended.

THE FINANCE SECRETARY will be elected by the members of the NHB by **ONLINE voting. Period of term is for 2 years and no re election.**

1. Must be a member of IMA 10 Years & NHB 3 Years.
2. Should have been a District Co-ordinator in NHB for one term and attended a minimum of 6 meetings.
3. Shall pay a non-refundable deposit of Rs. 3,000/-
4. Certificate from the NHB Office for eligibility should be obtained by candidate prior to the election.

DISTRICT COORDINATORS NHB : Each District will elect a District Coordinator by online voting 'by the NHB members in that district. 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 within their Districts. They are eligible for the Reelection for maximum of another two terms.

Nomination form should specify the term and meeting attended by the candidate and shall accompany with

- (a) Consent letter
- (b) Non refundable deposit of **Rs. 1,000/-** and
- (c) Nomination shall be forwarded by the President and Secretary of the Branch and Proposed and seconded by two NHB Members.

Past State Presidents cannot contest for District Coordinators, they are the invited Management Committee members with voting rights.

ADVISOR : The Founder President **hence forth called as ADVISOR** 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 advisor of NHB, for his life time and the post shall cease to exist after 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 an honorary one and carries no remuneration.
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.

ROLE OF THE CHAIRMAN

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

ROLE OF ADVISOR

Advisor 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 and will guide the office bearers of NHB.

ROLE OF FINANCE SECRETARY

Finance Secretary of NHB will assist secretary in matters of accounting and money transactions and maintain the accounts of IMA NHB.

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.

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. 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.

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 into 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 for all NHB cases.

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

FROM NHB

1. Advisor
2. Chairman
3. All NHB Past Chairmen
4. Secretary
5. All NHB Past Secretaries
6. Finance Secretary
7. All the District Coordinators

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 Past NHB Chairmen and Secretaries are permanent invitees with voting rights.

PPLSSS OF IMA TAMIL NADU - CONSTITUTION / BYE LAWS
PROFESSIONAL PROTECTION LINKED
SOCIAL SECURITY SCHEME OF IMA TAMIL NADU

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 - 625 010, (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 - 600 044, (4) Dr. T. N. Ravisankar, S/o Mr. T. S. Nagarajan aged about 41 years residing at No. 8, V.V.S. Iyer Street, Ganapathipuram, Tambaram East, Chennai - 600 059, hereinafter collectively referred to as Permanent Trustees (To be Reconstituted)

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 Tamil Nadu 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. 4,000 (Rupees for thousands Only) each of the Permanent Trustees hereto setting apart 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.

PPLSSS - TRUST RESOLUTIONS –

It is hereby resolved to amend the by-laws of the trust namely Professional Protection Linked Social Security Scheme of the Indian Medical Association, Tamil Nadu, as envisaged under Clause 10 (Rules & Regulations). - The Board of Trustees shall consist of 1 Founder Trustee , 10 ex-officio members & 4 Rotation Trustees (By Election) and two Past State President nominated by the State President in consultation with PPLSSS Chairman.

The following persons shall be nominated / elected to the Trust Board of the PPLSSS

1. Founder Trustee
2. Immediate Past President of IMA Tamil Nadu
3. Immediate Past Secretary of IMA Tamil Nadu
4. Present IMA – State President
5. Present IMA – State Secretary

6. President Elect IMA Tamil Nadu
7. Present PPLSSS Chairman
8. Present PPLSSS Secretary
9. Immediate Past PPLSSS Chairman
10. Immediate Past PPLSSS Secretary
11. Legal Committee Chairman of PPLSSS

Four Trustees elected by the members one from each zone and nominated to the Trust Board.

12. Elected Trustee – East Zone
13. Elected Trustee – West Zone
14. Elected Trustee – North Zone
15. Elected Trustee – South Zone

Two Past State President nominated by the State President in consultation with PPLSSS Chairman

16. Past State President
17. Past State President

- The current / sitting Chairman of the PPLSSS shall be the Chairman of the Trust Board for a period of 2 years followed by the next PPLSSS chairman.
- The Trustees shall have the power to take on lease, acquire, sell any movable or immovable property for the benefit of the Trust which the Trustees may think or deem fit for furtherance of the objectives of the Trust.
- The Trust shall have power to borrow or raise money as the Trustees deem fit.
- The Trust shall not deposit any portion of the Trust money in any company where one of the Trustees is a partner nor any of the Trustees can use any immovable property or utilize the funds / property of the Trust directly or indirectly for his own use or benefit.
- The profits of the Trust funds shall not be divided / used by the Board of Trustees for their personal use. The profits shall be used for furtherance of the objects of the Trust.
- In case there is a difference of opinion among the Trustees, the Chairman of the Trust shall consider / adjudicate the issue and his decision shall be final.
- On the death or retirement of a Trustee the majority of the Trust Board shall vote and appoint / nominate another Trustee to the said vacancy.
- Trust Board is a Advisory Committee for the overall conduction, performance & maintenance of PPLSSS, HPS & FBS Schemes

1. NAME OF THE TRUST

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

2. OBJECTS OF THE TRUST

The objects of this Trust shall be:

- i) To provide legal aid and financial assistance to the beneficiaries / members against any litigation, harassment etc, which may arise during the course of their professional practice or performance of work.
- ii) To assist financially any beneficiary / member in the matter of payment of compensation, damages, defamation, money awarded in any litigation against any beneficiary or member.
- iii) To form a panel of Doctor, Medical Experts, Medico- Technical Experts and Consultants in different allied fields viz X-ray, ECG, EEG, Ultra Sonogram, CT Scan etc., and other equipment connected with and used in the medical field, for rendering expert opinion in the event of any litigation due to death or calamity or defect in the treatment by the beneficiary / member and for such assistance as may be necessary.
- iv) To arrange for legal assistance by appointing a panel of advocates for helping the members / beneficiaries of the trust.
- v) To publish research book, brochures, pamphlets, periodicals and journals for the purposes of updating its members with latest Technological inventions, discoveries, improvements etc., in the field of medicine, and to appraise them of the advancement in the medical field.
- vi) To conduct Seminars, Conferences, Workshop etc., for updating the knowledge of the members in the different fields of medicine.
- vii) To adequately secure the trust by entering into an arrangement for insurance or otherwise, with any Insurance company of companies, against the liabilities that may arise or accrue on account of any compensation, damages etc, awarded against its beneficiaries/members.
- viii) To promote the welfare of the unfortunate families of the members who have either died or are in the end stage disease.
- ix) To run Hospital Protection Scheme and Family Benefit Scheme.

3. OFFICE OF THE TRUST

The Principal office of the Scheme shall be situated at the scheme secretary's place with a window office at IMA Tamilnadu State Head Quarters, Doctors Colony, Via - Bharathi Nagar First Main Road, Off. Mudichur Road, Tambaram West, Chennai – 600 045.

4. COMMENCEMENT OF THE SCHEME

The Scheme commenced on 14.04.1998 (Tamil New Year's Day) and 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, Tamil Nadu 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 not exceeding the amount as fixed by the scheme.
- (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, Tamil Nadu 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 Scheme.

The Scheme will protect individual members whether in private practice or employed in the services of the Government or Private Institutions, or 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. The Membership Fees may be revised at any time by the Management Committee subject to approval of the members at a General Body Meeting.

