

# **INDIAN MEDICAL ASSOCIATION**

## **ASSAM STATE BRANCH**

**(Registered under Societies Act XXI of 1860)**

Registration No. RS/Kam(M)/263/J/25 of 2015-16



### **MEMORANDUM, RULES AND BYE-LAWS**

**Amended last on 20<sup>th</sup> March 2015 in the Annual State Council Meeting held during 32<sup>nd</sup> Assam State Medical Conference at Nalbari, and duly confirmed by the Ordinary State Council Meeting held on 22<sup>nd</sup> March 2015 at Nalbari.**

# **PART- I**

## **MEMORANDUM OF THE ASSOCIATION**

### **I. NAME:**

The name of the Association is “Indian Medical Association Assam State Branch,” hereinafter called the “Association”.

### **II. OFFICE:**

The Headquarters of the Association shall be in Assam.

### **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 the state of Assam in particular and the country in general.
- (2) To maintain the honour and dignity and to uphold the interests of the medical profession and to promote cooperation amongst the members thereof.
- (3) To work for abolition of compartmentalism in medical education, medical services and registration in the country and thus to achieve equality among all members of the profession.

### **IV. METHODS**

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

- (1) Hold periodical meetings and the conference of the Association and the medical profession in general.
- (2) Arrange from time to time congresses, conferences, lectures, discussions and demonstrations on any aspect of the medical and allied sciences.

- (3) Publish and circulate journal, which shall be the official organ of the Association, of the character specially adapted to the need of the medical profession in India and which shall undertake publicity and propaganda work of the Association through its columns and publish other literature in accordance with the objects of the Association.
- (4) Maintain a Library and an Association office.
- (5) Publish from time to time transactions and other papers embodying medical researches conducted by the members or under the auspices of the Association.
- (6) Encourage research in medical and allied sciences with grants out of the funds of the Association, by the establishment of scholarships, prizes or rewards, and in such other manner as may from time to time be determined upon by the Association.
- (7) Conduct educational campaign amongst the people in the matter of public health and sanitation by co-operating, whenever necessary, with different public bodies working with the same object.
- (8) Organise medical corps for providing medical relief during epidemics and times of emergency.
- (9) Consider and express its views on all questions and the laws of the State or proposed legislation affecting public health, the medical profession, and medical education, and initiate or watch over or take such measures from time to time regarding the same as may be deemed expedient or necessary.
- (10) Purchase, take lease of or otherwise acquire, hold, manage, let, sell, exchange, mortgage or otherwise dispose of movable or immovable property of every description and all rights or privileges necessary or convenient for the purpose of the Association and in particular any land, furniture, household or other effects, utensils, books, newspapers, periodicals, instruments, fittings, appliance, apparatus, conveyance and accommodation as and when deemed

necessary or desirable, in the interest of the Association, sell, demise, let, hire out, mortgage, transfer or otherwise dispose of the same.

- (11) Erect, maintain, improve, or alter and keep in repair any buildings for purpose of the Association.
- (12) Borrow or raise money in such manner as the Association may think fit and collect subscriptions and donation for the purpose of the Association.
- (13) Invest any money of the Association not immediately required for any of its objects in such manner as may from time to time be determined by the Association.
- (14) Assist, subscribe to, or co-operate or affiliate or be affiliated to or amalgamate with any other public body whether incorporated, registered or not, and having altogether or in part objects similar to those of the Association.
- (15) Create or assist in creating Branches for any of the purpose aforesaid.
- (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.

## **PART- II**

### **RULES OF THE ASSOCIATION**

#### **DEFINITIONS:**

In these rules and the Bye-Laws made thereunder, unless the context otherwise requires:

- (a) 'Association' means the 'Indian Medical Association Assam State Branch' which shall be the State Branch of the 'Indian Medical Association'.
- (b) 'State Council' means the State Council of the Indian Medical Association Assam State Branch as constituted under the Rules.
- (c) 'Conference' means the Annual Assam State Medical Conference organized under the auspices of the Indian Medical Association, Assam State Branch which will be known as "MEDIMEET".
- (d) 'Local Branch' means a Local Branch of the Association formed under the jurisdiction of Indian Medical Association, Assam State Branch as per the Rules.
- (e) 'State Office' means the headquarters office of the Indian Medical Association, Assam State Branch.
- (f) 'Academy' means the Assam State Chapter of the Indian Medical Association Academy of Medical Specialties.
- (g) 'College' means the Assam State Faculty of the Indian Medical Association College of General Practitioners.
- (h) 'Rules and Bye-laws mean rules and bye-laws of the Association.
- (i) 'Bulletin -cum-Journal' means the Journal of IMA, Assam State Branch.
- (j) 'PDC' means the "Plantation Doctors' Committee" of IMA, Assam State Branch.

#### **1. CONSTITUTION:**

- (A) The Association shall consist of members whose names are on the Register of the Members of the Association at the time when these revised Rules and Bye- Laws come into operation & of subsequent members, who shall be those

persons who, being eligible, shall, after the date of adoption of these revised Rules & 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.

- (B)** Indian Medical Association, Assam State Branch is formed under the Rules of the IMA (Headquarter) and shall function as a State Branch as per constitution of the IMA (HQ) and the Rules & Bye-Laws of the IMA(HQ) shall apply in any matter not covered by Rules & Bye- Laws of this State Branch, as contained herein.

## **2. HEADQUARTERS AND JOURNAL OFFICE:**

The office of the Association shall be at the place of the residence of Hony .State Secretary and the office of the Bulletin -cum-Journal shall be at the place of Hony. Editor.

## **3. REGISTER OF MEMBERS:**

There shall be a register of all members of the Association which shall be maintained at the State Office in such a manner and showing such particulars as may be prescribed by the Working Committee from time to time. The Local Branch shall also maintain a Register of its members.

## **LOCAL BRANCHES**

4. The members of the Association shall, whenever possible, group themselves into separate local bodies style as 'Local Branch'.

5. Each Local Branch shall have a jurisdiction of local area to be determined by the Working committee of the Association.

## **6. RULES AND BYE-LAWS OF LOCAL BRANCHES:**

- (I)** There shall be a model set of Rules and Bye Laws to act as guidelines for Local Branches, as approved by the Working Committee. The Local Branches shall however be free to govern itself in such manner as it shall think fit and for that purpose to make from time to time Rules and Bye Laws as it may think fit and to repeal or alter the same as and when it may consider expedient . Rules such made shall be bearing on

the members constituting the branch in reference to which they are made provided that such Rules and Bye Laws are in general conformity with the Rules and Bye Laws of the Association and have been approved by the **Hony. Secretary General**, subject to subsequent ratification by the Working Committee.

- (II)** A Local Branch after formation shall send its set of rules and Bye Laws to the Headquarters office with a copy to State Branch office. The State branch shall forward its comments, if any, to the Headquarters office within 4 weeks from date of receipt. The State Branch shall however have no powers to approve or modify the same.
- (III)** Local Branches who do not have constitution of their own, the model set Rules and Bye Laws as prescribed by the Central Working Committee shall only be operative.
- (IV)** The Rules and Bye Laws of the Indian Medical Association and that of IMA, Assam State Branch shall apply in any matter if not covered by Rules and Bye Laws of the Local Branch already ratified by the Working Committee of the Association .

## **7. RELATIONSHIP OF LOCAL BRANCHES:**

- (a)** Local Branches shall be independent of each other.
- (b)** Local Branches shall be guided by the Assam State Branch in all matters and the State Office shall be the medium of communication between the local branches and the head quarters. In case of difference of opinion on any matter a local branch shall have the right to appeal to the Central Council or Central Working Committee of the Indian Medical Association, through the State Branch and decision of the Central Council or Central Working Committee shall be final, and binding; pending the decision of the Central Council or Central Working Committee, the decision of the Assam State Council or State Working Committee shall hold.

## **8. FORMATION OF LOCAL BRANCHES:**

- (a)** A minimum of 10 (ten) eligible Life Members residing or practicing in a place or its neighborhood shall form a local

branch and shall name it in the name of the place where it is formed.

- (b) In case of some members desiring to form a local branch in a place where a local branch already exists shall have to obtain prior permission from the State office to form such a branch and the jurisdiction of such branches shall be determined by the State Branch.
- (c) Local branches shall be autonomous as far as their internal management is concerned but their rules shall not be in conflict with the rules of the State Branch of the Indian Medical Association.
- (d) After formation of a Local Branch by doctors of an area, the resolution adapted to this effect shall be forwarded to the State office and the Hony. State Secretary shall forward the resolution along with the Application to the headquarters for final approval by the Central Working Committee of Indian Medical Association.
- (e) The application shall be accompanied by the Membership Application Forms of members and also the Association Fees (State and Headquarters shares) as prescribed from time to time.
- (f) The Local Branch shall have the liberty to fix the fees in respect of its members, but the state share and the head quarters share of the members shall be as fixed by the State Headquarters.
- (g) The existing local branches shall in the month of February of the English Calendar year remit the Association Fees (State and Headquarters shares) in respect of its members for the next year.
- (h) The State Working Committee shall have the right to suspend or declare a branch defunct for non payment of Association Fees.
- (i) In case of a branch declared defunct the State Office shall not be liable for the liabilities of such a defunct branch.
- (j) The assets of a defunct branch shall become the property of the state branch till revival of that defunct branch.
- (k) In case of any dispute of a local branch, the branch shall appeal to the state office and the Working Committee of the State Branch shall decide such disputes as per Rules.
- (l) The Association shall not be liable for any of the debts or

liabilities of any its Branches, nor shall any of its Branches be liable for any of the debts and liabilities of the Association.

