



INDIAN MEDICAL ASSOCIATION (HQs.)

(Registered under the Societies Act XXI of 1860)
Mutually Affiliated with the British & Nepal Medical Associations
I.M.A. House, Indraprastha Marg, New Delhi-110 002

Telephones: +91-11-2337 0009 (10 lines), 23378680 / +91-9999116375, 9999116376, Fax: +91-11-23379470
Website: www.ima-india.org ; Email: np@ima-india.org | hsg@ima-india.org



National President

Dr. R V Asokan

+91-9847061563
rvasokan@gmail.com

Imm. Past National President

Dr. Sharad Kr. Agarwal

+91-9717111942
shareshmadr8@gmail.com

Honorary Secretary General

Dr. Anilkumar J. Nayak

+91-9825051333
draniljnayak@yahoo.co.in

Honorary Finance Secretary

Dr. Shitij Bali

+91-9910755660
shitij.bali@yahoo.com

IMA/HSG/2024/ 689

5/1/2024

Dr. P. Kali Prasad Rao
President,
IMA Telangana State Branch,
15-1-237, Mulugu 'X' Roads,
Guardian Hospital, Warangal,
Telangana – 506007
(M): 9849169096
Email: drkprpagadala@gmail.com

Dr. Vijay Rao Jakkula
Hony. State Secretary,
IMA Telangana State Branch,
IMA Building, 1st Floor Esamia Bazar,
Koti, Hyderabad, Telangana-500027
(M): 9849256689
Email: drvijayrao5389@yahoo.co.in,
imatelanganastate@gmail.com

Dear Sir(s),

Greetings from Indian Medical Association (HQs)!

Please find attached herewith a copy of the Constitution of your state branch duly signed and stamped by the Honorary Secretary General of IMA. The same was approved in 84th Central Council meeting of IMA held on 26th–28th December, 2023 at Kovalam, Kerala.

Kindly acknowledge the receipt of the same.

Thanking you,

Yours sincerely,

(Dr. Anilkumar J. Nayak)
Honorary Secretary General, IMA

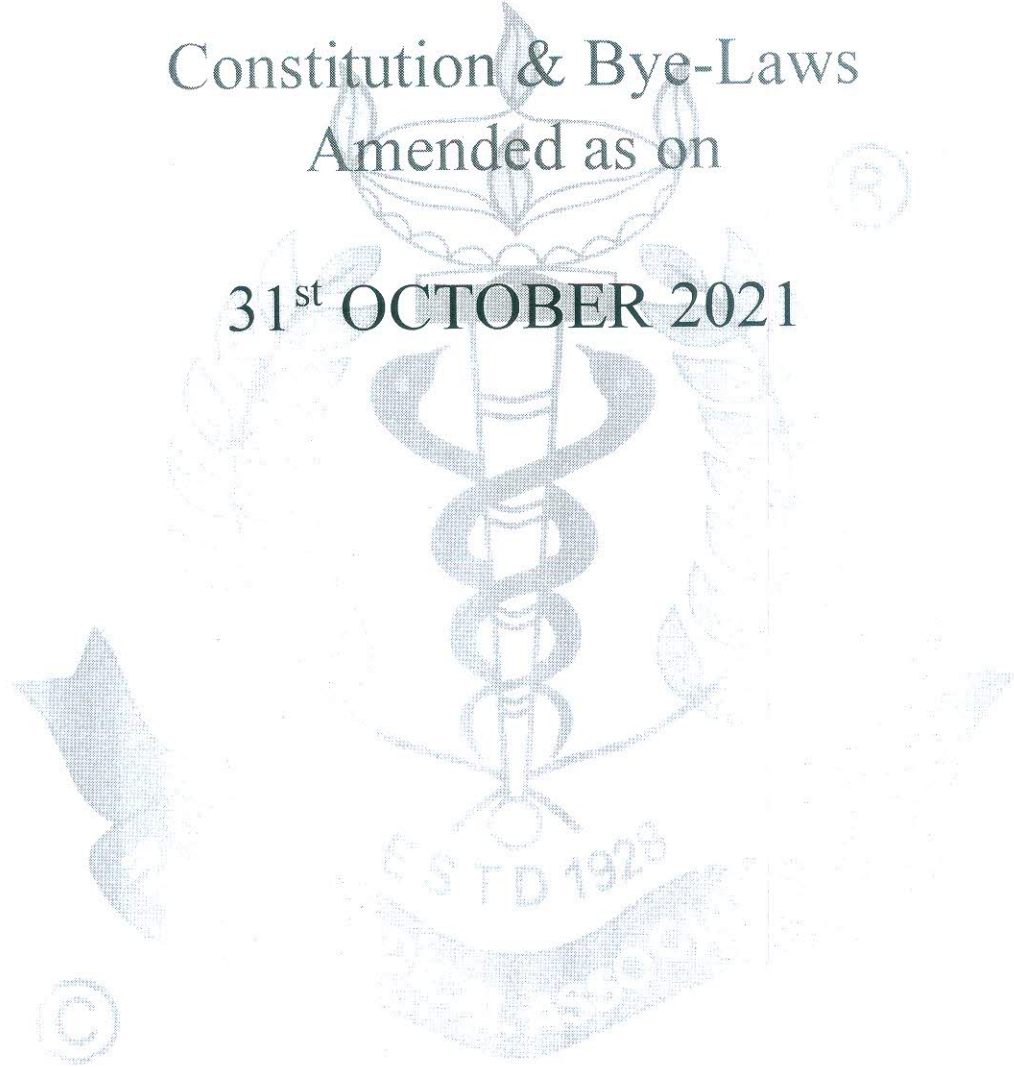
Copy to: Dr. R.V. Asokan, National President, IMA

INDIAN MEDICAL ASSOCIATION TELANGANA STATE BRANCH

Registration No: 571 of 2016

Constitution & Bye-Laws
Amended as on

31st OCTOBER 2021



ADDRESS: IMA Building, 101, 1st Floor, Esamia Bazar
Koti, Hyderabad-500027
Ph: 9959863655
Email: imatelanganastate@gmail.com

The constitution of IMA Telangana State Branch approved & ratified in 84th Central Council meeting of IMA held at Kovalam, Kerala on 26th- 28th December 2023.



INDEX

S.NO		TOPIC	PAGES
1	Part - I	Memorandum of Association	1 - 4
2	Part - II	Definition of Words & Terminology	5
3	Part - III	Rules of the Association	6 - 11
4	Part - IV	Management of Association	7 - 23
5	Part - V	Wings of IMA TS	23 - 27
6	Part - VI	Procedure of State Council	28 - 32
7	Part - VII	Duties & Responsibilities of Office Bearers of IMA TSB & Wings	32 - 35
8	Part - VIII	Election of Office Bearers	35 - 48
9	Part - IX	Funds – Investments Etc	49 - 54
10	Part - X	Conference Protocols	54 - 59
11	Part - XI	Important Days to Celebrate	59 - 60



INDIAN MEDICAL ASSOCIATION
TELANGANA STATE BRANCH

Registration No: 571 of 2016

Constitution & Bye-Laws

Amended as on

31st OCTOBER 2021

PART I

MEMORANDUM OF ASSOCIATION
Rules & Bye - Laws of IMA Telangana State Branch

I. NAME

The Name of the Association shall be "INDIAN MEDICAL ASSOCIATION, TELANGANA STATE BRANCH" (under Indian Medical Association, Head Quarters, New Delhi) ®

II. SHORT TITLE

The INDIAN MEDICAL ASSOCIATION, TELANGANA State Branch here in after called the "IMATS"

III. OFFICE

The Office of the TELANGANA State Branch shall be located at Door.No.4-5-357/A, IMA Building, Esamia Bazar, Koti, Hyderabad – 500027.