Super Specialty Degrees & DNBs – to be enrolled in Surgical & Anesthetist category by paying the prescribed membership tariff. Non Surgical Super Specialty can enroll in 10 lakhs or 20 lakhs slab. Surgical Super Specialty should enroll in 20 lakhs compensation slab only.

PPLSSS NEW MEMBERS SUBSCRIPTION (Block of five years) + 18% GST

No.	Category	Compensation	
		Rs. 10 Lakhs	Rs. 20 Lakhs
i	General Practitioners	Rs. 7,000 + 1,260 = 8,260/-	Rs. 13,000 + 2340 = 15,340/-
ii	Non-Surgical Specialists	Rs. 8,000 + 1,440 = 9,440/-	Rs. 15,000 + 2,700 = 17,700/-
iii	Surgical Specialists & Anesthetists	Rs. 9,000 + 1,620 = 10,620/-	Rs. 17,000 + 3,060 = 20,060/-

PLSSS RENEWAL MEMBERS SUBSCRIPTION BONUS COMPUTATION + 18% GST - (Block of five years)

No.	Category	Compensation	
		Rs. 10 Lakhs	Rs. 20 Lakhs
i	General Practitioners	Rs. 6,000 + 1,080 = 7,080/-	Rs. 12,000 + 2,160 = 14,160/-
ii	Non-Surgical Specialists	Rs. 7,000 + 1,260 = 8,260/-	Rs. 14,000 + 2,520 = 16,520/-
iii	Surgical Specialists & Anesthetists	Rs. 8,000 + 1,440 = 9,440/-	Rs. 16,000 + 2,880 = 18,880/-

Note : Bonus eligible if Renewal is without Break, If no legal claim is made in past Years.

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 demand drafts only drawn on any Nationalised banks and Online Transactions.

The membership shall commence from the Date & Hour of receipt of D.D or date of Cheque realized at the principal office of the Scheme.

To cover any incident that occur during professional duty, the concerned member must be a continuous member of PPLSSS, till final Judgement.

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 shall engage advocates and assist its members to fight out civil and criminal cases concerned with alleged medical negligence in 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 Coordinator 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 or is going to be filed). 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 an 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 cease 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 use 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) 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 Co-ordinators.

10. MANAGEMENT COMMITTEE

The members of the Management Committee so elected shall hold office for a period two years.

The Management Committee shall comprise of State President, State Secretary, State Finance Secretary, Immediate Past State President, President Elect 1 & 2, Founder Trustees of PPLSSS, Chairman, Vice-Chairman, Hon. Secretary, Finance Secretary of the Scheme, District Coordinator for each 300 members from each Revenue District of Tamilnadu and Past Chairmen and Secretaries of PPLSS Scheme of IMA TN,, Immediate Past Chairman, Secretary of the Scheme [one term rotation trustees], Past State Presidents cannot contest for the Management Committee, they are the permanent members with voting rights. All Past Secretaries of IMA TNSB are also permanent invitees to all the Management Committee Meetings with voting rights. Vice Presidents (four in number) of that year are invited members

11. ADMINISTRATION

The Hon. Secretary of the Scheme with the help of staff members shall conduct the day to day administration of the Scheme 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. MANAGEMENT COMMITTEE MEETING

The Management 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 25.

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

13. EMERGENCY / EXTRA ORDINARY MEETING OF THE MANAGEMENT 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. One third of the Management Committee members also can demand for an Extra ordinary / Emergency meeting of the Management Committee

14. FUNCTIONS OF THE MANAGEMENT COMMITTEE

The President of the State IMA as a custom shall inaugurate the Meeting and hand over the proceedings to the Scheme Chairman and other office bearers of the scheme. The Chairman shall conduct the Meeting and finally consolidates the day's proceedings and request the State President to give concluding remarks.

The Chairman will preside over the Management Committee Meeting and General Body Meeting of the Scheme. The Chairman shall have the right to have a casting vote in case any issue comes up with equal votes in the Management Committee / General Body Meetings.

The Finance Standing Committee shall verify all the accounts of the Scheme and give its report to the State Council / General Body.

The Management 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 Management Committee shall have overall control and supervision of the day to day affairs of the Scheme. The Management Committee shall receive, discuss, amend or approve the accounts submitted by the Hon. Secretary, Finance Secretary 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 Management 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.

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

LEGAL COMMITTEE CHAIRMAN : He shall help the members in all the medico-legal cases in consultation with the chairman and secretary of the scheme. He shall guide the members in the event of civil / criminal / consumer cases. He shall receive all details- medical records pertaining to the cases through the PPLSS secretary, write reply to the legal notices and send it to the members. If the members prefer to write their own reply or through their lawyers, he shall approve the reply after thorough verification of the details.

He shall maintain a register of cases and submit the same to the periodic management committee meetings.

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 to contact the

Advocates and gather necessary particulars of the cases concerned. He shall be in-charge of the duties entrusted to him by the Management Committee of the Scheme or the Chairman from time to time. He along with Finance Secretary shall submit accounts quarterly & present the audited accounts to the Management Committee, General Body Meeting & FSC.

FINANCE SECRETARY : He shall collect the membership fees and pay damages in cheques signed by him and the Hony. Secretary. He shall maintain the day to day accounts of the Scheme and present the audited accounts to the Managing Committee, General Body and FSC.

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 liaison 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 PPLSSS Secretary. 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 50 members as quorum.
- Notice of 21 days shall be given for holding a General Body Meeting. The notice will be given through the TIMA NEWS / e.mail / whatsapp / website and not individually except Emergency General Body Meeting.
- The Quorum for the general meeting shall be 50 members. 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

Internal Auditing Committee will be elected through the election, which shall consist of not less than 3 members. Chairman and 2 members by election.

He will audit the accounts of the PPLSSS office once in three months before each management committee meeting along with the audit committee members.

He will audit membership details, Bank passbooks, legal notices, and claims. He will submit his report to the Management Committee Meeting and offer any suggestions or point to any lapses.

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 of each other.

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

For claims above Rs. 25,000/- and up to Rs.1,00,000/- a sub committee shall be constituted by the Chairman. The Committee shall study, investigate and settle the case. Sub-committee will comprise of Chairman, Secretary, Finance Secretary & Legal Committee Chairman of the Scheme. The Chairman of the Scheme shall be the Chairperson of the Sub Committee.

For claims exceeding Rs.1,00,000/- a sub-committee shall be constituted by chairman, who shall study, investigate and report to the Management Committee who shall decide on the same.

The Amount of Compensation Rs. 10 Lakhs / 20 Lakhs in a block of 5 years according to the subscriptions will be the maximum limit.

The financial assistance extended to the members of the Scheme 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 / forums / commissions. Under normal circumstances the Scheme shall not pay for award compensation in cases where settlement is reached out of court. Under extra ordinary circumstances, if deemed fit by the Management 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 attached himself with 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.

If any advocate is recommended by the member, the advocate must be accepted at the secretary's office with a forwarding letter from the district coordinator.If any advocate is to be made a PPLSSS panel advocate, the corresponding district coordinator must forward the concerned advocate's Biiiodata to the secretary's office which shall be later ratified in the subsequent management committee meeting.