#### **9. ELIGIBILITY OF MEMBERSHIP:**

Any person registered with a Medical Council in India on basis of his/her medical qualification as defined in the Indian Medical Degrees Act 1916 (Act VII of 1916) and included in the schedules to the Indian Medical Council Act. as amended from time to time shall be eligible for membership.

However, all interns having temporary registration will be eligible to become members of the Indian Medical Association as defined in rule 10(I).

#### **10. CLASSIFICATION OF MEMBERS:**

- (A) **Honorary Members:** The Association shall have power to elect as Honorary Members such persons and in such manner as the Bye-Laws may provide and to admit members so elected to such privileges (other than of receiving notices of meetings or voting or holding office) as may from time to time be conferred on them by or under the Bye- laws.
- (B) **Branch Members:** Persons who are eligible for membership and enlisted as members through a Local Branch as per Bye- Laws shall be called branch members.
- (C) **Direct Members:** Persons who are eligible for membership and reside or practice or are employed in a place where no Local Branch exists, when enlisted, shall be called direct Members, and such members will be attached to the State Branch.
- (D) **Annual Members:** Members who pay yearly subscription according to the Bye-Laws laid down for the purpose shall be Annual Members.
- (E) **Life Members:** Members who pay a lump sum in lieu of yearly subscription according to the Bye- laws laid down for the purpose shall be Life Members.
- (F) **Special Members:** The Association shall have power to elect as Special Members such persons and in such manner as the Bye-laws may provide and to admit members so elected to such privileges (other than that of voting or holding office)

as may from time to time be conferred on them by or under the Bye-Laws.

- (G) Associate Members:** Members of one Branch who are elected as Associate Members of another Branch enjoying all the privileges of membership of another branch except that of voting or holding office shall be called Associate Members.
- (H) Affiliated Members:** Members from affiliated bodies as per Rules 36A and 36B of Hqr. Rules & Bye-laws shall be Affiliated Members on terms and conditions to be decided upon and laid down from time to time.
- (I) Intern Members:** All interns otherwise eligible and registered temporarily with the State Medical Council under Medical Council of India Act may be enrolled as intern members for the period of their temporary registration. These members will be considered for regular membership on their obtaining full registration after completion of internship. Intern members may have all the privileges of membership of a local branch except (i) right of voting (ii) right of holding any elected office in the branch and representing the branch in any outside body in any capacity

## 11. ASSOCIATION YEAR

The Year of the Association and all its branches for financial purposes shall be from the 1<sup>st</sup> April of one year to the 31<sup>st</sup> March of the following year.

## 12. SUBSCRIPTIONS

The members of the Association shall pay an annual subscription as provided in the Bye-Laws.

### State and Headquarters Fund Contribution from branches:

**13.** Every local branch shall pay Assam State Fund Contribution (ASFC) and Headquarters Fund Contribution (HFC) to the State office as specified in Rule 8 (f) & (g). The State Office shall remit to the headquarters the Headquarters share of the members' contribution.

**14. (a)** The local branches shall along with the ASFC/HFC send the

list of members on whose behalf the ASFC/HFC is sent.

**14. (b)** The local branch shall intimate the State office the names of the members on whose behalf ASFC/HFC has not been remitted and shall intimate if such members name should be deleted from the valid list of members.

**14. (c)** In case of non submission of list of valid members by the local branch it shall be assumed that the list of members as on 31<sup>st</sup> March of the previous year stands valid and it would be the liability of the Local Branch to pay the ASFC/HFC of all members.

## 15. PRIVILEGES OF MEMBERSHIP

**15. (a)** Payment of each year's subscription shall entitle the member for that period to all privileges of membership of the Association and to those of Branch thought which he is a member.

**15. (b)** A member shall be entitled to receive a copy of the Journal of the IMA (JIMA) and of other publication of the Association either free of charge or at rates as the Association may fix from time to time.

**15. (c)** All Life Members shall have the right to enjoy the privileges of membership of the branch within whose jurisdiction they may happen to reside or practice or be employed for the time being.

**15. (d)** 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 Association or its Branches of which they are members.

**15. (e)** All members shall have the right to attend Medical Conferences organised by the Association or any of its Branches in such terms as laid down in the Bye- Laws.

**15. (f)** All members shall enjoy any other privileges that may hereinafter be conferred by the Association.

**15 (g)** 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.

## STATE COUNCIL

### 16. Management of the Association:

The general control, management and direction of the policy and affairs of the Association shall be vested on a body styled as “State Council”.

### 17. Composition of the State Council:

The State Council shall be composed of the following members of the Association.

#### A) Ex-Officio Members:

1. The President of the Association
2. All Past Presidents of the Association
3. Two Vice Presidents
4. President Elect
5. Vice-Presidents Elect
6. The Honorary State Secretary
7. The Honorary State Finance Secretary
8. Hony Editor, Assam State Branch, Bulletin cum Journal
9. Honorary Secretary, Publication, Bulletin cum Journal
10. Hon. Secretary, Electronic Section
11. Hon. Secretary, Sports, Culture and Literary section
12. The Chairman of the Assam State Chapter, IMA AMS
13. The Director of Studies of Assam State Faculty of IMA CGP
14. The Hony. Secretary of Assam State Chapter, IMAAMS
15. The Hony. Secretary of Assam State Faculty, IMA CGP
16. Six Hony. Zonal Secretaries
17. Three Hony. Joint Secretaries
18. The Hony. Asst. Secretary
19. The Chairman, Plantation Doctors’ Committee
20. Vice Chairman, Plantation Doctors’ Committee
21. Chairman/ President Hospital Board of India, Assam State Chapter/ Branch
22. Secretary, Hospital Board of India, Assam State Chapter/ Branch
23. Presidents of the Local Branches
24. Honorary Secretaries of the Local Branches
25. All Past Hony. State Secretaries
26. Regular Members, Central Working Committee
27. Alternate Members, Central Working Committee

28. Chairman, State Chapter, IMA Service Doctors’ Wing
29. Convener, State Chapter, IMA Service Doctors’ Wing
30. Chairman, State Chapter, IMA Woman Doctors’ Wing
31. Convener, State Chapter, IMA Woman Doctors’ Wing
32. Eight Executive members of SWC

#### B) Representatives of Local Branches:

- (i) The total number of members of Local Branches on whose behalf ASFC/HFC has been received in full by 31<sup>st</sup> December shall form the basis of determining representation of Local Branch to the State Council.
  - (ii) Branch representatives from the Local Branches and from Direct Members shall be in the following scales: 10 to 20 members – one representative; after 20 members one additional representative for every 20 members or part thereof.
  - (iii) In determining the representation of Local Branches on the State Council, the strength of a Local Branch shall be determined each year on the number of members on the membership register of that branch at the State Office on behalf of whom ASFC/HFC has been received in full at the State Office by 31<sup>st</sup> December. Complete list of membership as on 31<sup>st</sup> December shall be sent by each Local Branch so as to reach the State Office by 30<sup>th</sup> November.
- C) All members of the State council except President Elect who attend the Annual Meeting of the State Council shall pay to the state office Rs. 50 per annum.
- D) If any State Council Members elected by the branch is unable to attend the State Council Meeting, the President of the branch may nominate any other members of that branch in place of that elected member. However, the President of the branch has to nominate the name of that alternate member in the official pad of that local branch.

### 18. Term of office of the State Council :

18. (a) The State Council shall be a continuous body. Additions/alterations in the list maintained in the State office shall be affected each year on 30<sup>th</sup> April.

**18. (b) Annual meeting of the State Council :**

The Annual Meeting of the State Council shall ordinarily be held at the time of the Annual Conference and shall finish its work before the first day of the Annual Conference.

**19. Powers and Functions of the State Council :**

**19. (a)** The State council shall administer the affairs of the Association in accordance with the Memorandum, Rules & Bye-Laws of the Association. The State Council shall exercise such power and do such acts and things as may be exercised or done by the Association

**19. (b)** The State Council shall have the right to delegate all or some of its powers except those relating to change of Rules and other specific reservation to a “Working Committee”.

**19. (c)** The State Council shall have the right to appoint Special, adhoc and such committees as it may deem necessary and to delegate some of its power to such committee.

**19. (d)** The office Bearers of the Association except the President and Vice Presidents shall be elected or appointed by the State Council as per provision laid down in the Bye-Laws.

**19. (e)** The decision of the State Council in all matters not covered by the Bye-Laws shall be final.

**20. Meetings of The State Council:**

Ordinarily the State Council will meet twice a year. However the State Council shall have the following types of meeting:-

- (i) Annual Meeting.
- (ii) Ordinary Meeting.
- (iii) Special Meeting.
- (iv) Requisition Meeting

**20.A : Annual Meeting of State Council :**

The Annual Meeting of the State Council shall be held at a convenient place, date and time to be decided by the Hony. State Secretary in consultation with the President. Unless otherwise decided by the State Council, there shall be one Annual Meeting of the State Council which shall meet during the Assam State Medical Conference.