IV. AREA OF OPERATION

The IMA TELANGANA State Branch shall have its area of operation in the entire TELANGANA STATE, as per the Andhra Pradesh Division Act/2013/2014.

V. OBJECTS

The objects of the Association are:-

1. To promote and advance Medical and Allied Sciences in all their different Branches and to promote Public Health and Medical Education in TELANGANA STATE.
2. To uphold Medical Ethics and code of conduct to maintain and protect the honour and dignity and to uphold the interests of the Medical Profession and to promote fellowship and Co-operation among the members of Medical fraternity and to protect the Immovable and Financial Assets of IMA-TS and under guidance of IMA-Trust and IMA TS Past President's Council.
3. To participate in National Health Care programmes and / or to initiate action on Health Care Regulatory/legislation formulations towards equitable health care delivery service to the people of the Telangana and to educate the public in the matter of Public Health and to promote public relationship.

VI. METHODS

For the attainment and furtherance of these objects. the Association may –

1. Hold periodical meetings and Conferences for the members of the IMA TELANGANA State Branch and the Medical Profession in general.
2. Arrange from time to time Continuing Medical Education Programmes, Conferences, Lectures, discussions, demonstrations, and exhibitions etc. of the Medical and allied sciences.
3. Publish and circulate Journals/News Bulletin which shall be the official organ of the TELANGANA State Branch specially adopted to the needs of the Medical Profession in the State and shall undertake publicity and propaganda work of the association and Health programmes of TELANGANA State through its columns and publish other literature in accordance with the objects of the Association which may promote and improve the standard of the Health of the State. The State Council may decide to publish any literature in booklet or journal to promote Awareness about health and objects of the association among the public of TELANGANA STATE.
4. Maintain an association office, Audio Visual aids and a Library to its Members.
5. Encourage research in Medical and allied sciences with grants out of the funds of the TELANGANA State Branch, and to create endowments for issue of Scholarships, prizes or awards and Orations in Govt Medical Colleges, such other manner as may be determined upon, from time to time by the TELANGANA State Branch.
6. Conduct educational campaign amongst the people of the State in matters of public Health and Hygiene by Co-operating, whenever necessary, with different state apex bodies working with same object.
7. Organize Medical camps, adopt villages for providing Medical relief during epidemics and in times of emergency. IMA TS Public Health Project with ambulance, care, awareness, and society centric welfare.
8. Consider and express its views on all proposed legislations and the laws of TELANGANA State 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 in their regard as may be deemed expedient or and 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 or privileges necessary or convenient for the purpose of the Association and in particular any land, building, furniture, household or other effects, utensils, books, news-papers, periodicals instruments, fittings, appliances apparatus conveyance, transport vehicles and buildings for accommodation as and when deemed necessary or desirable in the interest of the IMA TELANGANA State Branch, after due advice and suggestions by IMA TS Trust/IMA TS Executive/Managing Committee passing of minutes.
10. Borrow or raise money in such manner as the TELANGANA State Branch may deem necessary and think fit and collect donations for the purposes of activities of TELANGANA State Branch,



after clearance by IMA TS Trust/ IMA TS Executive/Managing Committee and ratified by the IMA TS State Council.

11. Invest any money of the Association not immediately required for any of its objects in such manner as may be determined from time-to-time by the Association. All deposits should be made necessarily in the nationalized banks, Private Banks with resolution passed by IMA TS Financial Board/Financial Standing Committee/ IMA TS Executive/Managing Committee and ratified by the IMA TS State Council.
12. Assist, subscribe to, Co-operate, affiliate or get 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.
13. Create or assist in creating local branches for any of the purpose aforesaid.
14. To Co-operate and participate actively in implementing and executing Public Health Projects sponsored by State and Central governments, WHO UNICEF and other such service organizations.
15. 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.
16. All financial commitments beyond the permitted amount should be made with prior approval of IMA TS Executive/Managing Committee and ratified by the IMA TS Finance Standing Committee.
17. To Establish and run institutions for training Medical Nursing and Para medical Workers in Telangana State.
18. To promote and to be a part of all other existing Schemes sponsored by the Central IMA.
19. To institute Oration (Memorial or Endowment) for the purpose of improving the medical knowledge of members.
20. To approve as per the rules, the New Branches in Telangana.
21. All the existing/approved local branches in the state of Telangana will function as Branches of IMA Telangana State.
22. IMA College of General Practitioners and IMA Academy of Medical Specialties have been established for the purpose of Continued Medical Education.

The branches of above mentioned Academic wings can be opened in the Telangana State with the approval of the IMA TS Executive/IMATS Managing Committee/ Telangana State Council.



The circular stamp contains the text "IMA Telangana State Branch" around the perimeter. The handwritten signature is written across the center of the stamp.

AMENDMENTS TO BYE-LAWS AND RULES

Proposal for change, alteration or Amendments to the Rules and Bye-Laws shall be considered by the Constitution Committee which after proper scrutiny, shall place the proposal first before IMA TS Executive, then to Managing Committee, which is then put for Approval before the State Working Committee which in turn, if thought fit shall get it approved by the State Council.

The procedure is as follows:

Any proposal to amend the Rules or Byelaws brought through a branch or an individual shall be raised in the State Working Committee. Such proposals shall be submitted in writing and handed over to the Honorary State Secretary by the proposer eight (8) weeks before State Council meeting. The written proposal for amendment shall be handed over by the Honorary State Secretary to the Constitution Committee for further action. The Constitution committee will consider the proposal with the concerned section/wing or branch and submit necessary amendments or suggestions as deemed fit and then will be placed along with the remarks of the Constitution Committee to the State Working Committee, after the actual words of the proposed alterations of the Rules have been included in the Agenda of the meeting for the State Working Committee.

For rules within the purview of the State Working Committee:

The modified form as passed by State Working Committee shall require reconfirmation in the form of confirmation of minutes of the previous meeting in the subsequent State Working Committee. The rules as amended by the State Working Committee will come to effect as soon as and only after the minutes are confirmed.

For Rules that require Approval by State-Council:

The State Working Committee after due consideration of the proposals and if found fit for approval shall recommend the same to the State Council for incorporating the proposed Amendments in the Byelaw and Rules of IMA TELANGANA State Branch. The final decision to approve or disapprove the proposed amendments shall be decided, based on the two thirds majority vote of primary members present in State Council.

The Constitution committee shall present these amendments to the State Council:

When the Amendment agenda is placed before the State council it may approve the Amendment proposals by the two-thirds majority of the members present in the State Council meeting. In an extraordinary circumstance, the President can call for an Extraordinary State Council Meeting within thirty (30) days to approve/disapprove a particular rule or amendment as necessitated by the circumstances.