19. SURPLUS OF THE SCHEME

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 in a fixed deposit for the furtherance of the objects of this Scheme.

20. 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 Nationalized bank only, opened for this purpose, subject to the provisions of the Income Tax act, 1961, in this behalf.
- b) The Scheme 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 Hon. Secretary and the Finance Secretary.
- d) The Hon. Secretary and the Finance Secretary shall keep proper books of account with respect to all sums of money received and expended by the Scheme, and of all the Assets and Liabilities of the Scheme.
- e) The Secretary along with Finance Secretary shall submit all accounts quarterly to the Management Committee, General Body Meeting & FSC

21. AUDIT

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

22. ACCOUNTING YEAR

The accounting year of the Scheme 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 of the scheme shall be convened to make the final settlement of the Liabilities and to collect the outstanding dues 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.

24. ELIGIBILITY FOR ELECTION - GENERAL NOTE

The Election of all PPLSS office bearers will be conducted online by the Election Commission of IMA TNSB. The office bearers shall be elected only from the members of PPLSSS. The tenure shall be for a period of two years. Only PPLSS members who are in the active role are eligible to vote. The election shall be by online voting. Election notification shall be given in TIMA NEWS with enough time frame.

All posts are for one term only except the post of District Coordinators which a member can hold for 3 terms.

- A) Past State Presidents cannot contest for any post including District Coordinator- but can attend meetings with full voting rights
- B) Past PPLSSS Chairmen are not eligible to contest for any post in the same scheme

CHAIRMAN

1. Life member of IMA for 10 years
2. PPLSSS member for 10 years
3. Attended MCM for three terms. Should have been attended minimum 12 Management Committee meetings
4. Not eligible for reelection to the same post
5. Past State Secretary / Past PPLSS Secretary fulfilling the above criteria eligible to contest
6. Past State Presidents are not eligible to contest.
7. Past Chairmen of the PPLSS Scheme are not eligible to contest
8. Should remit a non-refundable deposit of Rs. 10,000/-
9. Certificate from the PPLSSS Office for eligibility should be obtained by candidate prior to the election.

VICE - CHAIRMAN

1. Life member of IMA for 10 years
2. PPLSS member for 10 years
3. Attended MCM for two terms. Should have been attended minimum 10 Management Committee Meetings
4. Should remit a non-refundable deposit of Rs. 5,000/-
5. Certificate from the PPLSSS Office for eligibility should be obtained by candidate prior to the election.

HONY. SECRETARY

1. Life member of IMA for 10 years
2. PPLSS member for 5 years
3. Attended MCM for two terms. Should have been attended a minimum 8 Management Committee Meetings
4. Should remit a non-refundable deposit of Rs. 5,000/-
5. Certificate from the PPLSSS Office for eligibility should be obtained by candidate prior to the election.

JOINT SECRETARY / LEGAL COMMITTEE CHAIRMAN / INTERNAL AUDIT COMMITTEE CHAIRMAN

1. Life member of IMA for 10 years
2. PPLSS member for 5 years
3. Should have been District Co-ordinator for 2 terms.
4. Attended MCM for two years. Should have been attended a minimum 4 Management Committee Meetings
5. Should remit a non-refundable deposit of Rs. 5,000/-
6. Certificate from the PPLSSS Office for eligibility should be obtained by candidate prior to the election.

FINANCE SECRETARY

1. Life member of IMA for 10 years
2. PPLSS member for 5 years
3. Should have been District Co-ordinator for 2 terms.
4. Attended MCM for two years. Should have been attended a minimum 4 Management Committee Meetings.
5. Finance Secretary will be elected by the PPLSSS members through online election. He / She shall pay a non-refundable deposit of Rs. 5,000/-.
6. Certificate from the PPLSSS Office for eligibility should be obtained by candidate prior to the election.

INTERNAL AUDIT COMMITTEE CHAIRMAN & MEMBERS

1. Life member of IMA for 10 years
2. PPLSS member for 5 years
3. Should have been District Co-ordinator for 2 terms.
4. Attended MCM for one term. Should have been attended a minimum 4 Management Committee Meetings.
5. Should remit a non-refundable deposit of Rs. 3,000/-
6. Certificate from the PPLSSS Office for eligibility should be obtained by candidate prior to the election.

DISTRICT COORDINATORS

1. Life member of IMA for 5 years
2. Should be a PPLSS member for 5 years
3. Eligible to contest again for a maximum of 3 periods
4. Should contest from the same Revenue District to which the member belongs; the PPLSSS members of the same district shall vote
5. One coordinator for every 300 members of the same revenue district
6. Past State Presidents / Chairmen of the scheme not eligible to contest
7. Should remit a non-refundable deposit of Rs.1,000/-

**HOSPITAL PROTECTION SCHEME
OF PPLSSS of IMA TAMIL NADU**

1. The activities of the Scheme shall be confined to the State of Tamilnadu only.
2. Only members of the Nursing home Board of Indian Medical Association, Tamilnadu State Branch are eligible to become the members of this scheme.
3. Only an individual hospital can be admitted to this scheme and no Medical Practitioner can be a member of this Scheme.
4. This scheme will not enroll Dental Hospitals in the Scheme.
5. The Scheme will protect individual Hospital rendering services at the place mentioned in the application form. Hospitals having any branches elsewhere have to enroll separately. In case of shifting of hospital the scheme has to inform prior or at the time of shifting.
6. The scheme will not give protection to the individual Doctors of for their lapses even if a Doctor heads such management.
7. The membership Fees may be revised at any time by the Management committee subject to approval of the members at a General Body Meeting.
8. The Membership fees once paid shall not be refunded.
9. Subscription shall be paid by Account Payee Demand Draft drawn on any National or Scheduled bank or by online transactions.
10. The membership shall commence from the date & Hour of receipt of D.D at the Principle office of the scheme.
11. To cover any incident that occurs during Professional duty, the concerned member hospital must be member of Hospital Protection Scheme of PPLSSS of IMA TN before the date of admission of the patient in the hospital.
12. The renewal of membership of any member, who has been penalized by any competent authority, shall be at the sole discretion of the Management Committee.
13. The concerned member hospital shall inform the Hon. Secretary and the District coordinators of the Scheme within 10 days of the occurrence of the incident.
14. The concerned member hospital 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.

15. Any member hospital who makes the Scheme a party in its case, shall cease to enjoy the benefits from this scheme.
16. The member hospitals are classified as block of three years subscription payable by each category is as noted against each: the subscription shall be block of three years and according to the category.