**20.A (I) : Business of the Annual Meeting of State Council :**

The business to be transacted at the Annual meeting of the State

Council shall be taken in the following order:-

- (i) Election, if necessary (in absence of President and Vice-Presidents) of the Chairman.
- (ii) Adoption of the annual report for the previous year.
- (iii) Adoption of the audited accounts.
- (iv) Consideration of the budget for the year.
- (v) Amendment of Rules or/ and Bye-Laws, if any
- (vi) Election of the Office-bearers (except President , Vice Presidents , Hony. State Secretary and Hony. State Finance Secretary)
- (vii) Election of Office Bearers of Assam State Faculty, IMA College of General Practitioners (Director of studies, Hony. Secretary, one Hony. Joint Secretary at the place of Hony. Secretary, 3 members from amongst the State Council members of its Board of State Faculty and Regular and Alternate Governing Council Members to IMA CGP Headquarters).
- (viii) Election of Office bears of the State Chapter of IMA Academy of Medical Specialities (Chairman, Hony. Secretary, One Hony. Joint Secretary at the place of Hony. Secretary and one representative to IMA AMS Headquarter Governing Council)
- (ix) Confirmation of the Election of the office bearers of PDC (Chairman, Vice- Chairman, Three Conveners & Six Executive Committee Members) held in the PDC Convention.
- (x) Appointment of Auditors for auditing the account of the State Office and the Journal Office.
- (xi) Appointment of Honorary Legal Adviser of the Association.
- (xii) Resolutions brought forward by the Working Committee.
- (xiii) Resolutions brought forward by Local Branches.
- (xiv) Resolution brought forward by individual members of the Association.
- (xv) Selection of venue of the next Assam State Medical Conference to be held.
- (xvi) Any other business with the permission of the President / Chairman.



**20.A (II) : General Rules about the Annual Meeting of State Council:**

- (i) Except with the special permission of the Chairman, no resolution shall be placed before an Annual Meeting of the State Council that has not been previously given notice of and duly circulated with the agenda of the meeting.
- (ii) Resolutions sponsored by individual members and Local Branches if any shall reach the Honorary State Secretary through the Local Branches. Individual members and Local Branches, however, shall have the right to send any resolution directly to the Honorary State Secretary of the Association, provided a copy has also been previously submitted to the Local Branch.
- (iii) Notice of resolution to be moved at the Annual Meeting of the State Council shall reach the Honorary State Secretary of the Association at least six weeks before the meeting.

**20.B : Ordinary Meeting of State Council :**

Ordinary meeting of the State Council shall be held subsequent to the Annual meeting of the State Council for the purpose of confirmation of the minutes of the Annual Meeting of the State Council and such other business as brought before it.

**20.C : Special Meeting of State Council :**

The Working Committee shall have the right to request for holding of Special Meeting of State Council if and when it feels necessary.

**20.D : Requisition Meeting of the State Council :**

A Requisition meeting of the State Council shall be held within six weeks, on receipt of a requisition signed by at least 25 members of the Council stating the business for which the meeting is required. The time, date and place of such meeting shall be fixed by the Honorary State Secretary in consultation with the President.

**21. Notice of the Meeting of the State Council :**

At least 4 weeks' notice of the meeting of the State Council shall be given to all members stating the place, the date and hour of the meeting. The agenda of the business to be transacted there will

be sent along with the notice.

The Annual Report, Accounts (audited or unaudited) and Budget with all relevant papers shall be posted by Book Post under certificate of posting preferably four weeks before the date of the meeting.

In emergencies a shorter notice shall be allowed at the discretion of the Honorary State Secretary in consultation with the President, but in no case it shall be less than 10 days. A Notice may be served on a member either personally or by post under certificate of posting.

**22. Quorum for the Meetings of the State Council :**

The quorum for all meetings of the State Council shall be 25, of which at least 15 shall be other than the office-bearers of the Association. The quorum for Requisition Meeting shall be 50.

**WORKING COMMITTEE**

**23. Working Committee :**

The Working Committee shall be a continuous body.

**24. Composition of Working Committee:**

The Working Committee shall be composed of the following :-

**(A) Ex-Officio Members :**

1. The President
2. The Immediate Past President
3. Two Vice Presidents
4. The Honorary State Secretary
5. The Honorary State Finance Secretary
6. The Honorary Editor of the State Bulletin cum Journal
7. Honorary Secretary, Publication, Bulletin cum Journal
8. Hon. Secretary, Electronic Section
9. Hon. Secretary, Sports, Cultural and Literary Section
10. Six Honorary Zonal Secretaries
11. Three Honorary Joint Secretaries
12. One Honorary Assistant Secretary
13. The Director of Studies of the State Faculty of IMA CGP
14. The Honorary Secretary of the State Faculty of IMA CGP
15. The Honorary Joint Secretary of the State Faculty of IMA CGP

16. The Chairman of the State Chapter of IMA AMS
17. The Honorary Secretary of State Chapter of IMA AMS
18. The Honorary Joint Secretary of State Chapter of IMA AMS
19. Chairman, Plantation Doctors' Committee
20. Vice-Chairman, Plantation Doctors' Committee
21. Chairman/ President Hospital Board of India, Assam State Chapter/ Branch
22. Secretary, Hospital Board of India, Assam State Chapter/ Branch
23. Chairman, State Chapter, IMA Service Doctors' Wing.
24. Convener, State Chapter, IMA Service Doctors' Wing.
25. Chairperson, State Chapter, IMA Woman Doctors' Wing.
26. Convener, State Chapter, IMA Woman Doctors' Wing.
27. Immediate Past Hony. State Secretary
28. Eight Members of State Working Committee elected from State Council Members
29. Regular Members, Central Working Committee
30. Alternate Members, Central Working Committee
31. Presidents of the Local Branches
32. Honorary Secretaries of the Local Branches

**24.(B)** They shall assume office after the Ordinary Meeting of the State Council following the Annual Meeting of the State Council and shall continue to hold office till the end of the Ordinary Meeting of the State Council in the next State Medical Conference or till their successors are appointed.

**25 (i) Co-opted Members of the Working Committee :**

The President may co-opt up to 3 (three) members to attend any particular meeting of the working committee. The co-opted members shall enjoy all rights and privileges of the regular members for the purpose of the particular meeting for which they have been co-opted.

**25 (ii) Invited Members of the Working Committee :**

The following members shall stand invited to the meetings of the Working Committee :

1. All Office-bearers of the State Branch who are not members of the Working Committee
2. All Past Presidents of the State Branch
3. All Past Hony. State Secretaries
4. Chairmen of all Committees which are on agenda of Working Committee.

In addition, the President may invite any other members of the Association to attend the particular meeting of the Working Committee. All such invited members may take part in discussions but shall not be entitled to vote.

**26. Powers and Function of the Working Committee :**

Working Committee shall be the executive authority and as such shall have the power to carry into effect the policy and programme of the Association as laid down by the State Council and shall remain responsible thereto. The Working Committee shall have the right :-

- (A) To make regulations and issue instructions for the proper working of the Association and for the maintenance of the Association properties and for the organization and maintenance of its publications.
- (B) To appoint Committees, Sub-Committees as and when necessary. The Standing Committees so appointed shall not consist of more than four members other than Ex-Officio members. However, in case co-option is required, not more than one person may be co-opted.
- (C) To represent any matter in which they consider the interests of the Association or that of the medical profession are affected, before Government or the public bodies or any properly constituted authority.
- (D) To receive reports of Standing and Sub-Committees which have met since the immediately preceding meeting of the Working Committee.
- (E) To consider and decide applications for membership, resignation of members, suspension of members or Branches and the question of taking such disciplinary actions as it may deem fit against any member or branch for misconduct, willful negligence or default.
- (F) To write off the whole or part of the unrealizable arrears of

subscription of members, or State Fund Contribution from Branches or other Outstanding dues of the Association or its publications, if considered desirable

- (G) To appoint or discharge salaried officers and servants of the Association.
- (H) To consider all matters and make necessary recommendations, as far as possible, before these are discussed by the State Council.
- (I) Subject to the provisions of Rules, to exercise in addition to the powers expressly given by the Rules and Bye-laws, all such powers and do all such acts and things as may be done by the Association.

#### 27. Meetings of the Working Committee :

- (A) The Working Committee shall hold meetings as often as necessary.
- (B) **Notice :** At least three weeks notice of a meeting of the Working Committee shall be given to all members stating place, date and the hour of the meeting. An agenda of business to be transacted at the meeting shall be sent with the notice.  
In emergency, a shorter notice shall be allowed at the discretions of the Hony. State Secretary in consultation with the President, but in no case shall it be less than 7 days.
- (C) **Quorum :** The quorum for the meeting shall be ten of which at least five shall be members other than office-bearers of the Association.
- (D) **Venue:** The meeting of the working committee shall be held at a place on the invitation of a local branch. In case no branch invites a meeting the Hony. State Secretary shall decide on the venue of the meeting in consultation with the President.