PART II

DEFINITIONS OF WORDS AND TERMINOLOGY

1. "ASSOCIATION" means the Indian Medical Association, TELANGANA State Branch (abbreviated as "IMA TS")
2. "CENTRAL COUNCIL" means the Central Council of the Indian Medical Association, Headquarters as constituted under the Rules of the IMA HEADQUARTERS.
3. "STATE COUNCIL" means the State Council of the Indian Medical Association TELANGANA State Branch constituted as per Bye-Laws and Rules.
4. "PAST PRESIDENTS COUNCIL" (PPC) means Council of all the Past Presidents of IMA. Telangana & erstwhile A.P. State (Belonging to Telangana State Branch.)
5. "STATE OFFICE" means Indian Medical Association, TELANGANA State Branch Office.
6. "LOCAL BRANCH" means a Local Branch of the Association formed under the Bye-Laws and Rules of Indian Medical Association, TELANGANA State Branch.
7. "CONFERENCE" means the ANNUAL STATE MEDICAL CONFERENCE of the Indian Medical Association, TELANGANA State Branch organized under the auspices of the State Branch.
8. "STATE PRESIDENT" means the State President of the Indian Medical Association, Telangana State Branch.
9. "HONORARY STATE SECRETARY" means the Honorary State Secretary of the Indian Medical Association, Telangana State Branch.
10. "TIMA" means news bulletin of the Telangana state Branch of Indian Medical Association
11. "YEAR" means the Financial year of IMA TELANGANA State Branch shall be from 1st of APRIL of one year to 31st MARCH of the following year (or the period stipulated by Head Quarters of IMA)
12. "ASSOCIATION YEAR" means administrative year of IMA TELANGANA STATE from 1st November to 31st October of the following year.
13. "HEAD QUARTERS" (HQ)- means the HEAD QUARTERS OFFICE of the Indian Medical Association – New Delhi.
14. "H.F.C." means Headquarter Fund Contribution to the Indian Medical Association, Headquarters Office, New Delhi.



15. "BYE-LAWS AND RULES" means Bye-Laws and Rules of IMA TELANGANA State Branch.
16. "ACT, RULES AND REGULATIONS" means Act is the Act of the State Council passed by the Constitution Committee – Rules and Regulations are how the act is to be implied and this can be changed by the State Council. Act needs the approval of the State Council.
17. SWC means State Working Committee of IMA TELANGANA State Branch
Containing Ex-officio and elected members as per bye-laws and rules of IMA Telangana State.

PART III

RULES OF THE ASSOCIATION

1. MEMBERS

The INDIAN MEDICAL ASSOCIATION, TELANGANA State Branch shall consist of Members residing in the state of Telangana whose names are on the Register of the Members of the IMA Head Quarters at the time when these Rules and Bye -Laws come into operation and of subsequent members, who shall be those persons who being eligible, shall ,after the date of adoption of these Rules and Bye-Laws of the Association be duly registered in such manner and upon such conditions as may be prescribed from time to time by the Rules and Bye-Laws.

2. JURISDICTION

The Jurisdiction of the Indian Medical Association, TELANGANA State Branch shall extend to all the Districts of the state of TELANGANA.

3. STATE OFFICE

The Hony. State Secretary's office (State office of IMA TSB) will function from IMA Building, D.No: 4-5357 /A, Esamia Bazar, Koti, Hyderabad – 500027.

4. ASSOCIATION YEAR

A) The Association "Financial year of IMA TELANGANA state Branch shall be from 1st of April of one year to 31st March of the following year or the period stipulated by Head Quarters of IMA .

B) The Association "Administrative year" is form 1st November to 31st October of the following year.

5. 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, Medical Council number, Email and telephone number/mobile numbers and Addresses kept up to date. The Register shall be maintained - local branch wise. Names and other details of Direct members shall be entered Zone wise under separate category as Direct Members.

6. LOCAL BRANCHES.

For the attainment of the object of the association, the members thereof shall form themselves into Local Branches as per Rules & Bye-Laws of the INDIAN MEDICAL ASSOCIATION, TELANGANA State Branch.

A) FORMATION OF LOCAL BRANCHES.

A Minimum of 20 new members of which 10 minimum life members of IMA, who are eligible to be the Members of the IMA, who reside, practice or are employed in a particular place or its neighbourhood, may form themselves into a Local Branch of the IMA by a Resolution passed at its General Body Meeting of such persons convened for the purpose.

- a) The Resolution shall have the names of the Office – Bearers of the New Branch.
- b) Membership Application forms with prescribed fees shall be submitted to the Honorary State Secretary.
- c) Each local branch shall have a local area for its jurisdiction and operation which shall finally be approved by the State Working Committee of the Association.
- d) Any member irrespective of his/her current residence in any part of Telangana state shall have the choice to opt for membership of any branch he/she desires for.
- e) Subscription fee amount shall be sent to the IMA TELANGANA state Branch.
- f) When a New Branch is proposed to be formed in a place and where a local Branch already exists and is functioning, a New Branch shall be floated by at least 20 New Members of that area but any breakaway groups shall not be eligible to form a New Branch. The state office will place the proposal before the next State Working/ State Council meeting for approval. The state branch shall also process the resolution and forward its recommendations along with the copy of the said resolution, the names of the office Bearers, Membership Application forms and the Head Quarters share of H.F.C. to the Headquarters – (New Delhi) for final approval of the New local Branch.

B) ASSETS AND LIABILITIES.

The Telangana State Branch shall not be liable for any of the Debts or Liabilities of any of its Local Branches or Head Quarters, nor shall any of its local Branches or Head Quarters be liable for any of the Debts and Liabilities of the state Branch. The other State Branches or Head Quarters will not have any claim over the assets of the Telangana State Branch.

C) DUTIES AND RESPONSIBILITIES OF LOCAL BRANCHES

- a) The Branches formed as per the Bye-Laws and Rules shall pay stipulated admission fee (H.F.C to the state and Head Quarters).
- b) Every year, Election of office Bearers should be conducted on or before 30th September and the names of the Office Bearers of the Branch including the representatives of that branch for the central council and state council, FBS, FSS, PP&WS, IMA AMS, IMA CGP Wings & IMA TS Health Scheme, along with the annual report and statement of accounts (preferably audited accounts) must be sent to state office on or before 5th October.

- c) In the Elections of office bearers of the branch, the candidate contesting for the posts of President/Secretary/Treasurer should be a member of at least two of the three schemes of IMA TS- FSS, FBS & PP & WS.
- d) The new branch shall be recognized, as a constituent local branch of IMA TELANGANA state, only after its approval by the IMA Telangana SWC/ State council and then forwarded to IMA Head Quarters for ratification by Central Working Committee.
- e) 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, Medical Council Registration Numbers, emails, telephone and cell number and addresses, which shall also include the list of new members and those who have left the branch with their new address. All local branches shall promptly and correctly intimate change of address in respect of their members.
- f) If IMA local branch is not functioning properly for 2 years and not conducting yearly elections, it should be considered as NPB (Non Performing Branch). IMA State body will appoint an Adhoc Committee to reactivate and conduct elections for the local branch.
- g) IMA local branch should conduct election with prior information to the State office. State office will send an observer, whose report is mandatory to approve the validity of elections.

h) **TRANSFER OF MEMBERSHIP.**

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

- 1) Concerned Member shall submit the Application for transfer to the Hon. Secretary of parent local Branch.
- 2) The Hon. Secretary of parent branch should issue No Objection Certificate in the required format. The Member seeking Transfer shall submit the application to the receiving branch with the No Objection Certificate issued by the parent branch along with the notification of transfer to the receiving branch and with the Local Branch Share of the life membership money as stipulated by the State Council.
- 3) Such members will pay the joining fee as decided by the state Council to the joining branch.
- 4) The members so transferred will not have any claim over the properties of the parent branch and also the receiving branch.
- 5) In case the members transfer is rejected or the parent branch is defunct, the member may seek the stance of Hon. State Secretary through written application.

i) **SUBSCRIPTIONS AND HEADQUARTERS FUND CONTRIBUTION (H.F.C.)**

The Members of the Association shall pay Life Subscription or Annual Subscription as fixed by the state Council from time to time. The Local Branches shall be responsible for the payment of the FULL HFC DUES for all the members on the roll and shall remit the same to the Telangana State Branch by 31st march of every year in advance in full. The last date for the receipt of the HFC will be 15th of April. Every Local Branch shall pay Head quarters fund contribution (H.F.C.) to the state branch and each state branch shall pay Headquarters fund contribution (H.F.C.) to the Headquarters as fixed in the Bye-Laws, from time to time.



j) **COMPILATION OF LIST OF VALID MEMBERS FOR THE YEAR**

The Addressograph list of the members of the local Branches shall be received from the IMA office, New Delhi every year by the state office. Two sets of computerized addressographs shall be sent by the local Branches for necessary correction. The Hon'y. Secretary of the Local Branch shall send one copy of the Addressograph list to the State office after incorporating Name correction/ change of address/ transfer/ omissions/ missing Names etc. and to other copy at the local branch office file.