**HPS NEW & RENEWAL SUBSCRIPTION
(Block of three years) + 18% GST**

Category	Compensation 10 lakhs per block of 3 years Rs.	GST (Rate 18%) Rs.	Total Rs.	Compensation 20 lakhs per block of 3 years Rs.	GST (Rate 18%) Rs.	Total Rs.
PRIMARY LEVEL (Single Doctor Clinic, Day Care centre, Poly clinic op only)	5,000	900	5,900	9,000	1,620	10,620
SECONDARY LEVEL (Below 50 beds)	12,000	2,160	14,160	24,000	4,320	28,320
TERTIARY LEVEL (50 Beds and above)	xxx	xxx	xxx	55,000	9,900	64,900

FAMILY BENEFIT SCHEME OF PPLSSS OF IMA TAMILNADU

1. The activities of the Scheme shall be confined to the State of Tamilnadu.
2. Only life members of the Indian Medical Association, Tamilnadu State Branch are eligibility to become the members of this Scheme.
3. The Scheme Covers reimbursement of Hospitalization Expenses for illness/ diseases or injury sustained by the member, spouse or children below 21 years.
4. Scheme shall reimburse **Rs. 1.2 Lakh** for the Hospitalization expenses incurred in that year for the member, spouse or children below 21 years and not exceeding Rs. 60,000 per Hospitalization for the members or their nominees.
(N.B. Renewal of Subscription without break is essential)
5. The Scheme shall not be liable to make any payment,
 - a. Any hospitalization expenses incurred in the first 180 days from the date of joining.
 - b. Cost of spectacles and contact lenses, hearing aids.
 - c. Dental treatment, Cosmetic Surgery or Surgery of any kind unless requiring hospitalization.
 - d. Charges incurred at Hospital or Nursing Home primarily for diagnostic, x-ray or laboratory examination.

NOTICE OF CLAIM

- Preliminary notice of claim with particulars should be given to the scheme within seven days from the date of hospitalization/ injury/ death.
- Final claim along with hospital receipts bills/cash memos, claim from and documents as listed in the claim from should be submitted to the trust within 30 days of discharge from the Hospital.
- The Window period between two claims is six months.

FBS NEW MEMBER – Yearly Subscription Amount + 18% GST

AGE	Amount (Rs.)	GST (18%)	Total (Rs.)
Upto 45 Years	3,500	+ 630	4,130
46 – 55 Years	4,500	+ 810	5,310
56 – 60 Years	5,500	+ 990	6,490

Note : FBS New members entry upto age 60 years only

FBS RENEWAL MEMBER – Bonus Computation + 18% GST

AGE	Amount (Rs.)	GST (18%)	Total (Rs.)
Upto 45 Years	$3,500 - 500 = 3,000$	+ 540	3,540
46 – 55 Years	$4,500 - 500 = 4,000$	+ 720	4,720
56 – 65 Years	$5,500 - 500 = 5,000$	+ 900	5,900
66 – 70 Years	$6,000 - 500 = 5,500$	+ 990	6,490
71 – 75 Years	$6,500 - 500 = 6,000$	+ 1,080	7,080
76 – 80 Years	$7,000 - 500 = 6,500$	+ 1,170	7,670

Note : Bonus eligible if Renewal is without break every year, if no claim is made in past years.

**BYE LAWS OF FAMILY SECURITY SCHEME - I
IMA TAMILNADU**

1. NAME OF THE SCHEME

Family Security Scheme - I of IMA Tamil Nadu State Branch.

2. OFFICE OF THE SCHEME

Office of the Scheme shall be situated at the place of IMA State Head Quarters, Headquarters Building, Doctors Colony, off Mudichur Road, West Tambaram, Chennai-600 045. If the Secretary is out of Chennai, Window Office will be in the place of Secretary FSS elected.

3. COMMENCEMENT OF THE SCHEME

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

4. TRUST BOARD

Family Security Scheme Management Committee, General Body, IMA State Finance Standing Committee, IMA State Council and IMA General Body approved the proposal of TRUST FORMATION with the following members in the TRUST BOARD.

PERMANENT / FOUNDER TRUSTEES

1. Dr. K. VIJAYA KUMAR - CHAIRMAN 2 YRS
2. Dr. T. SADAGOPAN
3. Dr. S. DAMODARAN

OTHER PERMANENT TRUSTEES

1. Dr. K. PRAKASAM
2. Dr. N. MOHAN DASS
3. Dr. R. GUNASEKAR
4. Dr. J.A. JAYALAL
5. Dr. P. RAMAKRISHNAN
6. Dr. K. THANKAMUTHU

ROTATION TRUSTEES

1. F.S.S CHAIRMAN
2. F.S.S SECRETARY
3. IMA PRESIDENT
4. IMA SECRETARY

Their Tenure will be as long as they hold the post in FSS and IMA.

The Trust Board Chairman will convene periodical Board meetings and supervise the functioning of the scheme and suggest ways for the improvement of the scheme.

The trust Board will be registered and shall apply for Pan Card, Exemptions under various, heads of tax.

The Trust Board members are always the invitee members with voting rights in the Management Committee Meeting.

5. AREA OF OPERATION

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

6. DEFINITIONS

Beneficiary : 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 to lose the privilege of the scheme and will not be called as beneficiary.

7. OBJECTIVE OF THE SCHEME

- (a) To provide immediate substantial financial aid to the family of the members of FSS on his / her Demise.
- (b) The scheme is of the doctors, by the doctors, and for the deceased doctor's family who are Members of the scheme.

8. MEMBERSHIP ELIGIBILITY

- (a) Any life member of IMA TNSB is eligible to join the scheme once they get membership number.
- (b) Couple members should join separately.
- (c) Upper age limit 50 years.

9. ADVANTAGES

- (a) Contribution is very minimum.
- (b) Mental satisfaction of helping one of your deceased members family by contributing Rs. 200/- to each family.
- (c) No medical certificate needed.
- (d) Minimal easy formalities for death claim.
- (e) Life member of IMA up to the age of 50 yrs can join the scheme.

10. PAYMENT DETAILS

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

Age less than 30 years	Rs. 3,000/-
Age 31 - 40 years	Rs. 10,000/-
age 41 - 45 Years	Rs. 30,000/-
Age 46-50 Years	Rs. 50,000/-
- (b) An advance amount for 60 deaths (fraternity contribution) $200 \times 60 = 12,000$ should also be sent along with non-refundable deposit. (It varies as per the anticipated number of Deaths)
- (c) After 60 deaths further advance will be collected according to forthcoming death.
- (d) Payment only by DD / online payment through payment gateway in the name of FSS-I of IMA TNSB payable at place of Secretary's office.

11. PROCEDURE FOR ENROLLMENT

- (a) Life members of IMA will have to apply in the prescribed application form.
- (b) Membership comes to existence only when the office receives DD and receipt is made to that effect.
- (c) Applications should be sent along with AFC (Advance Fraternity Contribution), nonrefundable deposit, copy of life membership certificate, date of birth proof (Aadhaar card, Pan Card / Driving License / Voter's ID)
- (d) The photos of the applicant and nominees should be pasted with signature in the prescribed application form.
- (e) The application should be forwarded by the local IMA Branch Secretary / President / District coordinators.

12. TERMINATION OF MEMBERSHIP

- (a) For providing wrong information
- (b) Nonpayment of fraternity contribution after reminder, letter show cause notice, and by Registered post.
- (c) After termination member is not eligible to re-join the scheme.