#### OFFICE –BEARERS

#### 28. Office-Bearers of the Association :

- Following office-bearers shall be elected for the proper management of activities of the Association
1. The State President
  2. Two Vice Presidents

3. The Honorary State Secretary
4. The Honorary State Finance Secretary
5. The Honorary Editor of the State Bulletin cum Journal
6. Honorary Secretary, Publication, Bulletin cum Journal (from the place of Hony. Editor)
7. Hon. Secretary, Electronic Section
8. Hon. Secretary, Sports, Cultural and Literary section
9. Six Honorary Zonal Secretaries
10. Three Honorary Joint Secretaries (one attached to State Office)
11. One Honorary Assistant Secretary (at the place of President)
12. The Director of Studies of the State Faculty of IMA CGP
13. The Hony. Secretary of the State Faculty of IMA CGP
14. The Hony. Joint Secretary of the State Faculty of IMA CGP
15. The Chairman of the State Chapter of IMA AMS
16. The Honorary Secretary of State Chapter of IMA AMS
17. The Honorary Joint Secretary of State Chapter of IMA AMS
18. Chairman, Plantation Doctors' Committee
19. Vice-Chairman, Plantation Doctors' Committee
20. Chairman/ President Hospital Board of India, Assam State Chapter/ Branch
21. Secretary, Hospital Board of India, Assam State Chapter/ Branch
22. Chairman, State Chapter, IMA Service Doctors' Wing.
23. Convener, State Chapter, IMA Service Doctors' Wing.
24. Chairperson, State Chapter, IMA Woman Doctors' Wing.
25. Convener, State Chapter, IMA Woman Doctors' Wing.
26. Regular Members, Central Working Committee
27. Alternate Members, Central Working Committee

28. (A) In the event of any vacancy of an office bearer arising due to resignation or death or any other cause during the term of office, the vacancy so caused shall be filled

- (a) In case the vacancy is of the President, by the Senior Vice-President who shall act as the President for the

remainder of the term of office.

- (b) In case the vacancy is of the Hony. State Secretary, by the Hony Joint. Secretary (attached to the State Office) who shall act as the Hony. State Secretary for the remainder of the term of office.
- (c) In all other cases, the matter shall be placed at the next State Working Committee meeting for its decision.

#### **ASSAM STATE FACULTY OF IMA CGP**

##### **29. Assam State Faculty of IMA CGP :**

The Assam State Branch will have the Assam State Faculty of IMA College of General Practitioners which will be governed as per Rules & Bye-Laws of the IMA CGP Headquarters or as per Rules & Bye-Laws framed by IMACGP Assam State Faculty.

#### **ASSAM STATE CHAPTER OF IMAAMS**

##### **30. Assam State Chapter of IMA AMS :**

The Assam State Branch will have the Assam State Chapter of the IMA Academy of Medical Specialties which will be governed as per the Rules & Bye-Laws of the IMA AMS Headquarters or as per the Rules & Bye-Laws framed by IMAAMS Assam State Chapter.

#### **PLANTATION DOCTORS' COMMITTEE**

##### **31. Plantation Doctors' Committee:**

The Assam State Branch will have a Plantation Doctors' Committee which will be governed as per the Rules & Bye- Laws of the IMA, Assam State Branch or as per Rules & Bye laws of PDC

#### **ASSAM STATE BRANCH PUBLICATIONS**

##### **32. Assam State Branch Publications:**

The IMA Assam State Branch shall have a Journal/News Bulletin and shall publish other publications from time to time which shall be under the charge of the Honorary Editor, who shall be assisted by a Committee.

#### **ALL ASSAM STATE MEDICAL CONFERENCE**

##### **33. All Assam State Medical Conference (MEDIMEET):**

There shall be organized an all Assam State Medical Conference

every year or as the State Council may decide, under the auspices of the Association. The local branches of the Association shall have the privilege of inviting the conference. The place and time of the conference shall be decided upon by the State Council of the Association.

#### **VALIDITY OF PROCEEDINGS**

##### **34. Validity of proceedings:**

The proceedings of the State Council, or the Working Committee or any committee, or other body acting under the Rules and Bye laws of the Association or any of its Branches shall not be invalidated by any accidental omission to give any notice there by require or by any vacancy among their members or by any defect in the election or qualification of any of their members.

##### **35. Delegation of Authority:**

Whereby or under the Rules or the Bye-laws any act or thing is required to be done by the Association, the same may be done by such office-bearer, officers or member or members of the Association as the State Council or the Working Committee may appoint for the purpose.

#### **AMENDMENTS TO THE MEMORANDUM, RULES AND BYE-LAWS**

##### **36 (A) : Memorandum**

Proposal for change in the Memorandum of the Association as and when necessary, shall be considered at a meeting of the State Council specially convened for the purpose. Amendments should reach the State office two months before the State Council Meeting and may be proposed by individual members, local branches, and the State Branch office of the Association which should be circulated to the branches for opinion. Due notice of the proposed change must be given in the agenda of the Special Meeting of the State Council. No such proposal shall be carried in to effect unless it is agreed to by the votes of 3/5<sup>th</sup> of the member present and voting at the Special Meeting and confirmed by 3/5<sup>th</sup> of the members present and voting at a second Special Meeting convened for the purpose.

### **36 (B) : Rules**

Proposals for change of Rules shall ordinarily be considered only at an Annual meeting of the State Council. Amendments should reach the State Office two months before the State Council meeting and may be proposed by individual members, local branches, and State Branch Office of the Association which should be circulated to the branches for opinion at least one month before the Annual Meeting of the State Council and due notice of it must be given in the agenda of the Annual Meeting of the State Council. Rules can only be changed by a 2/3<sup>rd</sup> majority of members present and voting  
Explanation: Due notice shall mean that the actual words of the proposed alteration of the Rules shall be included in the Agenda of the meeting of the State Council.

### **36 (C) : Bye-laws**

- (i) Amendments should reach State office two months before the State Council meeting and may be proposed by individual members, Local Branches and State Branch Office, of the Association which should be circulated to the branches at least one month before the Annual Meeting of the State Council. After due circulation to the branches, Bye-laws can be amended or/and altered at the Annual Meeting of the State Council
- (ii) In anticipation of the approval of the State Council, the Working Committee may amend the Bye-laws at any meeting provided the proposed amendments have been duly circulated to the Branches and provided two-thirds of the members of the Committee present and voting at the meeting vote for the amendments. Immediate effect may be given to such amendments if the Working Committee so decides.

### **ELECTION AND OTHER DISPUTES**

**37.** In case of Election dispute, an election Tribunal shall be constituted as under :

**37.(a)** Election dispute at State level : For Election dispute at State level, the Tribunal shall comprise of the **National President**

of IMA and two Immediate Past National Presidents of the IMA. The Tribunal will function as per Rule 40(b) of IMA Headquarters.

**37.(b)** Election dispute at local branch level: For election dispute at local Branch level, the Tribunal shall comprise of the State Branch President and two Immediate Past Presidents of the State Branch. The Tribunal will function as per Rule 40(b) of IMA Headquarters.

### **SUSPENSION**

#### **38 (a) : Suspension of the Local Branches :**

After due notice to the local branch, the State Working Committee shall have the right to recommend to the Headquarters, the suspension of a branch for non payment of ASFC/HFC in full by due date and for non submission of valid lists in due dates in case the Branch does not have any life members or the number of life members of the Branch is less than the minimum number of members required for formation of a Branch.

#### **38 (b) : Suspension of Membership of a Branch :**

The Local Branch shall suspend all membership privileges of such of their members and for such periods on account of non payment of branch subscription. Such membership will be revived on receipt of all dues. Such suspension shall not affect the life members of the Association.

**38 (c) :** The Life Members of suspended branch, if any, shall be attached as Direct Members of the State Branch.

**38 (d) :** A suspended branch shall be revived on receipt of revival fee and all other dues, and the Life Members shall then revert back to their respective Local Branch. The suspension / revival of the branch shall be reported to the Working Committee at its next meeting.

## **PART- III BYE-LAWS OF THE ASSOCIATION**

### **MEMBERSHIP**

#### **1. Branch Members :**

Every candidate for membership of the Association through a local branch shall fill up the Membership Application Form (MA forms supplied from the hqrs) and shall submit it to the Branch Secretary along with the required subscription of the branch. The Local Branch shall consider the application and the Hony. Secretary of the branch shall forward the form after retaining the Local Branch Copy, along with the Assam State Fund Contribution and the Head quarters Fund Contribution for the whole year in case of members enrolled during the April-September part of the Association year or for the half of the year in case of members enrolled during the October-March part of the Association year to the Hony. State Secretary, who shall forthwith forward the application form to the hqrs along with the Headquarters Fund Contribution and shall give due notice to the journal office of the same. The membership of the applicants will begin after the Honorary Secretary General of the Hqrs. approves the application.

#### **1. A. Conversion of Annual Member to Life Member :**

The Local Branch Secretary should get filled new M.A. form from the member. The Local Branch Secretary should on top of the form write in red: "Conversion from Annual Member to Life member. His Membership Number from general list is....."

#### **2. Direct Members :**

Persons eligible to be Direct Members attached to the State Branch, shall also fill in the M.A. Form of the Association and forward their applications along with their subscription for the whole year or for half of the year as the case may be to the Hony. State Secretary, who shall forth with forward it to the IMA Hqrs with due notice to the Journal Office.