7. ELIGIBILITY OF MEMBERSHIP.

Any person duly qualified to practice modern (Allopathic) Medicine and got Registered as a Medical Practitioner with the TELANGANA state Medical Council or any other state Medical Council under the Indian Medical Council Act, may be enrolled as a member of the IMA through the Local Branch or as a Direct Member.

8. CLASSIFICATION OF MEMBERS

- a) **ANNUAL MEMBERS:** persons possessing qualification mentioned in the rule (9) can become the annual members by paying subscription on every year as fixed by the IMA TELANGANA state Branch Rules from time to time.
- b) **LIFE MEMBERS:** persons possessing qualifications mentioned in rule (9) and who pay lumpsum amount in lieu of yearly subscription as fixed by the rules from time to time by the Central working committee of IMA Head Quarters.
- c) **HONORARY MEMBERS:** Persons of high scientific attainment or persons who have rendered conspicuous services to the association whose connections with the association may be deemed desirable & if willing to be Honorary Member, be registered according to the rules herein laid down.
- d) **ASSOCIATE MEMBERS:** persons who are already members a local Branch of any other state branch, can be enrolled as associate members of a Local Branch of Telangana state branch, as well members of a local branch can become associate members of any other local Branch of Telangana State, as per rules. Such members shall be enjoying all privileges of membership, except that he/she shall not have the right to vote and hold office.
- e) **INTERN MEMBERS:** persons holding temporary registration as per medical council can become intern member till he/she obtains permanent registration. He/she shall have no right to either vote or hold any office.
- f) **COUPLE MEMBERS:** when both spouses become members.
- g) **DIRECT MEMBERS:** any person eligible for membership in IMA, residing/practicing in any place within the jurisdiction of TELANGANA state branch such member maybe enrolled as a Direct Member with the state office by paying the subscription fixed under the Rules as Annual or Life Member.
- h) Direct Members not residing or practicing within the jurisdiction of any state or Territorial Branch, shall be attached to the headquarters. (for eg. From Defense, Railways, Central Govt. Services etc.)

9. PRIVILEGES OF MEMBERS.

- a) All members shall have the right to attend and take part in programmes and all clinical meetings, lectures and demonstrations organized by the local branch of which he/she is a member.

- b) All members shall have the right to attend medical conferences organized by the TELANGANA state Branch / National IMA Headquarters or any other state Branch, on such terms and conditions prescribed therefor.
- c) All members are entitled to receive copies of medical journal of the Association from IMA Headquarters / IMA state office.
- 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 Bye-Laws and Rules of the Association.
- e) All members shall enjoy any other privilege that may herein after conferred by the Association.
- f) All members will be eligible to apply for Membership of various schemes of IMA TS.

10. TERMINATION OF MEMBERSHIP

- a) BY RESIGNATION: A member may at any time resign from his/her membership giving 30 days notice in writing to Hony. Secretary of Local Branch after clearing the dues if any.
- b) BY REMOVAL OF NAME ON NON-PAYMENT OF SUBSCRIPTION (ANNUAL MEMBER): if within 3 months from 1st April of any year, the subscription is not paid, his/her membership stands suspended. At the end of the second month, the Hony. Secretary shall send notice to the effect that the subscription is due and if within 30 days of notice, the subscription is not paid, the executive body shall have the right to terminate the membership.
- c) REMOVAL OF NAME ON UNDERSIRABLE CONDUCT:
 - i) If the conduct of the member deemed to the interest of the association and to bring the medical profession of Local Branch into disrepute, the executive body may ask him /her to submit a written explanation of his /her conduct in the event of the explanation being found to be unsatisfactory, the member may be asked either to apology or resign from the association. If the member is agreeable, his/her apology shall be sent to state office with a confidential note, giving details of the case for further reference. In the event of the said member refusing either to apologies or to resign when asked to do so, the case shall be referred to the state council.. At least 7 days notice of the meeting shall be given to the concerned member and if he/she desires to do so voting is recorded at the meeting and is 3/4 of members present vote for removal of his/her name from the membership; the resolution shall be sent to head quarters through the state office. Head Quarters will follow the procedure prescribed in its constitution.
 - ii) By removal of the name on the ground of conviction in the court of justice for any crime entailing on moral turpitude
 - iii) Upon being de-registered by medical council of India or any state medical council on any grounds, from the date of de-registration and for the period of de-registration.
 - iv) Upon forfeiture through malpractice or misuse of medical qualification by virtue of which he/she became eligible for membership.

v) In special circumstance a member can be suspended by state executive if it feels that the conduct of the member is bringing disrepute to the profession and association. Suspension will be enforce till the next state council meeting. The state council if ratifies will be referred to IMA Head Quarters New Delhi.

11. RE – ADMISSION OF SUSPENDED MEMBER

- a) If any person who ceases to be member under 12 (b) above can be readmitted on fresh application being made by him / her and on payment of dues outstanding against him/her on the date, he / she had ceased to be a member.
- b) A member whose name has been removed under Bye-Laws 12c(i) may be re-admitted on the expiry of two years or there after provided his /her application for re-enrolment is supported by 10 members of the branch of IMA testifying to his /her conduct during the intervening period. He or she must also submit written apology acceptable to the SWC. But in case coming under by law 12c (iii) & (iv) his/her re-admission shall be possible only subsequent to such persons name being re-entered in the register of MCI.

12. SUSPENSION OF LOCAL BRANCHES

- a) The local branches having HFC arrears for more than 2 years shall be considered as defaulters and the state council have the right to suspend such local branches for non-payment of HFC in full by serving due notice to that Branch.
- b) The local branches, the administration of which is not conducive to the Bye-Laws and rules of the IMA TELANGANA state branch, may be suspended for a specific period by the State Council

13. REVIVAL OF SUSPENDED LOCAL BRANCHES

The local branches suspended by state council for various reasons stated above, shall be revived on submission or fulfilment of the following:

- a) On submission of resolution duly passed by the General body of the suspended branch for revival.
- b) Full list of members with their names and address, list of office bearers and the list of state and central council members.
- c) Payment of HFC dues of the members at the time of revival.
- d) Payment of stipulated revival fees, as decided by the State Executive.

PART IV

MANAGEMENT OF ASSOCIATION

STATE COUNCIL

The General Control, Management and direction of the policy and affairs of the state branch shall be vested in the body, styled as the "STATE COUNCIL" and all the state council members will form the electoral college.

1. COMPOSITION OF THE STATE COUNCIL

A) REPRESENTATIVES OF THE STATE BRANCH (EX-OFFICIO)

- i) State President
- ii) State President – Elect
- iii) Imm. Past State President
- iv) Past State Presidents
- v) Three Vice-Presidents
- vi) Hony. State Secretary
- vii) Hony. State Finance Secretary.
- viii) All past Honorary State Secretaries
- ix) All Past Honorary State Finance Secretaries.
- ix) Hony State Joint Secretaries-Two
- x) Hon Joint Secretaries from three zones
- xi) Hony. State Finance Secretary.
- xii) IMA C.G.P-STATE FACULTY
 - a) Director of studies
 - b) Hon. Secretary
 - c) Hon. Treasurer
- xiii) IMA A.M.S- STATE CHAPTER
 - a) Chairman
 - b) Hon. Secretary
 - c) Hon. Treasurer
- xiv) Chairman, Hon. Secretary, Treasurer of FSS, FBS, PP&WS
- xv) Chairman, Hon. Secretary, Treasurer of State Hospital Board of India
- xvi) Chairman, Hon. Secretary, Treasurer of Health Scheme, IMA TS



- xvii) Chairman, Hon. Secretary, Treasurer of any other scheme of IMA HQ as and when formed by state branch.
- xviii) Chairman, Hon. Secretary, Treasurer of IMA TS Building Trust.
- xvix) Central Working Committee Members
- xxv) State working committee members.