13. WHY ADVANCE CONTRIBUTION

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

14. DEATH FRATERNITY CONTRIBUTION

- (a) Every member has to pay the death fraternity contribution of Rs.200/-per death.
- (b) Contribution amount will be intimated during December of every year.
- (c) Collection of the amount will start from 1st January to March 31st without late fee.
- (d) From 1st April to 30th June the late fee will be Rs. 200, 1st July to 30th September the late fee will be Rs. 400, 1st October to 31st December the late fee will be Rs. 600.
- (e) On the death of a member**, if one AFC (From 1st January to 31st March) due is pending it will be deducted and if one AFC due is pending after three months (From 1st April to 31st December) 10 times of the advance amount will be deducted.
- (f) If the member does not pay end of December he / she lose the benefit.
- (g) The nominee will get the benefit due to natural death, suicidal, homicidal, and accidental death.
- (h) No amount will be sanctioned for any cause except after death of the member for which the scheme is started.

15. DOCUMENTS NEEDED FOR CLAIM

- (a) Original membership certificate
- (b) Copy of death certificate
- (c) Request letter and photo from 1st nominee & Photo of the deceased member
- (d) Last paid Receipt.
- (e) Documents must be send through local branch IMA secretary with forwarding letter.

16. IF A MEMBER DIES WHO WILL GET THE BENEFITS

- (a) 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.

17. IF NOMINEE / NOMINEES DIE WHO WILL GET THE BENEFITS

- (a) In the event of the death of the 1st nominee the second /successive nominee should submit the application
- (b) Payment will be made to legal heir if no alive registered nominees available.
- (c) Legal heir certificate and affidavit from Notary Public should be produced.

18. FORECLOSURE

Members aged 80 & above may apply for voluntary foreclosure with the following preconditions: He / She should have contributed at least 15 years, the member & first nominee should sign the claim request and should be forwarded by the branch office bearers.

One may choose for foreclosure after the completion of 80 years of age or continue to contribute as long they are alive.

The final claim amount is fixed as 3 Lakhs for members who are opting for foreclosure and it will be handed over to the member and their nominee won't get any benefit from FSS. It's one time settlement.

But if the member choose to contribute till his / her last breath his / her nominee is entitled to get the full claim amount.

19. WINDOW PERIOD - *For the new members,*

- (a) The scheme is operable only after one year of becoming the member of the scheme, except in accidents / homicide. i.e. The members joining the scheme if they die earlier than 365 days of joining, no fraternity contribution will be given to their families except accident death and homicide 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 the 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.

20. WHO WILL RUN THE FAMILY SECURITY SCHEME-I

FSS scheme office bearers and the Management Committee will run the scheme. IMA TNSB will supervise the scheme through Internal Audit Committee, Finance Standing Committee, State Council Meeting and General Body Meeting.

21. DUTIES AND RESPONSIBILITIES OF THE OFFICE BEARERS

CHAIRMAN : He will be the Chairperson for all the meetings conducted by FSS - I. He will be the Chairperson for the General Body Meeting / Ordinary / Emergency Meeting / Extraordinary Meetings / Management Committee Meeting. He shall guide and control the activities of the scheme. The Chairman with the help of the Management Committee will deal any disputes.

SECRETARY : He Shall make all the correspondence Shall see the smooth functioning of the office, Shall investigate the claims by himself or with Chairman and settle the claims., Shall arrange meetings, conduct legal cases and also carry out all the duties entrusted to him by the committee.

FINANCE SECRETARY : He Shall collect the membership fees, FC accounts, Shall maintain day to day accounts of the scheme, Shall sign the Cheque along with the Secretary and Present the audited accounts to the Management Committee, General Body Meeting & Finance Standing Committee.

VICE CHAIRMAN: In the absence of Chairman, the Vice Chairman will preside over the Meetings and he shall supervise the functioning of the Scheme Office.

JOINT SECRETARY : He shall assist the Secretary of the Scheme to run scheme smoothly and in the absence of the Secretary, he shall discharge the duties of the Secretary till such time the alternate arrangements are made.

MANAGEMENT COMMITTEE / EX – OFFICIO MEMBERS : Management Committee will consist of the State President, State Secretary and State Finance Secretary, Immediate Past State President, Immediate Past State Secretary, Immediate Past Chairman FSS, Immediate Past Secretary FSS and also the State President Elect as ex officio members of the management committee. Past Chairman and Secretary FSS will be special invitees in the Management Committee Meeting.

ELECTED MEMBERS : The Management Committee of FSS Scheme of IMA Tamil Nadu will consist of the Elected Chairman, Vice Chairman, Secretary, Joint Secretary, Finance Secretary and the management Committee members elected by the members of each revenue District.

INVITED MEMBERS : The founder President, Founder Secretary and Founder Treasurer of the scheme are always the invited members of the scheme with voting rights All Past State President, State Secretary, Imm. Past Chairman and Secretary are always the invited members of the scheme with voting rights.

MANAGEMENT COMMITTEE MEETING : 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. 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.

The Management Committee can call for an extraordinary General Body Meeting when required. The Management Committee can receive, discuss, amend or approve the accounts submitted by the Secretary of the Scheme. The decision of the Management Committee will be final in case of any controversy that arises. The management Committee members are eligible for TA / DA. There will be one MC member for every 300 members and part thereafter in the revenue district.

EMERGENCY MANAGEMENT COMMITTEE MEETING : 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.

POWERS OF THE STATE OFFICE BEARERS : 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 the Chairman of FSS to conduct the meeting. The Chairman of FSS in turn will request the IMA President to give the conclusion address.

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

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.

ELECTION OF OFFICE BEARERS : The election will be conducted by the Election Commission of IMA TNSB the office bearers shall be elected only from the members of the FSS. The tenure of Office shall be 2 years. Only the Family Security Scheme members are eligible to vote. The election shall be by postal ballot / online voting. Election notification will be given in the "TIMA" News Letter / Website with the required time frame.

All posts are for one term only. The members are not eligible to contest again for the same post except for the post of Management Committee Member for which a member can contest for 3 terms.

22. ELIGIBILITY OF THE CANDIDATES :

CHAIRMAN

- (a) Must be a member of FSS, with a minimum of 10 years of membership
- (b) IMA Life member for 10 years
- (c) Should have completed 2 terms of membership as a management committee member and should have attended minimum 10 meetings
- (d) State - Past Vice President, Past State Secretary, Past State Finance Secretary and the Past FSS Secretary can contest and
- (e) Should remit a non-refundable deposit of Rs.10,000/-
- (f) Certificate from the FSS Office for eligibility should be obtained by candidate prior to the election.

VICE CHAIRMAN

- (a) Must be a FSS member for 10 years
- (b) IMA Life member for 10 years
- (c) Should have completed 2 terms of membership as a management committee member and should have been attended minimum 8 meetings
- (d) Should remit a nonrefundable deposit of Rs. 5,000/-
- (e) Certificate from the FSS Office for eligibility should be obtained by candidate prior to the election.

SECRETARY

- (a) Must be a FSS member for 5 years
- (b) IMA Life member for 10 years
- (c) Should have completed 2 terms of membership as a management committee member and should have been attended minimum 4 meetings
- (d) Past State President IMA TNSB / Past FSS Chairman cannot contest for this post.
- (e) Should remit a nonrefundable deposit of Rs. 5,000/-
- (f) Certificate from the FSS Office for eligibility should be obtained by candidate prior to the election.

JOINT SECRETARY

- (a) Must be a FSS member for 3 years
- (b) IMA Life membership for 5 years and
- (c) Should remit a non-refundable deposit of Rs.3,000/-
- (d) Certificate from the FSS Office for eligibility should be obtained by candidate prior to the election.