The Headquarter of the State Branch shall conduct elections for the representative or representatives to the Central Council and to the

State Council on the scale laid down in the Rules from amongst the Direct Members attached to the State Branch.

### 3. Associate Members :

Persons eligible to be Associate Members of a Local Branch shall not have to fill in M.A. form, but shall have to apply to the Local Branch and shall pay the subscription fixed by it for the Associate Members. They will enjoy all the rights and privileges of the branch except that of voting and of holding office.

The ASFC/HFC in respect of the Associate Members shall be sent to the State Office, by the Local Branch from which he is a member and not through the branch in which he/she is an Associate Member.

## FEES AND SUBSCRIPTION

### 4. Admission Fees :

Every Candidate for membership of the Association, as Annual or Life Member, shall pay the Admission Fee as fixed by the IMA Headquarters from time to time.

### 5. Branch Members

- (i) Annual Branch Members shall pay their subscription to their local branch according to the scale fixed by that local branch, yearly. The Local Branch shall pay the Headquarters Fund Contribution (HFC) to the State Branch at the rate of the amount that is fixed by Central Council from time to time per head per year for all members on its roll (as per membership Register maintained by the State Branch). In addition to HFC, every Annual Single Member will pay per member per year an amount equal to HFC as Assam State Fund Contribution (ASFC) to the State Branch. This Bye Law is applicable to Annual Couple Member also.
- (ii) A New Single Life Member under IMA Assam State Branch shall pay the HFC (Headquarter Fund Contribution) as fixed by the Head Quarter and Assam State Fund Contribution (ASFC) (the prevailing rate is Rs. 500/- , Rs. Five hundred only). The ASFC will be revised upwards @ 20 % on existing ASFC after every 3 years, similar to the increase of HFC. The revision will be due in the year when the HFC is

increased by the HQ. (Example: from 1<sup>st</sup> April 2016 ASFC will be Rs. 600/-, from 1<sup>st</sup> April 2019 Rs. 720/- and so on..). For New Couple Life Member the ASFC will be 1.5 times the existing single ASFC (Example: from 1<sup>st</sup> April 2016 Rs. 900/-, from 1<sup>st</sup> April 2019 Rs. 1080/- and so on..)

- (iii) Present rate of PDC Member's Subscription is Rs. 100/- which will be revised upwards @ 20 % on existing PDC Subscription after every 3 years. The increase will be made in the years when the ASFC is also hiked. Couple PDC Members will pay for 2 members. PDC Members shall pay to the State Office 'PDC Subscription' to the scale fixed by the Assam State Council from time to time as it may deem fit and proper.
- (iv) The HFC shall be increased as per the rate fixed by IMA headquarters from time to time.
- (v) Such contributions shall become due on 1<sup>st</sup> April and shall be paid in the case of all existing members in one lump sum for the full year not later than the following 30<sup>th</sup> April. Branches which do not pay the HFC/ASFC in full on date mentioned above are liable to be suspended with regard to privileges of membership.
- (vi) Distribution of State Fund Contribution (SFC): SFC (State Fund Contribution) coming from HFC of Annual Member will go to General Fund. **SFC Coming from HFC of Life Members will be kept as Fixed Deposit.**
- (vii) The Assam State Fund Contribution (ASFC) received from both Annual and Life Members shall be distributed as follows :

State Building Fund	:	40%
State Bulletin cum Journal Fund	:	40 %
General Fund	:	20 %

### 6. Direct Members

Direct Members shall pay the HFC as fixed by IMA Headquarters from time to time. In addition to that Direct Member will pay Assam State Fund Contribution (ASFC) as per Bye Law 5(i) & 5(ii) as mentioned above. PDC subscription will also be applicable to Direct Member if he/she hails from Tea Garden.

## 7. Associate Members:

Associate Members shall pay the subscription fixed by the Local Branch concerned for Associate Members and shall pay their ASFC/HFC to their original branch as per Bye Law. A Branch however shall not charge such members more than fifty percent of the subscription payable by members of the same branch.

## 8. Life Members :

- (i) A New Single Direct Life Member under IMA Assam State Branch shall pay the HFC (Headquarter Fund Contribution) as fixed by the Head Quarter at that point of time and Assam State Fund Contribution (ASFC) (the prevailing rate is Rs. 500/- , Rs. Five hundred only). The ASFC will be revised upwards @ 20 % on existing ASFC after every 3 years, similar to the increase of HFC. The revision will be due in the year when the HFC is increased by the HQ. (Example: from 1<sup>st</sup> April 2016 ASFC will be Rs. 600/-, from 1<sup>st</sup> April 2019 Rs. 720/- and so on..). For New Couple Life Member the ASFC will be 1.5 times the existing single ASFC (Example: from 1<sup>st</sup> April 2016 Rs. 900/-, from 1<sup>st</sup> April 2019 Rs. 1080/- and so on...)
- (ii) Local Branch shall have the privileges of fixing their share of Life Membership in case of their Branch Life Members.

9. The State Branch may add or fix any extra amount from the members of Local Branches under its jurisdiction and Direct Members attached to it, for State Journal or any other activity as per rates approved by the State Council.

## 10. Collection and Distribution of Subscription :

- (a) All subscriptions and contributions are due in advance on the 1<sup>st</sup> April every year subject to Bye-laws.
- (b) If the subscriptions or contribution on behalf of any member is in arrears, action may be taken as per Bye-laws.
- (c) If a branch member leaves the area of his Branch permanently and goes to the area of another Branch, he/she must clear all dues of the previous Branch and shall pay the subscription of the new Branch for the remaining period of the Association Year as per Rules. On no account, the new Branch shall accept the transfer of such member unless a clearance

certificate is produced by him from the previous Branch. The fact of transfer shall be notified by the Branches to each other with copies to the State Office, and through the State Office to the IMA Headquarter and the JIMA.

- (d) In case of husband and wife both being members of the same Branch, the couple shall pay one full and one half subscription.
- (e) A member enrolled in the first half of the Association Year shall pay full subscription for that year, and a member enrolled in the second half of the year shall pay subscription for that half of the Association Year.

## 10 (A). Distribution of Fees :

The admission and readmission fees of members shall be equally distributed among the Local Branch, State Branch and Headquarters as under:  
1/3<sup>rd</sup> for Local Branch, 1/3<sup>rd</sup> for State Branch, 1/3<sup>rd</sup> for Headquarters.

## 10 (B). Distribution of subscription and Contribution:

- (i) From the HFC received from Local Branch for their members, and from Direct Members attached to the State Branch, the State Office shall remit the Headquarters quota to the Headquarters.
- (ii) The Life Membership fee amount received by Local Branch and State Branch shall be kept in separate accounts and shall be invested separately by each. In case any member changes the Branch, the original amount received by that Branch shall be paid by that Branch to the new Branch which the member has joined.

## Termination of Membership:

11. Membership may terminate by resignation. A member may at any time resign his membership by giving 30 days notice in writing to :

- (a) The Branch Secretary, in case of Branch Members
- (b) The Honorary State Secretary in case of Direct Members, attached to the State Branch.

The resigning members shall pay up all the dues against him and the Secretary concerned shall put up a statement of outstanding dues against the member or a clearance certificate if all dues are



paid along with his resignation to the Headquarters though the State Office for information and necessary action.

**12. Membership may terminate by removal of name on account of non-payment of subscription after due notice as under:**

- (a) In case of Direct Members, suitable letter should be sent by registered post, from the office of the State Branch before 1<sup>st</sup> March reminding the members that their next subscription would fall due on 1<sup>st</sup> April, and unless this was received in time their membership would automatically cease with effect from 1<sup>st</sup> April.
- (b) In case of Branch Member, the Branch shall be free to make any Rules or Bye-laws it likes about payment of its dues by members and for removal of their names on account of non-payment of subscription. When, however, the Branch decides to terminate or suspend the privileges of a member for this reason, due information of the same shall be given to the Headquarters and Journal Offices, though the State Branch, for necessary action, including stoppage of supply of the Journal. The Branches concerned shall, however, be responsible for payment of the H.F.C. of such a member of the period his name has been maintained on the membership register.

**13. Membership may terminate by removal of name on the ground of undesirable conduct as under:**

- (a) If the conduct of a member be deemed, by the Working Committee or a Local Branch prejudicial to the interest of the Association or be calculated to bring the medical profession into disrepute, the Working Committee or the Local Branch, as the case may be, may ask him to submit a written explanation of his conduct. In the event of the explanation being found unsatisfactory, the member may be asked either to apologise or to resign from the Association. If the member is agreeable, his apology should be given due consideration, and in case of a branch member it shall be sent the Headquarters though the State Branch, with a confidential note giving details of the case for future reference. In the event of the said member refusing either to apologise or to resign

when asked to do so, a general meeting of the Local Branch shall be called to consider the case and at least 7 days notice of the meeting shall be given to the member concerned and he/she shall be given an opportunity to explain his/her conduct if he/she desires to do so. If at the meeting 3/4ths of the members present and voting record their votes for the removal of his/her name from membership, the resolution shall be sent to the Headquarters though the State Branch, for confirmation and his/her name shall be removed from the register of members of the Local Branch only after receipt of such confirmation. In the meantime, he/she shall be suspended from enjoying all privileges of membership.