B) ELECTED

- j) Presidents and Honorary Secretaries of all local branches.
- ii) Local branch representatives for State Council elected by local branch.

2) TERM OF OFFICE OF THE STATE COUNCIL

The State Council is a continuous body. Addition and alteration if any in the list maintained at the state office shall come into effect each year on 31st of March. (or as per the IMA year decided by the central IMA Head Quarters.)

Local branches shall conduct elections every year on or before 30th September and send their fresh elected list of office – Bearers, State Council and Central Council members on or before 5th October to the state office. Otherwise their members lose the eligibility to contest and lose voting right for SWC, State Council Posts Both Elected and Nominated

3) POWERS AND FUNCTIONS OF THE STATE COUNCIL

- i) The State Council will administer the affairs of the association in accordance with the memorandum, Bye-Laws and rules of the association. The council shall exercise such power and do such acts and things as may be necessary for the association
- ii) The State Council shall have the right to appoint special committees for any purpose with terms of references.
- iii) The decision of the State Council shall be final in all matters not covered by the rules, excepting amending and changing of Bye-Laws and Rules.
- 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 consider and decide the course of action to be pursued in respect of defaulting local branches, members and matters relating to subscriptions, misconduct etc.
- vi) To fix from time to time travelling and other allowances etc. to be paid to the office bearers of the state branch and the members of the committees constituted by it.
- vii) To consider requests / recommendations to modify, amend or alter the Bye-Laws and rules with due notice to all members of the state council. State council's decision is final for amendment of Bye-Laws and rules. The procedure to bring such an amendment is incorporated in the Bye-Laws.



viii) The decisions of the meetings of the STATE COUNCIL of the association shall not be invalidated by any other body/bodies other than by the extraordinary STATE COUNCIL specifically called for the purpose or by the subsequent annual state council meeting.

ix) NOMINATION OF AUTHORITY

For the purpose of carrying out the work of the association within the purview of the rules and ByeLaws of the association, State Council is empowered to delegate its authority to the office bearers.

4) 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) The president of the local branch.
- b) The Hony. Secretary of the local branch
- c) From 20-75 members – one representative
- d) For every additional 75 members or part there – of – one additional representation of the State Council, the strength of local branch shall be calculated on the number of members of the branch as on 1st April of the year on whose behalf HFC has been paid in full.
- e) The names of the representatives shall be communicated by the local branches concerned to the Hony. State Secretary immediately after the election but in any case not later than 5th October. The current year members of the state council shall continue to be members of the State Council until their successors are elected.
- f) 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 necessary to depute the elected representative for State Council for that particular meeting of the State Council. Authorization made under this rule shall reach Hony. State Secretary before the commencement of the meeting.
- g) The membership of the State Council will cease with the termination of the membership of the IMA either due to death or resignation or default in payment of subscription. In case of representatives of a particular branch who leave that branch on official transfer or otherwise such member shall cease to be a member of the state council by reason of the cessation of membership in the particular branch from which they are elected to the state council and their seats shall be deemed to have been automatically vacated. The local branch will elect a person to fill up this interim vacancy.

5) GENERAL RULES OF PROCEDURE AND CONDUCT OF BUSINESS OF THE STATE COUNCIL

The State Council shall ordinarily meet once in a year. The Annual meeting of the State Council shall be held along with the Annual TELANGANA state conference each year. In case Annual Conference is not conducted or is postponed for any unforeseen reasons the state council meeting shall not be postponed and shall be conducted at state headquarters within the stipulated time i.e. on or before 1st November along with the election of state body. The State Council may also meet in emergency to



carry out its functioning as it may deem fit and necessary. The meeting of the state council shall be held at a convenient place. The date time and place to be decided by the Hony. State secretary in consultation with the State President. The meeting shall be ordinarily held in the jurisdiction and under the auspices of the various local branches constituting the state branch for this purpose the Hony. State Secretary shall in consultation with the local branches either fix the venue for each meeting or draw up a panel of branches under whose auspices the meetings in the year are to be conducted consecutively. In exceptional cases, when no invitation is forthcoming from any local branch for holding a particular meeting the meeting shall be held at the headquarters of the state branch and in such cases one of the local branches situated at the Head Quarters shall make all necessary arrangements for the meeting. The conduct of the proceedings of the state council will rest with the state president assisted by the Hon. State secretary. The details procedure code for conduct of State Council meetings is included in the procedure code.

STATE WORKING COMMITTEE

COMPOSITION OF STATE WORKING COMMITTEE

The state working committee shall be composed of the following:

A. EX-OFFICIO MEMBERS:

- i) State President
- ii) The Immediate Past President
- iii) The State President Elect
- iv) The Three Vice-Presidents
- v) vi) The Hony. State Secretary
- vi) Hony. State Joint Secretaries — three *
- vii) Hony. Joint Secretaries -three from three zones.
- viii) Hony. State Financial Secretary
- ix) Director of Studies IMA - C.G.P-TS faculty
- x) The Hon. Secretary IMA - C.G.P-TS faculty
- xi) The Hon. Treasurer IMA - C.G.P-TS faculty
- xii) Chairman IMA- A.M.S- State chapter
- xiii) Hony. Secretary IMA -A.M.S- State chapter
- xiv) Hony. Treasurer IMA -A.M.S- State chapter
- xv) The editor -IMA Telangana news bulletin as invitee
- xvi) Chairmen of all IMA standing committees as invitees
- xvii) Central working committee Members of state branch
- xviii) All past state presidents
- xix) All past state secretaries
- xx) Chairman / Hony. Secretary /Hony. Treasurer of FSS, FBS, PPWS, Health Scheme &HBI wings.
- xxi) Invitees

B. ELECTED MEMBERS

i) 80 % of the State Working Committee members, whose number is arrived, as per the ratio of, one for every 500 life members of IMA Telangana State Branch, as on the date of Election Notification, shall be elected. Rest of the 20% of SWC Members, shall be nominated by the State President.

ii) An elected member of State Working Committee shall cease to be the member of the working committee if the state or local branch to which he/she belongs, is suspended or defunct

iii) Ordinary member elected on various committees of the working committee will also cease to be member of such committees on suspension of the state/local branch to which they belong.

iv) The agenda of all meetings will be sent, to all SWC members.

The State Working Committee elected at annual State Council meeting shall assume office at the ordinary state council meeting of IMA Telangana state and shall continue to hold office till the end of their term or till their successors are appointed, which however should not be later than 31st October.

In determining the membership of the state branch for the purpose of representation for the working committee, the strength of the branch shall be calculated each year on the number of members on the register of the branch at the Headquarter, on behalf of whom the H.F.C. has been paid in full to the Head Quarters by the 31st March. Complete list of such membership as on 31st March should reach the Head Quarters by the 30th April if not supplied already.

C. CO-OPTED & INVITED MEMBERS OF STATE WORKING COMMITTEE

Co-opted members: The president may co-opt, upto 2 members to attend any particular meeting of the working committee. The co-opted members will be paid T.A as per Bye-Laws. The co-opted members shall enjoy all the rights and privileges of regular members for the purpose of the meeting for which they have been co-opted.