FINANCE SECRETARY

- (a) Finance Secretary will be elected by the FSS members through online election
- (b) Must be a FSS member for 3 years
- (c) IMA Life member for 5 years
- (d) Should have completed 1 terms of membership as a management committee member and should have been attended minimum 4 meetings
- (e) Should remit a non-refundable deposit of Rs. 5,000/-
- (f) Certificate from the FSS Office for eligibility should be obtained by candidate prior to the election.

INTERNAL AUDITING COMMITTEE CHAIRMAN

- (a) Past State Vice President / Past State Secretary / Past FSS Secretary can contest.
- (b) Must be a FSS member for 5 years
- (c) IMA Life member for 10 years
- (d) Should have completed 2 terms of membership as a management committee member and should have been attended minimum 8 meetings
- (e) Should remit a non-refundable deposit of Rs. 5,000/-
- (f) Certificate from the FSS Office for eligibility should be obtained by candidate prior to the election.

INTERNAL AUDITING COMMITTEE MEMBERS - 2

- (a) Must be a FSS member for 5 years
- (b) IMA Life member for 10 years
- (c) Should have completed 1 term of membership as a Management Committee member and should have been attended minimum 4 meetings
- (d) Should remit a non-refundable deposit of Rs. 5,000/-
- (e) Certificate from the FSS Office for eligibility should be obtained by candidate prior to the election.

DISTRICT CO-ORDINATOR

- (a) Must be a member of FSS for at least 2 years
- (b) Must be a IMA Life member for 5 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 coordinator / office bearer not attending more than 3 management committee meeting continuously will be disqualified.
- (g) If no member is coming forward to apply for the post of District Co-ordinator, the State President can nominate and fill the post with the Consultation of the Chairman and the Secretary.
- (h) Certificate from the FSS Office for eligibility should be obtained by candidate prior to the election.

23. GENERAL BODY MEETING

The General Body Meeting of the FSS shall consist of all members of the scheme and shall meet once in a year.

The amendment of the byelaw can be made only at the General Body meetings with 3/4th majority of the members present. A notice of 21 days should be given prior to the conduct of the General Body meeting.

The quorum for General Body meeting shall be 50 members.

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 of the General Body meeting is needed to pass resolution. 3/4th majority of the General Body meeting is needed to pass an amendment and those who attend the meetings.

General Body notice will be given through TIMA News Letter and not individually, with required time frame except Emergency General Body Meetings.

24. ACCOUNTS AND AUDIT

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.

The bank account shall be operated jointly by the Hony. Secretary and Finance Secretary..

The Hony. Secretary and the Finance Secretary 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. A chartered accountant or a firm chartered accountant who is qualified as per the chartered accountant regulations shall audit the accounts of the scheme annually.

The Internal Audit Committee Chairman along with two members will conduct an internal audit once in three months before the State council and Management Committee Meetings and the report will be submitted in the meetings. They will be elected through the FSS members.

25. ACCOUNTING YEAR

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

26. FSS CERTIFICATE AND NOMINEE

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

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

To change the nominee, the original FSS certificate, DD for Rs.1000 and a letter to that effect must be send to the office and necessary change will be made and the office will issue a fresh certificate.

27. DISSOLUTION OF THE SCHEME

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.

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.

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

28. INCOMING OFFICE BEARERS

The elected new office bearers will take over documents and administration pertaining to the movable and immovable properties from the previous office bearers in the presence of the State Secretary, IMA TNSB / State Finance Secretary, IMA TNSB/ Representative appointed by State President.

**BYE LAWS OF FAMILY SECURITY SCHEME - II
IMA TAMILNADU**

1. NAME OF THE SCHEME

Family Security Scheme-II of IMA Tamil Nadu State Branch.

2. OFFICE OF THE SCHEME

Office of the scheme shall be situated at the place of IMA State Head Quarters, Headquarters Building, Doctors Colony, off Mudichur Road, West Tambaram, Chennai - 600045. If the Secretary is out of Chennai, Window Office will be in the place of Secretary FSS elected.

3. COMMENCEMENT OF THE SCHEME

The Scheme was launched during the 293rd State Council meeting at Nagercoil on 10th December 2017 Dr. J.A. Jayalal as State President, Dr. B. Sridhar as State Secretary and Dr. S. Palanivel Rajan as State Finance Secretary.

4. TRUST BOARD

Family Security Scheme Management Committee, General Body, IMA State Finance Standing Committee, IMA State Council and IMA General Body approved the proposal of TRUST FORMATION with the following members in the TRUST BOARD.

PERMANENT / FOUNDER TRUSTEES

1. Dr. K. VIJAYA KUMAR - CHAIRMAN 2YRS
2. Dr. T. SADAGOPAN
3. Dr. S. DAMODARAN

OTHER PERMANENT TRUSTEES

1. Dr. K. PRAKASAM
2. Dr. N. MOHAN DASS
3. Dr. R. GUNASEKAR
4. Dr. J.A. JAYALAL
5. Dr. P. RAMAKRISHNAN
6. Dr. K. THANKAMUTHU

ROTATION TRUSTEES

1. F.S.S CHAIRMAN
2. F.S.S SECRETARY
3. IMA PRESIDENT
4. IMA SECRETARY

Their Tenure will be as long as they hold the post in FSS and IMA.

The Trust Board Chairman will convene periodical Board meetings and supervise the functioning of the scheme and suggest ways for the improvement of the scheme. The trust Board will be registered and shall apply for Pan Card, Exemptions under various, and heads of Tax. The Trust Board members are always the invitee members with voting rights in the Management Committee Meeting.

5. AREA OF OPERATION

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

6. DEFINITIONS

BENEFICIARY : 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 to lose the privilege of the scheme and will not be called as beneficiary.

7. OBJECTIVE OF THE SCHEME

- (a) To provide immediate substantial financial aid to the family of the members of FSS on his/her demise.
- (b) The scheme is of the doctors, by the doctors, and for the deceased doctor's family who are members of the scheme.

8. MEMBERSHIP ELIGIBILITY

- (a) Any life member of IMA TNSB is eligible to join the scheme once they get membership number.
- (b) Couple members should join separately.
- (c) Upper age limit 55 Years

9. ADVANTAGES

- (a) Contribution is very minimum.
- (b) Mental satisfaction of helping one of your deceasedmember's family by contributing Rs.200/- to each family.
- (c) No medical certificate needed.
- (d) Minimal easy formalities for death claim.

10. PAYMENT DETAILS

- (a) A non-refundable deposit will be collected from members joining in the scheme according to age.
- | | |
|------------------------|----------------|
| Age less than 30 years | - Rs. 3,000/- |
| Age 31 - 40 years | - Rs. 10,000/- |
| Age 41 - 45 Years | - Rs. 30,000/- |
| Age 46 - 50 Years | - Rs. 50,000/- |
| Age 51 - 55 Years | - Rs. 55,000/- |
- (b) An advance amount for 40 deaths (fraternity contribution) $300 \times 40 = 12,000$ should also be sent along with non-refundable deposit. (It varies as per the anticipated number of Deaths)
- (c) After 40 deaths further advance will be collected according to forthcoming death.
- (d) Payment only by DD/ online payment through Payment Gateway in the name of FSS-II of IMA TNSB payable at place of secretary's office.