- (b) By removal of name on the ground of conviction in a Court of Justice: *Ipso facto*
  - 1. upon sentence after conviction in a court of justice for any crime entailing moral turpitude
  - 2. upon being deregistered by any Medical Council in India on the ground of unethical conduct, from the date of de-registration and for the period of de-registration except in case of non-payment of renewal of fee, if any, in the registering Council
  - 3. upon forfeiture, through misconduct, of the medical qualification by virtue of which he/she became eligible for membership.
- (c) In case of Direct Members, similar procedure shall be followed by the State Branches and the Working Committee, as the case may be.

**14. Re-Admission :**

- (a) Any member who has ceased to be a member under Bye-laws 12 can be re-admitted on fresh application being made by him/her and on payment of payment of any dues outstanding against him/her on the date when he had ceased to be a member.
- (b) A member, whose name has been removed under Bye-law 13
  - (a) may be readmitted on the expiry of two years or there after provided his/her application for re-enrolment is supported by ten members of the Association testifying to

his good conduct during the intervening period. He/she must also submit a written apology acceptable to the Working Committee and the Branch concerned.

(c) But in cases coming under Bye-law 13(b)2, the readmission shall be possible only subsequent to such a person's name being re-entered in the Medical Register.

(d) A readmission fee as fixed by IMA Headquarters from time to time shall be payable by every member applying for readmission under this Bye-law.

#### **15 (a). Formation of Local Branches :**

A minimum of ten person, who are eligible to be members of the Association as per Rule 9 and who reside, practice or are employed in a place or its neighborhood may form themselves in to a Local Branch of the Association by a resolution passed at a general meeting of such person, convened for the purpose.

These ten persons should apply for Life Members of the Association in proper membership application forms, to be proposed by any Life Member(s) of the Association and with the proper life membership fees.

The resolution with the names of the office bearers of the new branch, the signed MA forms, Branch formation fee as fixed by IMA Headquarters from time to time and ASFC/HFC as per Rules and Bye-Laws shall be sent to the State Branch. The State Branch with its recommendation shall forward the resolution to the IMA headquarters along with the names of the office bearers, Hqrs quota of Branch formation fee, MA Forms and the HFC in respect of the members for approval at the Central Working Committee meeting. Local Branch shall submit to the State Office, annual return of the members on their rolls by 30<sup>th</sup> April and 1<sup>st</sup> October every year, together with a list of defaulters, a list of new members and a list of members who have left the branches with their new addresses, if available, along with a report of activities of the branch.

#### **15 (b). Revival of Suspended Branches :**

A Local Branch suspended under Rule 38 shall be revived on payment of a revival fee as fixed by IMA Headquarters from time to

time and on payment of arrears of HFC/ASFC in full and/or submission of valid list. Such revival shall be reported to the next meeting of the State Working Committee. The revival fee shall be shared equally by the State Branch and the Headquarters.

### **STATE COUNCIL**

#### **16. Term of Office of the Members of the State Council :**

**16 (A).** The President and two Vice Presidents, shall assume their respective offices from the first day of the Annual conference (at the Inaugural function of the conference) and in case no Annual Conference is held, they shall assume offices at the close of the Annual Meeting of the State Council and shall in either case continue to held the office till their successors assume office as per rules till the next state Conference.

**16 (B).** All office bearers except President, Vice Presidents, Hony. State Secretary and Hony . State Finance Secretary shall be elected by the State Council at its Annual Meeting. They shall assume office after the first Ordinary Meeting following the Annual Meeting of the Sate Council at which they were elected. The meeting should be held immediately after the annual conference

**16 (C).** Only those representatives of the Branches whose names are on the list maintained at the State Office at least six weeks before the Annual State Council Meeting shall be posted agenda papers, and only those who are eligible to attend the Annual Meeting of the State Council shall be entitled to attend other meetings of the State Council held during the session of the Annual Conference.

#### **17. Travelling Allowance :**

(a) Association shall contribute from its funds both ways travel expenses to the members of the Working Committee and any of the other committees formed by the State Council or State Working Committee for attending the meeting of the committee. Alternatively, the Association may decide a fixed

amount of this traveling allowance to members concerned.

- (b) No member shall be entitled for payment of T.A. more than once for attending more than one meeting held in a particular place on the same occasion.
- (c) The Branches inviting the State President or other Office Bearers of the State Branch, for attending their functions, shall pay one way fare in respect of the journey, and shall look after their local hospitality.
- (d) Officials of the state office attending an official meeting “outside the state” with consent of the President/ Hon State Secretary will be entitled for reimbursement of “one way” traveling expenses in the form of the actual train/ air ticket or Rs. 5000/- whichever is less. (In case of return tickets the amount will be calculated as the half of the amount)

#### **18. General Procedures of Meetings :**

- (A) Minutes of all meetings shall be correctly kept by the State Secretary and shall be duly confirmed at the following meeting of the Working Committee or State Council as the case may be.
- (B) The draft minutes prepared with the approval of the President or Chairman of the meeting shall be circulated among the members well in advance for opinion, objection, etc. to be effected while confirming the minutes.
- (C) The Chairman may adjourn a meeting if deemed necessary if majority of members present are in its favour.
- (D) The chairman shall, in case of equality of votes, shall have a casting vote.
- (E) No business shall be transacted in a Special Requisition meeting other than for which the meeting is called.

#### **NEWS BULETIN CUM JOURNAL OF IMA ASSAM STATE BRANCH**

#### **19. Composition of the Journal Committee:**

The Journal Committee Shall consists of :

- 1) Immediate Past President of the Association as Adviser
- 2) President of the Association
- 3) The Hony. Editor

- 4) The Hony. Secretary of Publications & Journal
- 5) The Hony. State Secretary
- 6) The Hony. State Finance Secretary
- 7) Chairman, IMA AMS, Assam State Chapter
- 8) Director of Studies, IMA CGP, Assam State Faculty
- 9) The Hon. Editor can nominate up to 4 members for ease of editing

#### **20. Function of the Journal Committee:**

- A. Shall be responsible for regular publication of the Journal.
- B. Shall meet once every two months, ordinarily.
- C. Shall be responsible for the management of the Journal, its printing, securing of advertisement, circulation of the Journal etc.
- D. Shall have the power to select referees and collaborators with the help of the Editor.
- E. Shall prepare a budget and submit it through the Honorary State Secretary for the consideration and sanction at the Annual Meeting of the State Council.
- F. Shall prepare a yearly statement of accounts and get it audited by an Auditor appointed by the Association and submit it through the Honorary State Secretary before the Annual Meeting of the State Council.
- G. Shall have power to spend money for various purposes connected with the Journal up to the amount sanctioned in the budget estimates for the year by the State Council. Beyond this limit, it shall have to obtain special sanction of the Working Committee beforehand.

#### **21. Subscriptions for the Journal :**

Will be collected from the members with their HFC/ASFC and the amount will be transferred to the Journal account.

#### **FUNDS OF THE ASSOCIATION**

#### **22 Income :**

The funds of the income of the Association shall be derived from

the following sources :

- (a) State share of Subscription of the Direct Members.
- (b) State fund contribution from Branches on account of Members on their rolls as per Bye-Laws.
- (c) State share of Subscription of life members.
- (d) Special contribution or donation raised directly or through Branches.
- (e) Income derived from the Journal and other publication of the Association, as per bye-Laws.
- (f) Contribution received from the Branch organising the Assam State Medical Conference as per Bye-Laws.
- (g) Bequests received by legacies from persons who desire to benefit the Association.
- (h) Interest on deposits.
- (i) Rents etc.
- (j) Such other sources as may be authorized by the State Council or the Working Committee.

### **23. Investment and operation of accounts:**

The assets movable and immovable shall vest in the “Indian Medical Association, Assam State Branch” and investment of different funds shall be in the name of “INDIAN MEDICAL ASSOCIATION, ASSAM STATE BRANCH.....FUND”

**23.(A)** The funds of the Association Shall be operated jointly by the Hony. State Secretary and Hony. State Finance Secretary. In absence of ether, the President of the Association will operate jointly.

### **24. Reserve Fund:**

There shall be a Reserve Fund of the Association. At last 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 upon by a resolution in a meeting of the State Council, the notice of which shall have been duly circulated and in which 3/4<sup>th</sup> of the member present vote in favor of resolution for withdrawal.

### **25. Expenditure:**

The Working Committee shall, out of the funds of the Association, defray all ordinary expenses and shall pay rents, salaries, wages and such other charges as may be necessary for carrying on the work of the Association. It shall further provide for the issue of the Journal

and such other publication as may be authorised and shall be empowered to spend money on scientific investigations, conferences , prizes , scholarship and for such other purposes as it may consider advisable in furtherance of the objects of the Association.

## **DUTIES AND POWER OF THE OFFICE BEARERS**

### **26. The President:**

- (A) Shall be Chairman of all meetings of the State Council and the Working Committee and shall preside over any other Committee of which he/she may be a member.
- (B) Shall Preside over the Annual Conference and all meetings of the Association.
- (C) Shall guide and control the activities of the Association.
- (D) Shall regulate the proceedings of the meetings, conference, interpret the Rules and Bye-Laws and decide doubtful points.
- (E) Shall, in addition to his ordinary vote, have a casting vote in case of equality of votes.