Invited members: The president may invite any other members of the association to attend a particular meeting of the working committee. All such invited members may take part in discussion but shall not be entitled to vote or to draw T.A, from the association fund.

D. POWERS AND FUNCTIONS OF THE STATE WORKING COMMITTEE:

The State Working Committee shall be the executive authority and as such shall have the power to carry out the policy and programme of the association as laid down by the state council and shall remain responsible thereto. The state working committee shall have the right:

- a) To make regulations and issue instructions for the proper working of the association and for the maintenance, and administration of the association rooms, library, and properties and for the organization and maintenance of the publications.
- b) To appoint committees, sub-committees ad-hoc committees, and standing committees as when necessary.
- c) To represent before government or the public bodies of any properly constituted authority, any matter in which they consider the interest of the association and of the medical profession are affected.



- d) To receive report of standing and sub-committee which have met since the immediately preceding meeting of the state working committee.
- e) To consider and decide application for membership, resignation, of member's suspension of members of branches and the question of taking such disciplinary action as it may deem fit against any considered desirable.
- f) To write off the whole or part of the unrealizable arrears of subscription of members, or Headquarters fund contributions from branches or other outstanding dues of the association or its publications, if considered desirable.
- g) To fix up the rates of travelling allowances to be paid to the office bearers of the association and the members of the state council, working committee and other committee, ad-hoc committee and subcommittee.
- h) To consider all matters and make necessary recommendation as far as possible before these are discussed by the State Council
- i) Subject to provision of rules, to exercise in addition to the powers expressly given by the rules and ByeLaws, all such powers and all such acts and things as may be done by the association.
- j) To consider amendment of Bye-Laws.
- k) Shall appoint Legal advisors and auditors.

E. TRAVELLING ALLOWANCE:

Travelling allowance will be paid to the members of the STATE WORKING COMMITTEE, STANDING COMMITTEE, AND STATE OFFICE BEARERS attending THE STATE WORKING COMMITTEE as per III tier AC or actuals whichever is lower, from state headquarters except for those representing academic wings and other wings/schemes of IMATS- which shall be paid from their respective accounts.

F. MEETINGS OF STATE WORKING COMMITTEE

- a) The working committee shall hold meetings as often as necessary, but not less than three in a IMA year .
- b) Notice: at least seven day notice of the meeting shall be given to all members, stating place, date and time of the meeting. The agenda of business to be transacted at the meeting shall accompany the notice of the meeting. In emergency, a shorter notice shall be allowed but in no case it shall be less than 2 clear days. A notice may be served on a member either personally or by post under certificate of posting and by email and what's app group.
- c) The quorum for the meeting shall be seven of which at least 4 shall be elected members of the association.
- d) Venue: The meeting of the state working committee shall be held at a convenient place, the date time and place to be decided by the honorary state secretary in consultation with the president. Such meetings should be informed by post, email and what's app group to the members.

CENTRAL WORKING COMMITTEE

- a) The number of CWC regular to be elected by the State Council, shall be according to the Scale of Representation of CWC members as per the Bye laws of IMA HQRS. Of this 80 % will be elected by the State Council and 20% shall be nominated by the President IMA TS.
- b) State President and Hony. State Secretary , shall be Ex officio CWC Members.
- c) The President of IMA TS, in consultation with the Imm Past President and President Elect, shall nominate senior IMA members as CWC Alternate members.
- d) General rules to send representatives to central working committee by the state branch from among its members
- i) The total number of members of all local branches under a state branch on whose behalf H.F.C has been received in full by 31st March, shall form the basis of determining representation of state branches to the central working committee I.M.A HQ.
- ii) The state branch shall elect their CWC representatives to the central working committee, from the members of IMA TS. State President and Hony. State Secretary of that year will be CWC Regular members, and the rest will be elected according to the eligible criteria.
The scale of representation of the working committee shall be as follows:
1-1000 members -one representative
Every additional 501-1000 members -one additional representative
For example: 1-1500 members -one representative, 1501-2500 members -two representatives, 2501-3500 members – three representatives and so on.
The list has to be finalised as per rule- cut off date-31st March of the current year.
- iii) The state council shall elect Regular CWC members only and the number of the CWC members to be elected shall be according the Scale of Representation as per the Bye laws of CWC. There shall be no elections for the Alternate CWC members.
- iv) The state council shall not elect any CWC member
to the central working committee or to the state working committee or to any standing committee /committees to be constituted, who is an ordinary member or life member of suspended local branch or defunct branch.
- e) Similarly an elected member of the central working committee or state working committee shall cease to be the member of the working committee if the state or local branch to which he/she belongs, is suspended or defunct
- f) Ordinary member elected on various committees of the working committee will also cease to be member of such committees on suspension of the state/local branch to which they belong.

STATE COUNCIL MEETING OF THE ASSOCIATION.

A. ANNUAL STATE COUNCIL MEETING

- 1) The annual state council meeting of the association shall ordinarily be held once a year along with the annual state conference.

- 2) At least 3 (THREE) weeks' notice of the meeting shall be communicated to all the state council members through a circular to be sent to Hon. Secretary of local branch. By post or courier and email, who in turn to intimate to all the members of the branch.
- 3) The quorum for the meeting shall be 50. If no quorum is present, meeting shall be adjourned and reconvened after 30 minutes. No quorum is required for such a reconvened meeting and whatever the members present shall form the quorum and carry on the business as per the agenda.
- 4) There shall be SUBJECTS COMMITTEE, the purpose and functions of which is to screen all resolutions that may come before the Annual State Council meeting. The subjects committee shall have the authority to EDIT, ALTER, AMEND the format of the resolutions and to RECOMMEND TO ACCEPT OR REJECT. The following shall form the SUBJECTS COMMITTEE of the conference :- ex officio :- State President, Imm Past President, President Elect, Hon State Finance Secretary, State Secretary and Chairman of the organizing committee of the conference and Chairman and members of the constitution committee. Elected: the state council shall elect three members among the state council meeting.
- 5) Except for special or urgent reasons 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 8 weeks before the date of the state council and circulated to the branches at least 4 weeks before the conference, and approved by the Subject's Committee prior to discussion at the open session.
- 6) In any case the subject proposed to be amended added or deleted should be properly brought before the STATE COUNCIL with due notice and circulated to all the members concerned. Such a proposal shall be submitted to the constitution committee which will take necessary care in drafting such resolutions as per the rules and Bye-Laws already stated.
- 7) All proposed subjects to the annual state council meeting shall be sent to the Hony. State Secretary through the individual local branch at least 8 weeks before the date of the meeting.
- 8) Only such subjects that have been recommended by the constitution committee to the state council will be placed before the annual meeting and a copy of the subjects approved in the Subjects committee shall be circulated to all the local branches and members before the annual state council meeting.
- 9) The proposer /secondor of the proposed subject must be present and subject will be sent to the constitution committee.

B)EXTRA ORDINARY STATE COUNCIL MEETING.

i)Extra ordinary STATE COUNCIL meeting shall be called for and held at any time of the year on the written requisition of more than half the number of the members of the state council or 100 IMA life members. The state president may call for an EXTRA ORDINARY STATE COUNCIL MEETING to discuss and finalize the special agenda. For that meeting, at least two weeks' notice shall be given. Only the subject submitted along with the requisitions shall be considered at the extra ordinary state council meeting.

ii) Quorum for such a meeting shall be 100 of which at least half the number should be those who have signed on the requisition letter the notice for such an extra ordinary meeting will be served directly to local branches.

iii) If within half an hour from the appointed time, a quorum is not present, the meeting, if convened on the requisition of members shall be dissolved. But in case convened on the requisition half of the members of state council, the meeting shall stand adjourned and called after 30 minutes, at which time no quorum is necessary.

iv) The President of IMA TS can convene an Extra Ordinary Emergency Council Meeting for taking any urgent decisions, in the interest of the association, only to discuss the subject for which the meeting is convened.