AGE LIMIT FOR FSS – II

- Age denotes the completed age as per the official records, **(Aadhar/Voter ID/ Pan card/driving License/ Passport/School Leaving Certificate)**
- The age limit to join in this scheme is only **55 years** for both the Existing FSS – I Members and new members.
- Death Fraternity Contribution Advance Amount **Rs. 12,000/-** per Year - for all age Groups. (as per the anticipated number of Deaths)
- First Payment only by Demand Draft In favour of **“IMA TNSB FSS –II”** Payable at Marthandam.
- From second Premium onwards payment can be done by DD (or) online payment Gateway.

CLAIMS AMOUNT IS RS. 300 X NUMBER OF ACTIVE MEMBERS IN FSS II.

- Defaulters of FSS-I Scheme will not be allowed to join FSS-II.
- The accounting year of the Scheme shall be 1st July of each year to 30th June of the following year.
- If a member failed to pay within this period the membership will be terminated after giving a registered notice with 15 days grace period.
- Management Committee's decision is final in case of any dispute regarding membership, death Claim or deletion of defaulter.

11. PROCEDURE FOR ENROLLMENT

- (a) Life members of IMA will have to apply in the prescribed application form.
- (b) Membership comes to existence only when the office receives DD and receipt is made to that effect.
- (c) Applications should be sent along with AFC (Advance Fraternity Contribution), nonrefundable deposit, copy of life membership certificate, date of birth proof (Aadhaar card, Pan Card/Driving License / Voter's ID).
- (d) The photos of the applicant and nominees should be pasted with signature in the prescribed application form.
- (e) The application should be forwarded by the local IMA Branch secretary / President / District Coordinators

12. TERMINATION OF MEMBERSHIP

- (a) For providing wrong information
- (b) Nonpayment of fraternity contribution for 1 year, after reminder, letter show cause notice, and by registered post (that is 12 months only).
- (c) After termination member is not eligible to re-join the scheme.

13. WHY ADVANCE CONTRIBUTION

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

14. DEATH FRATERNITY CONTRIBUTION

- (a) Every member has to pay the death fraternity contribution of Rs. 300/- per death.
- (b) Contribution amount will be intimated during December of every year.
- (c) Collection of the amount will start from 1st January to March 31st without late fee.
- (d) From 1st October to 31st December the late fee will be Rs. 200, 1st January to 31st March the late fee will be Rs. 400, 1st April to 30th June the late fee will be Rs. 600.
- (e) On the death of a member**, if one AFC (From 1st July to 30th September) due is pending it will be deducted and if one AFC due is pending after three months (From 1ST October to 30th June) 10 times of the advance amount will be deducted.
- (f) If the member does not pay end of December he / she lose the benefit.
- (g) The nominee will get the benefit due to natural death, suicidal, homicidal, and accidental death.
- (h) No amount will be sanctioned for any cause except after death of the member for which the scheme is started.

15. DOCUMENTS NEEDED FOR CLAIM

- (a) Original membership certificate
- (b) Copy of death certificate
- (c) Request letter and photo from 1st nominee & Photo of the deceased member
- (d) Last paid Receipt.
- (e) Documents must be send through local branch IMA secretary with forwarding letter.

16. IF A MEMBER DIES WHO WILL GET THE BENEFITS

- (a) 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.

17. IF NOMINEE / NOMINEES DIE WHO WILL GET THE BENEFITS

- (a) In the event of the death of the 1st nominee the second / successive nominee should submit the application
- (b) Payment will be made to legal heir if no alive registered nominees available.
- (c) Legal heir certificate and affidavit from Notary Public should be produced.

18. WINDOW PERIOD

For the new members - one year from the date of joining,

- (a) The scheme is operable only after one year of becoming the member of the scheme, except in accidents / homicide. i.e. The members joining the scheme if they die earlier than 365 days of joining, no fraternity contribution will be given to their families except accident death and homicide death.
- (b) For the exiting FSS members-** 6 months window period from the date of joining.
- (c) 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 the 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.

19. WHO WILL RUN THE FAMILY SECURITY SCHEME - II

FSS scheme office bearers and the Management Committee will run the scheme. IMA TNSB will supervise the scheme through Internal Audit Committee, Finance Standing Committee, State Council Meeting and General Body Meeting.

20.DUTIES AND RESPONSIBILITIES OF THE OFFICE BEARERS:

CHAIRMAN: He will be the Chairperson for all the meetings conducted by the FSS-II. He will be the Chairperson for the General Body Meeting / Ordinary / Emergency Meeting / Extraordinary Meetings / Management Committee Meeting. He shall guide and control the activities of the scheme. The Chairman with the help of the Management Committee will deal any disputes.

SECRETARY : He Shall make all the correspondence Shall see the smooth functioning of the office, Shall investigate the claims by himself or with Chairman and settle the claims. Shall arrange meetings, conduct legal cases and also carry out all the duties entrusted to him by the committee.

FINANCE SECRETARY : He shall collect the membership fees, FC accounts, Shall maintain day to day accounts of the scheme, Shall sign the Cheque along with the Secretary and Present the audited accounts to the Management Committee, General Body Meeting & Finance Standing Committee

VICE CHAIRMAN : In the absence of Chairman, the Vice Chairman will preside over the meetings and he shall supervise the functioning of the Scheme Office.

JOINT SECRETARY : He shall assist the Secretary of the Scheme to run scheme smoothly and In the absence of the Secretary, he shall discharge the duties of the Secretary till such time the alternate arrangements are made.

MANAGEMENT COMMITTEE / EX – OFFICIO MEMBERS : Management Committee will consist of the State President, State Secretary and State Finance Secretary, Immediate Past State President, Immediate Past State Secretary, Immediate Past Chairman FSS, Immediate Past Secretary FSS and also the State President Elect as ex officio members of the management committee. Past Chairman and Secretary FSS will be special invitees in the Management Committee Meeting.

ELECTED MEMBERS : The Management Committee of FSS Scheme of IMA Tamil Nadu will consist of the Elected Chairman, Vice Chairman, Secretary, Joint Secretary, Finance Secretary and the management Committee members elected by the members of each revenue District.

INVITED MEMBERS : The founder President, Founder Secretary and Founder Treasurer of the scheme are always the invited members of the scheme with voting rights All Past State President, State Secretary, Imm. Past Chairman and Secretary are always the invited members of the scheme with voting rights.

MANAGEMENT COMMITTEE MEETING : 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. 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. The Management Committee can call for an extraordinary General Body Meeting when required. The Management Committee

can receive, discuss, amend or approve the accounts submitted by the Secretary of the Scheme. The decision of the Management Committee will be final in case of any controversy that arises. The management Committee members are eligible for TA / DA. There will be one MC member for every 300 members and part thereafter in the revenue district.

EMERGENCY MANAGEMENT COMMITTEE MEETNG : 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.

POWERS OF THE STATE OFFICE BEARERS : 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 the Chairman of FSS to conduct the meeting. The Chairman of FSS in turn will request the IMA President to give the conclusion address.

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

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.