*Note : In the event of an emergency arising by reason of any cause such as death , detention , resignation or absence for a considerable period out of Assam/India of the President, the duties of the President shall devolve upon the Senior Vice President , or in his absence , the Vice President . In case of resignation by the president, it will become effective when it is accepted by the Working Committee. Pending the acceptance of the resignation, the Vice Presidents shall act as indicated above in case the President is unwilling to function as such.*

### **27. Vice Presidents :**

- (A) Shall help in the organization of Branches by making tours and addressing members and other personnel etc.
- (B) The Vice President receiving the largest number of votes shall be called the Senior Vice President and shall preside over the Annual Conference in case the President is absent. In case the Vice-President is elected unopposed, the Vice President having seniority in the IMA membership shall be called the Senior Vice-President.
- (C) The Senior Vice-President shall be the Chairman of all Committees and Sub-Committees of which he is a member, in case the President is not a member.

- (D) The other Vice-President shall take up the functions of the Senior Vice-president.

**28. Honorary State Secretary :**

The Honorary State Secretary with the help of Honorary Joint Secretaries and Honorary Assistant Secretary:

- (A) Shall have the overall charge of all offices of the Association (Headquarters).
- (B) Shall conduct all correspondence.
- (C) Shall have general supervision of all account, pass all bills for payment and sign cheques.
- (D) Shall get prepared by the Honorary State Finance Secretary a quarterly and annual statement of account dully audited by the Auditors for adoption by the Working Committee and State Council.
- (E) Shall Get prepared a budget of State Office and place it before the Working Committee and the State Council for adoption.
- (F) Shall get prepared budgets of other offices of the Association and place them before the Working Committee and the State Council for adoption.
- (G) Shall organize, arrange and convene meetings, conference, lectures and demonstrations.
- (H) Shall attend meetings of the State Council and Working Committee and keep record of proceedings thereof.
- (I) Shall be an ex-officio member of all committees.
- (J) Shall maintain a correct and up-to date register of all members of the Association, branch wise.
- (K) Shall organise the Association with the help of the Honorary Joint Secretaries and Honorary Zonal Secretaries by encouraging the establishment of Branches where they do not exist and by creating a general interest in the Association.
- (L) Shall bring all matters which he considers necessary in the interest of the Association to the notice of the State Council or Working Committee for guidance and decision.

**29. Hony. Joint Secretaries, Hony. Zonal Secretaries:**

The Honorary Joint Secretaries and the Honorary Zonal Secretaries shall help the Honorary State Secretary in all his works in looking after the office and affairs of the Association.

**30.** The other Secretaries shall help the Honorary State Secretary in organizing Branches of the Association where they do not exist and in furtherance of the case of the Association as directed by the Honorary State Secretary.

**31. Honorary State Finance Secretary:**

- (A) Shall receive all monies of the Association and deposit these in a bank or banks approved by the State Council to the credit of the Association and operated as per Rules and Bye-Laws. These and part of them may, if approved by the State Council, be deposited in the Post Office Savings Bank or Invested in other banks, Government securities, etc.
- (B) Shall be responsible for collection of all subscriptions and contributions due to the Headquarters and State Branch.
- (C) Shall dispose of the bills for payment as sanctioned by the Honorary State Secretary and only his written order.
- (D) Shall have the right to point out any error or discrepancy in the order of payment of the Honorary State Secretary and refer the order back to him with his remarks. In the event of disagreement still persisting between the Honorary State Secretary and the Honorary State Finance Secretary the matter shall be referred to the President for final decision.
- (E) Shall be responsible for keeping up-to date account of the Association with all the account books posted up-to date.
- (F) Shall get the accounts audited by the Auditors of the Association.
- (G) Shall prepare quarterly accounts to be placed before the Working Committee.
- (H) Shall prepare an annual statement of accounts and a balance sheet showing the financial position of the Association, get it audited by the Auditors appointed at the Annual Meeting of the State Council and submit it for adoption by the State Council.

**32 (A). The Honorary Editor of the Journal:**

The Honorary Editor of the Bulletin-cum-Journal, Indian Medical Association, Assam State Branch:-

- (a) Shall help the Journal Committee in the regular publication of the Journal and its management.
- (b) Shall preside over meeting of Journal Committee in the

absence of President of State Branch.

- (c) Shall help the Journal Committee to scrutinize matters to be published in the Journal edit and accept or refuse them for publication.
- (d) Shall help the Journal Committee to select referees and collaborators.

**32 (B). The Honorary Secretary, Bulletin-cum-Journal:**

- (a) Shall look after the business side of the Journal viz. printing, securing advertisements, distribution of Journal amongst the members.
- (b) Shall help the Journal Committee in preparation of the budget and submit the same for consideration.
- (c) Shall look after the administration of Journal Office and maintain proper account.
- (d) Shall submit statements of account for every quarter and the year.

**ELECTION OF OFFICE BEARERS**

**33 : Election of President, Vice Presidents, Hony. State Secretary & Hony. State Finance Secretary:**

**33 (a) : Eligibility Criteria** – For President minimum 10 years of Life Membership and for Vice Presidents, Hon. State Secretary & Hon. State Finance Secretary minimum 5 years of Life Membership are mandatory. Moreover the candidates for all these posts should have minimum two terms of experience as State Working Committee Member. A member can continue in the these four posts for not more than two consecutive terms and will cease to seek nomination / contest for a third term continuously for the same post.

**33 (b): Electoral College** – Electoral College for all the above posts will consist of Ex-officio and Regular Members (Representatives of Local Branches) of the State Council as specified in Rule 17, as on 31<sup>st</sup> December of the election year. If a member is having more than one portfolio in the State council, he / she will be having only one voting right.

**33 (c): Election Officer** – Not less than four months before the Annual Assam State Medical Conference, State Working

Committee shall appoint one of the Past Presidents of the State Branch as the Election Officer for conducting election for the posts of one President, two Vice Presidents, one Hon. State Secretary & one Hon. State Finance Secretary.

**33 (d) : Nomination Fee** – Nomination fee for the above five posts will be President - Rs. 5000/-, Vice Presidents – Rs. 3000/-, Hon. State Secretary – Rs. 2000/- & Hon. State Finance Secretary – Rs. 1000/- in the form of demand drafts payable to ‘IMA Assam State Branch’.

**33 (e) : Election Procedure –**

- i. The Election Officer shall issue a notification inviting the local branches under seals of the President and Secretaries of the branches, to nominate in the prescribed nomination paper eligible members for the offices of President, two Vice Presidents, Hony. State Secretary and Hony. State Finance Secretary; such names shall be submitted by the local branches within 30 days from the date of issuing the notification.
- ii. Within 7 days of the receipt of the nomination papers, the Election Officer shall inform by registered post, the members whose names have been nominated for the above posts. Any of the nominated members desiring to contest must inform the Election officer about his/her consent in writing in his letter pad along with the prescribed Nomination Fee in the form of Demand Draft (no cash or at par cheques) in favour of ‘IMA Assam State Branch’ or convey his/her withdrawal within 30 days from the date of issue of the letter by the Election Officer. Non-receipt of any reply and nomination fee will be interpreted as withdrawal of the candidate concern.
- iii. Then the Election Officer within 30 days shall send to each Ex-officio and Regular Members (Representatives of Local Branches) of the State Council, printed ballot paper signed by the Election Officer by post under Certificate of Posting and requiring the member to return the ballot paper after casting his/her vote in favour of any one of the candidate for each of the above mentioned post, in a sealed cover supplied by the Election Officer within 30 days of issuing the ballot papers.
- iv. On receipt of the ballot papers, the Election Officer will place these before a meeting of the State Working Committee for

scrutiny and counting of the numbers of votes. For scrutiny and counting the number of votes, the State Working Committee shall appoint a Scrutinizing Committee consisting of three Scrutinizers, one of whom shall be the Election Officer. Then the Committee shall proceed with the scrutiny and counting of votes in a separate room. The Committee will submit the result to the President of the State Branch who will declare the result in the same State Working Committee Meeting.

**34 : Election of Other Office Bearers**

**34 (a) :** Other office bearers of the Association shall be selected/ elected at Annual Meeting of the State Council and the Electoral College will consist of all Ex-officio and Regular or Alternate Members (Representatives of Local Branches) of the State Council. The State President will decide about an election procedure if at all required in the meeting.

**34 (b): Central Working Committee Members** – The State President and the Hon. State Secretary, by virtue of their official positions, will be the first two Regular Members of the Central Working Committee; any additional vacancy of Central Working Committee will be elected at the Annual State Council Meeting. The Senior Vice President and Hon. State Finance Secretary, by virtue of their official positions, will be the first two Alternate Members of the Central Working Committee; any additional vacancy of Alternate Member to Central Working Committee will be elected at the Annual State Council Meeting.

**DISPUTES**

**35. Arbitration:**

If at any time any member/local Branch desires to refer any dispute to arbitration, the arbitrator shall be the National President of the Association and if he be involved himself, the Immediate Past National President. The Arbitrator shall give an opportunity to both the parties to file their representation and if any party desires to be heard in person the Arbitrator shall arrange the same and at the said hearing, the other party shall be allowed to be present if it so desires. The Arbitrator shall allow either party to put question of the other party to elicit the information provided the Arbitrator allows

and provided that the questioned is in connection with the dispute before the arbitration.