AMENDEMENT TO RULES AND BYE-LAWS

1) Proposal for change, alteration, or amendment to the rules and bye-laws shall be considered by the constitution committee and after proper scrutiny, may place the proposal for amendment before the state council for approval and for recommendation.

2) Any proposal to amend the rules or bye-laws may be brought through a branch or by an individual. Such proposal shall be submitted in writing and sent by register post or handed over to the Hony. State Secretary by the prime mover of the suggestion 8 weeks before a state council meeting. The written suggestion shall be handed over to the constitution committee for further action. The constitution committee will consider the proposal with a concerned section/wing or branch and make necessary amendments or suggestion as deemed fit. This will be circulated to the branches or the concerned section or concerned wing for further remarks. These remarks will be again considered by the constitution committee in consultation with the concerned wing/ Section/ unit or branch and then only will be placed along with the remarks of the constitution committee to the state council after due notice.

3) Due notice shall mean that the actual words of the proposed alterations shall be included in the agenda of meeting i.e. four (4) weeks before the date of the state council.

4) The state council after due consideration of the proposal and if found fit for approval may incorporate the amendment proposals in the rules of IMA TELANGANA state branch.

5) The STATE COUNCIL may approve the amendment proposals by the two-thirds majority of the members present in the COUNCIL meeting. In extraordinary circumstances the president can call for an extraordinary STATE COUNCIL meeting to approve a particular rule or amendment as necessitated by the circumstances.

CENTRAL COUNCIL MEMBERS

i) Local branches shall elect the Central Council members, to represent in the Central Council.

ii) The total number of members of local branches on whose behalf H.F.C has been received in full by 31st March shall form the basis of determining representation of local branches to the central council.



iii) Term of the Central Council members is one year

iv) 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

v) In determining the representation of local branches on the central council, the strength of a local branch shall be determined each year on the number of its members on the register of membership of the branch at the headquarters by the 31st March shall be sent by each local branch so as to reach the headquarters through the state branch concerned by the 31st March.

vi) 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 addresses to the state branch soon after the election on or before 31st October.

vii) In respect of the members attending the meeting of the central council of the IMA headquarters as required under the constitution of the IMA headquarters, the local branches should send the audited accounts and list of assets every year to the state branch for records.

STATE EXECUTIVE COMMITTEE

IT CONSISTS OF:

i)President

ii)President Elect

iii)Imm. Past President

iv)Three State Vice Presidents , One from each Zone.

v) Hon. State Secretary

vi) Hon. State Finance Secretary

vii) Two Hon. State Joint Secretaries .(One elected for two years and one nominated by the President for one year)

vii) One Hon State Jt Secretary- Ladies.

viii) Three Hon. Joint Secretaries, One from each Zone.

Meets once every week
to discuss and review
various programmes,
issues, policies etc.

STATE MANAGEMENT COMMITTEE

IT CONSISTS OF:

All State Executive members (13)
All Past State Presidents
All Past State Secretaries
Chairmen of all Committees
Chairman/Secretary/Treasurer of all wings
Chairman/Secretary/Treasurer of all schemes
Chairman/Secretary/Treasurer of IMA Building Trust.
Present National Office Bearers.
Special invitees as decided by State President

MEETS once in two months, preferably in the 1st week.

They review previous two months programmes, ratify the executive committee decisions in unforeseen, emergency situations without waiting for SWC decisions for want of time.

AFFAIRS OF THE TELANGANA STATE BRANCH

The affairs of the IMA TELANGANA state branch shall be managed by the following office bearers and they shall be responsible to the State Council and State Working Committee.

A. OFFICE BEARERS OF THE TELANGANA STATE BRANCH

- i) State President -one (1)
- ii) State President elect -one (1)
- iii) Vice presidents – three (3) one from each zone
- iv) Hony State Secretary- one (1) from GHMC area.
- v) Hony Joint Secretaries – Three (3) one from each zone.
- vi) Hon State Finance Secretary – one (1) from GHMC head quarters
- vii) Hony. State Joint Secretary -one elected from GHMC head quarters
- viii) Hony State Joint Secretary-Ladies-one.
- ix) Hony State Joint Secretary-Nominated by the President-One.

STATE PRESIDENT -ELECT

State president elect shall be elected by the members of the STATE COUNCIL MEMBERS (Both Ex-officio & elected).

THREE VICE PRESIDENTS

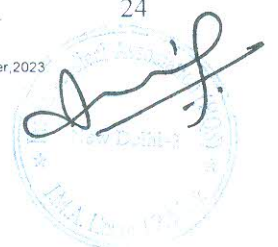
The THREE vice presidents will be elected by the members of the state council members, one from each zone.

HONY. STATE SECRETARY

Hon. State Secretary will be elected by the members of the state council members. Must be resident of GHMC head quarters

THREE HONY. STATE JOINT -SECRETARIES

Out of the Three, one Hony. Joint secretary will be nominated by the President from his/her place, whose term will be one year. Of the other two, one will be elected by the State Council members, who



must be resident of GHMC headquarters, and the other, which is reserved for Lady member, to be elected by the State Council members and there is no jurisdiction criteria.

THREE HON. JOINT SECRETARIES: One from each Zone to be elected by the state council.

TREASURER/FINANCE SECRETARY: will be elected by the State council members, who must be a resident of GHMC head quarters.

B) TERM OF THE STATE OFFICE BEARERS

i) State President -one year

ii) State President elect -one year

iii) Vice –Presidents -one year

iv) Hony. State Secretary -two years

v) Hony. State Joint secretaries -Elected Jt Sec- 2 years & nominated Jt Sec- one year

vi) Hon. Joint Secretaries – from each of three zones-one year

vii) Hony. State Finance secretary-two years

No members shall hold the office of the president, president elect, Vice President and Hon Joint secretaries from three zones, for more than one term of one year .

No member shall hold office as Hony. State secretary, Hon State Joint Secretary, for more than one term of two years.

No member shall hold office as Hony. State Finance Secretary, for more one term of two years.

No member should contest for more than one post, finally after the withdrawals.

20% Nominated SWC members and 20% Nominated CWC members shall be for a term of one year only.

PART-V

WINGS OF IMA TELANGANA STATE BRANCH

A. AFFILIATED TO IMA HEAD QUARTERS

1) IMA COLLEGE OF GENERAL PRACTITIONERS STATE FACULTY

IMA college of general practitioner will follow the rules and regulations of the Headquarters which is at Chennai at present. IMA CGP will not have any claim over the assets of TSB or responsible for any of the liabilities of the TSB. Similarly TSB will not have any claim over the assets or responsibilities over the liabilities of the CGP. Both are financially independent units

i) IMA CGP as a wing of central IMA which in turn will be a branch of central CGP consisting office bearers for a period of two years . IMA TELANGANA state branch will have the state faculty of the IMA college of general practitioners which will be governed as per its rules and Bye-Laws of headquarters. State Sub- Faculties can be formed with a minimum of 100 C.G.P members.