ELECTION OF OFFICE BEARERS : The election will be conducted by the Election Commission of IMA TNSB. The office bearers shall be elected only from the members of the FSS. The tenure of Office shall be 2 years. Only the Family Security Scheme members are eligible to vote. The election shall be by postal ballot / online voting. Election notification will be given in the "TIMA" newsletter with the required time frame.

All posts are for one term only. The members are not eligible to contest again for the same post except for the post of Management Committee Member for which a member can contest for 3 terms.

21. ELIGIBILITY OF THE CANDIDATES

CHAIRMAN

- (a) Must be a member of FSS, with a minimum of 10 years of membership
- (b) IMA Life member for 10 years
- (c) Should have completed 2 terms of membership as a management committee member and should have attended minimum 10 meetings
- (d) State - Past Vice President, Past State Secretary, Past State Finance Secretary and the Past FSS Secretary can contest and
- (e) Should remit a non-refundable deposit of Rs.10,000/-
- (f) Certificate from the FSS Office for eligibility should be obtained by candidate prior to the election.

VICE CHAIRMAN

- (a) Must be a FSS member for 10 years
- (b) IMA Life member for 10 years
- (c) Should have completed 2 terms of membership as a management committee member and should have been attended minimum 8 meetings
- (d) Should remit a nonrefundable deposit of Rs. 5,000/-
- (e) Certificate from the FSS Office for eligibility should be obtained by candidate prior to the election.

SECRETARY

- (a) Must be a FSS member for 5 years
- (b) IMA Life member for 10 years
- (c) Should have completed 2 terms of membership as a management committee member and should have been attended minimum 4 meetings
- (d) Past State President IMA TNSB / Past FSS Chairman cannot contest for this post.
- (e) Should remit a nonrefundable deposit of Rs. 5,000/-
- (f) Certificate from the FSS Office for eligibility should be obtained by candidate prior to the election.

JOINT SECRETARY

- (a) Must be a FSS member for 3 years
- (b) IMA Life membership for 5 years and
- (c) Should remit a non-refundable deposit of Rs.3,000/-
- (d) Certificate from the FSS Office for eligibility should be obtained by candidate prior to the election.

FINANCE SECRETARY

- (a) Finance Secretary will be elected by the FSS members through online election
- (b) Must be a FSS member for 3 years
- (c) IMA Life member for 5 years
- (d) Should have completed 1 terms of membership as a management committee member and should have been attended minimum 4 meetings
- (e) Should remit a non-refundable deposit of Rs. 5,000/-
- (f) Certificate from the FSS Office for eligibility should be obtained by candidate prior to the election.

INTERNAL AUDITING COMMITTEE CHAIRMAN

- (a) Past State Vice President / Past State Secretary / Past FSS Secretary can contest.
- (b) Must be a FSS member for 5 years
- (c) IMA Life member for 10 years
- (d) Should have completed 2 terms of membership as a management committee member and should have been attended minimum 8 meetings
- (e) Should remit a non-refundable deposit of Rs. 5,000/-
- (f) Certificate from the FSS Office for eligibility should be obtained by candidate prior to the election.

INTERNAL AUDITING COMMITTEE MEMBERS - 2

- (a) Must be a FSS member for 5 years
- (b) IMA Life member for 10 years
- (c) Should have completed 1 term of membership as a Management Committee member and should have been attended minimum 4 meetings
- (d) Should remit a non-refundable deposit of Rs. 5,000/-
- (e) Certificate from the FSS Office for eligibility should be obtained by candidate prior to the election.

DISTRICT CO-ORDINATOR

- (a) Must be a member of FSS for at least 2 years
- (b) Must be a IMA Life member for 5 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 coordinator / office bearer not attending more than 3 management committee meeting continuously will be disqualified.
- (g) If no member is coming forward to apply for the post of District Co-ordinator, the State President can nominate and fill the post with the Consultation of the Chairman and the Secretary.
- (h) Certificate from the FSS Office for eligibility should be obtained by candidate prior to the election.

22. GENERAL BODY MEETING

The General Body Meeting of the FSS shall consist of all members of the scheme and shall meet once in a year.

The amendment of the byelaw can be made only at the General Body meetings with 3/4th majority of the members present. A notice of 21 days should be given prior to the conduct of the General Body meeting.

The quorum for General Body meeting shall be 50 members.

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 of the General Body meeting is needed to pass resolution. 3/4th majority of the General Body meeting is needed to pass an amendment and those who attend the meetings. General Body notice will be given through TIMA news and not individually with required time frame except Emergency General Body Meetings.

23. ACCOUNTS AND AUDIT

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.

The bank account shall be operated jointly by the Hony. Secretary and Finance Secretary. .

The Hony. Secretary and the Finance Secretary 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.

A chartered accountant or a firm chartered accountant who is qualified as per the chartered accountant regulations shall audit the accounts of the scheme annually.

The Internal Audit Committee Chairman along with two members will conduct an internal audit once in three months before the State council and Management Committee Meetings and the report will be submitted in the meetings. They will be elected through the FSS members.

24. ACCOUNTING YEAR

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

25. FSS CERTIFICATE AND NOMINEE

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

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

To change the nominee, the original FSS certificate, DD for Rs.1000 and a letter to that effect must be send to the office and necessary change will be made and the office will issue a fresh certificate.

26. DISSOLUTION OF THE SCHEME

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.

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.

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

27. INCOMING OFFICE BEARERS

The elected new office bearers will take over documents and administration pertaining to the movable and immovable properties from the previous office bearers in the presence of the State Secretary, IMA TNSB / State Finance Secretary, IMA TNSB/ Representative appointed by State President.

**OFFICE BEARERS / CONSTITUTION AMENDMENT
COMMITTEE MEMBERS - 2022**



Dr. B. Sridhar
Past St. Secretary & CAC Member



Dr. A.K. Ravikumar
Past St. Secretary & CAC Member



Dr. K. Selvam
CAC Member



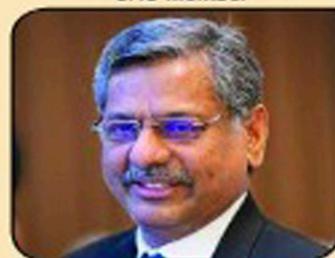
Dr. V. Madhavan
CAC Member



Dr. M. Thiraviam Mohan
CAC Member



Dr. S. Nehru
CAC Member



Dr. Chinnadurai Abdullah
CAC Member



Dr. S.G. Balamurugan
CAC Member



Dr. D. Kesavan
CAC Member



Dr. S. Karthick Prabhu
NHB Chairman



Dr. R. Anburajan
NHB Secretary



Dr. R. Rengaraj
NHB Fin. Secretary



Dr. D. Chandrasekaran
PPLSSS Chairman



Dr. P. Manivannan
PPLSSS Secretary



Dr. N. Rajesh
PPLSSS Fin. Secretary



Dr. B. Venkatesan
FSS Chairman



Dr. D. Solomon Jeya
FSS Secretary



Dr. S.K. Anoop
FSS Fin. Secretary



Secretariat :-

IMA STATE OFFICE

IMA Tamilnadu State Hqrs Building, Doctors Colony,
Via - Bharathi Nagar First Main Road,
Off. Mudichur Road, Tambaram (W), Chennai - 600 045.
Cell : 908 718 0123. E.mail : imatamilnadu@gmail.com