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

The Arbitrator shall give his award in writing and same shall be binding on all parties concerned. The expenditure incurred by the Arbitrator shall be borne by the State Branch and that by the parties shall be borne by each party concerned.

**AUDITORS AND LEGAL ADVISERS**

**36. Auditors :**

Auditors shall be appointed at the Annual Meeting of the State Council every year for auditing the accounts of the Association whose duties shall be as follows:-

- (a) Shall audit the accounts at the end of the year and shall certify to their correctness.
- (b) Shall give suggestions for proper keeping of the accounts.

**37. Hony. Legal Advisers :**

The Honorary Legal Advisers shall be elected at the Annual Meeting of the State Council.

**ASSAM STATE MEDICAL CONFERENCE**

**38. Assam State Medical Conference:**

There will be organized an Assam State Medical Conference every year or as the State Council may decide, under the auspices of the Association at a suitable place and time to be decided by the Annual Meeting of the State Council. Such a conference shall ordinarily be held in the months of January or February or March of every year. The meetings of the State Working Committee and State Council will precede the actual programme of the State Conference at the same venue. Local Branches will have the privilege of inviting the conference.

**39. Venue of the Conference:**

The Honorary State Secretary shall issue a circular to the local branches before 1<sup>st</sup> January of each year to find out if any local branch would invite the conference to be held in the following year. The invitations if any shall be placed before the Annual State

Council Meeting held at the venue of the Assam State Medical Conference for the purpose of selecting the venue of the next State Conference which will be announced at the open session of the State Conference.

**40. Reception Committee:**

The branch inviting the conference shall form a Reception Committee of the Conference and membership of the reception committee shall be open to the following:-

- (a) All members of the branch inviting the conference and of the neighbouring branches which decide to co-operate.
- (b) All medical men with qualifications registrable under the Indian Medical Degrees Act. 1916 (Act. VII of 1916) residing in the town inviting the conference or in its neighbourhood.

**41. Fee for Membership of the Reception Committee:** shall be fixed by the local branch hosting the conference.

**42. Office Bearers of the Reception Committee:** shall be elected from amongst and by the members of the Reception Committee who belong to categories (a) as only of Bye-Law No. 40 above and shall consist of a Chairman, Organizing Secretary, Treasurer and others as required.

**43. Delegates:** all Life Members under the Assam State Branch of IMA and Valid Annual Members (with no outstanding dues) can register as Delegates of the conference by paying the registration fees as fixed by the Reception committee. Other members of IMA, from other local or state branches, Special Members, Intern Members and any other registered allopathic medical practitioners may also attend the conference as Visiting Delegates by getting them registered properly. However in case of voting in the open session Visiting Delegates will not have any voting right

**44. Delegate Fees/Registration Fees:**

- (a) Delegates Fees or/ and Registration Fees for the Delegates and Visiting Delegates to be decided by the Reception Committee in consultation with the State Office.
- (b) President and President Elect will be exempted from paying

any Delegates/ Registration Fees.

- (c) All Life Members of the Association of and above 70 years (with proper proof/ record) attending the Conference, are also exempted from paying any Delegates/ Registration Fees; however such member must fill the necessary registration form/ document.

**45. Members of the Conference:** Membership of the conference shall be open to the following:

- (a) All Members of the Reception Committee.
- (b) All Delegates.
- (c) All other members of the Association who attended on payment of Membership Fees and the Registration Fees.
- (d) 50% of the amount accrued from Delegate fees, Membership fees and the Registration Fees shall be provided to the State Branch by the Reception Committee.

**46. Rights of Members of the Conference:**

All members of the conference shall have the right to take part in all discussion at the open and scientific sessions of the conference. At the open session of the conference only the delegates will be allowed to vote, if occasion arises.

**47. Visitors:** The following can attend the conference as visitors.

- (a) Prominent public men who are specially invited by the Reception Committee to attend the conference without payment of any fee as Distinguished Visitors.
- (b) Medical men or other scientists who wish to take part in scientific sessions only on payment of the Registration Fee only of which 50% shall be provided to the State Branch.
- (c) Bonafide medical students with or without payment of fees at the discretion of the Reception Committee.

**48.** The President of the Association for the year shall be the President of the conference. He/she shall not be charged any Registration fee, membership fee etc.

**49. Business of the Assam State Medical Conference:** Various business of the conference will be organized by the Organising



Committee in consultation with the State Office. Generally following businesses are carried out in the Assam State Medical Conference:

**Pre-conference Day** –Annual State Council Meeting from 4 PM.

**Day 1 :**

- a) Scientific Session
- b) Trade Exhibition & Medical Exhibition (if any)
- c) Annual Meeting of State Faculty of IMA CGP (in satellite hall)
- d) Annual Meeting of State Chapter of IMA AMS (in satellite hall)
- e) Annual Meeting of Plantation Doctors' Committee (in satellite hall)
- f) Annual Meeting of State Chapter of IMA Service Doctors' Wing (in satellite hall)
- g) Annual Meeting of State Chapter of IMA Women Doctors' Wing (in satellite hall)
- h) Annual Meeting of IMA Hospital Board State Chapter (in satellite hall)
- i) Inaugural Session in the evening, a **model agenda** of which shall be:
  - i. Invocation
  - ii. Welcome Address by Chairman, Reception Committee
  - iii. Lighting of Lamp by the President & Chief Guest
  - iv. Secretarial Report by Hon. State Secretary
  - v. Speech by the Chief Guest
  - vi. Release of Souvenir/ Other Publications (if any)
  - vii. Speech(es) by the Appointed Guest(s) (if any)
  - viii. Presentation of Awards
  - ix. Address by the President
  - x. Installation of Incoming President by the Outgoing President
  - xi. Installation of Other Office Bearers
  - xii. Address by the Incoming President
  - xiii. Vote of thanks by the Organising Secretary
  - xiv. National Anthem

**Day 2 :**

- a) Continuation of Scientific Session & Exhibitions
- b) Ordinary Meeting of the State Council
- c) Valedictory Function

#### AWARDS & ORATIONS

**50 (a). Official Awards of the IMA Assam State Branch:** The following awards will be 'Official Awards of the IMA Assam State Branch' to be presented during the Medimeet on consideration of the performance of local branches or branch officials or individual members during the preceding two years.

1. IMAASB Dr. Daityari Das Memorial Award for Best overall Performance of a Local Branch
2. IMAASB Dr. M.R. Roychoudhury Memorial Award to Best Adjudged Local Branch President
3. IMAASB Dr. K. Medhi Memorial Award to Best Adjudged Local Branch Secretary
4. IMAASB Dr. J.K. Gogoi Memorial Award to an Individual Member for best membership drive
5. IMAASB Dr. Sarifuddin Ahmed Memorial Award for Best Lokabandhu Day Programme
6. IMAASB Award for Best Doctors Day Programme
7. IMAASB Dr. M.N. Hatikakoti Special Award to a Local Branch for Best Membership Drive
8. IMAASB Dr. Mahmood Hussain Special Award to a Local Branch for Best Scientific Activity
9. IMAASB Special Award for successfully organizing last Medimeet
10. IMA ASB Literary Excellence Award
11. IMA ASB Sports Excellence Award
12. IMA ASB Cultural Excellence Award

**50 (b). Award Committee:** Award Committee will consist of the State President, Hon. State Secretary, Hon. State Finance Secretary, Hon. Secretary Sports Cultural & Literary Section, Chairman, IMA AMS, ASC and Director, IMA CGP, ASF

**50 (c). Nominations:** Nomination from local branches will be invited for the awards No. 1, 5, 6, 8, 10, 11 & 12 above.

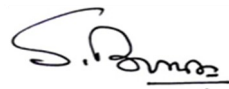
Other awards to be decided by the Awards Committee with necessary data provided by the State Office.

- 50 (d). Future Awards:** In future if any awards/oration is instituted by a local branch/ individual member/ individual person/ pharmaceutical house, it should be approved by the SWC, and the local branch/ pharmaceutical house/ individual member/ person will deposit a minimum amount of Rs. 5 lac (Rupees five lac), which may be revised by the State Council upwards from time to time, to the IMA ASB as the coffer money. This amount will be kept in a separate account as fixed deposit and expenses against the award/ oration will be managed with the yearly interest from this fund.
- 50 (e) : IMA ASB Lifetime Achievement Award :** This award will be decided by the Awards Committee after very careful consideration. Lifetime Achievement Award may be considered to an IMA Life Member of more than 70 years of age, under extreme deserving circumstance. In each Medimeet only one Lifetime Achievement Award will be considered.

*Certified that this is a true copy of the MEMORANDUM, RULES AND BYE-LAWS of Assam State Branch of Indian Medical Association, last amended on 20<sup>th</sup> March 2015 in the Annual State Council Meeting held during the 32<sup>nd</sup> Assam State Medical Conference at Nalbari, and duly confirmed by the Ordinary State Council Meeting held on 22<sup>nd</sup> March 2015 at Nalbari.*



**(Dr. Hiranmay Adhikary)**  
President  
IMA Assam State Branch



**(Dr. Satyajit Borah)**  
Hon. State Secretary  
IMA Assam State Branch