- ii)The IMA C.G.P membership fees for annual member/life member as fixed by the IMA CGP headquarters rule.
- iii)The IMA CG P state faculty will be managed by the Hon. Secretary of IMA CGP state faculty under the Guidance of the director of studies of IMA CGP state faculty.
- iv)Director of studies, shall be elected by the state council, for one year term only.
- v)Hon. Secretary if IMA CGP state faculty shall be elected by state council from zone I and shall maintain the state faculty office, for a term of two years only.
- vi)Two Hon. Assistant secretaries of IMA CGP state faculty will be elected by the state council one from each zone II and zone III shall assist in discharge of the duties and responsibilities of the state faculty Hon. Secretary for one term of two years only.
- vii)The state faculty and the sub-faculty will pay the stipulated faculty fee every year to state and headquarters.
- viii)The FCGP examination will be conducted yearly during the months of may and November, as per the directions IMA CGP HQ.A center can be formed in any place where in 10 or more candidates are enrolled.
- ix)Hony. Fellowship is awarded to eligible members on payment of prescribed fees as per rules and regulations of IMA CGP HQ.

2) I.M.A ACADEMY OF MEDICAL SPECIALTIES -STATE CHAPTER

IMA AMS will follow the rules and regulations of the head quarters which is at Hyderabad at present. IMA AMS will not have any claim over the assets of TSB or responsible for any of the liabilities of the TSB. Similarly TSB will not have any claim over the assets or responsibilities over the liabilities of the IMA AMS. Both are financially independent units.

Consists of following office bearers :

Chairman – one. For a term of one year only

Vice- chairman – one, for a term of one year only

Hon2. Secretary – one, for a term of two years only

Hon. Treasurer – one, for a term of two years only

This wing of state branch is of the central IMA Academy of medical Specialties. The IMA TELANGANA state branch will have the state chapter of IMA Academy of medical specialties headquarters which will be governed as per rules and Bye-Laws if IMA AMS Headquarters. The state chapter shall be managed by the chairman of the academy and Hony. Secretary IMA AMS there shall be Branch chapters with 50 life members of IMA AMS. The IMA AMS chairman and secretary and other office bearers shall be elected by the state council. The life members fee and the fellowship fees for FAMS has to be paid as per IMA AMS head Quarters Rules &Byelaws .

3) Dr. A.K.N SINHA IMA HEALTH RESEARCH FOUNDATION

This research oriented Academic Wing is run by the Central IMA mainly to improve the Academic knowledge of the members & to have research based programmes in relation to the public health activities.

The State has to participate & form their own units and to coordinate with the central unit of Dr. A.K.N Sinha IMA Health Research Foundation.



C) DIRECTLY ADMINISTERED BY THE STATE BRANCH

1. I.M.A TELANGANA STATE BRANCH BENEVOLENT FUND

The Telangana state branch shall maintain IMA benevolent fund apart from the benevolent fund of the IMA headquarters governed by the rules of the IMA TELANGANA state branch. The TELANGANA state benevolent fund will be managed by the State President and the Hon. State secretary under the guidance of the state council.

2. I.M.A TELANGANA STATE BRANCH EDUCATION SOCIETY

The educational society of the IMA TELANGANA state branch is governed by the state president and Hon. State secretary under the guidance of the state council. The funds shall be utilized for educating the public by arranging Telugu/English and also providing scholarship to needy students.

3. IMA TSB WOMEN DOCTORS WING

IMA lady doctors are eligible to become members of this wing. This wing shall have one chairwoman and one Hon. Secretary and other members, to be nominated by the President.

4. IMA TSB GOVT. DOCTORS WING:

The IMA State President shall nominate one Chairman and one Hon. Secretary to represent the problems of the Govt. Doctors, from the life members of IMA.

5. SEMI-AUTONOMOUS UNITS [SCHEMES] UNDER TSB CONTROL:

SELF FINANCING /SELF CONTROLLED SCHEMES {UNITS} WITHOUT ANY FINANCIAL COMMITMENTS TO TSB IMA

The following are run by the subscription of the members among themselves to serve a specific cause. They have the IMA office bearers as ex-officio members in their boards. At the same time, they have their own legal binding to the members concerned as they have to meet the individual requirements for which the respective wings are formed. All the members of the schemes have compulsorily be the members of IMA.

Non-members of IMA do not have right to be the members of such schemes/units. Such schemes or units shall have their set of rules and regulations as passed by their Council.

Budget estimation as approved by Finance Committee are to be submitted to State Council. They have to produce their own account and shall be answerable to the concerned members and to submit IT and other Legal and statutory requirements, with prior approval of State Working Committee. Audited accounts to be submitted, once in a year to the State Council and quarterly unaudited accounts to be submitted to the State Working Committee.

These schemes are created for the welfare of the members of IMA .

They shall report their activities, to the State managing Committee, SWC and State Council meetings.

The President, Hon State Secretary and Hon State Finance Secretary of TSB are ex officio members of these wings.

THE FOLLOWING ARE SUCH SCHEMES:

- a) FSS
- b) FBS
- c) PP&WS
- d) IMA TS Health Scheme

Annual report of audited accounts to be submitted to IMA TSB and should be presented in State Working committee.

If a member of that particular scheme wants to have the Annual report/ amendment, it should be provided to the member.

Being independent wings with separate financial involvement and with their own legal problems to take care; FSS, FBS, PPWS & Health Scheme, shall be allowed to frame their own rules, in coordination with the State Constitution Committee.

IMA state Office Bearers will be adequately represented in their respective scheme management committees.

There will not be any financial burden on the state office.

FSS, FBS, PP&WS & Health Scheme will not have any claim over the assets of TSB or responsible for any of the liabilities of the TSB.

Similarly TSB will not have any claim over the assets or liabilities of the FSS, FBS, PP&WS & Health Scheme.

The Chairman of the scheme will be one signatory on the cheques and the other two signatories shall be any two of the State President/Hon State Secretary/ Hon State Finance secretary of Telangana State.

Elections to the Schemes shall be conducted by the State Election Commission, in coordination with the Scheme Chairmen.

6. IMA BUILDING TRUST, HYDERABAD

A separate trust was created for the purpose of managing the assets of the state IMA building. This will be administered by the trust.

The chairman of the building committee will be the past State President/Past State Vice-President/CWC Regular member of IMA TSB. There will not be any financial strain on the TSB. IMA building trust will not have any claim over the assets of TSB.

IMA Building Trust shall operate the accounts separately under the heading of IMA Building Trust.

IMA Building Trust shall submit the unaudited reports to the State Working Committee and audited accounts to the State Council, for approval and ratification.

The term of the IMA Building Trust shall be for a period of three years, as per the IMA Building Trust Constitution.

IMA Building Trust cheques shall be operated by the Chairman and one of the three among President, Hon State Secretary and Hon State Finance Secretary of IMA TSB, jointly.

7. STANDING COMMITTEES

The following standing committees shall be formed and managed by the chairman, convener and three members of the respective committee. State President and Hony. State Secretary shall be the ex-officio members of all standing committees. The committees will be for a term of 1 year and can be extended for another year by the President and Hon State Secretary.

Following are the standing committees.

- i) Finance Standing Committee.
- ii) Constitution Committee.
- iii) Ethics and Disciplinary Committee.
- iv) Research Committee.
- v) Quackery Eradication Committee.
- vi) Benevolent Fund Committee.
- vii) Legal committee.
- viii) Academic and Scientific Committee, it shall bring IMA AMS & IMA CGP together for joint activities.
- ix) Awards committee.
- x) IMA Welfare Scheme Coordination Committee(It shall coordinate with the schemes and keep them complimentary to each other, for the benefit of the life members of IMA.)
- xi) Advisory Committee.
- xii) Any other committees formed from time to time

No fund shall be allocated for these committees. Their expenses are met by the state office. As a policy standing committees shall be proposed by the president for better functioning of IMA-TSB. These committees shall have senior members of IMA like past state presidents, IMA past State Vice Presidents, Past Hon. State Secretaries and such other experienced members of CWC & SWC in the committees.

Any other standing committees other than afore mentioned committees can be proposed and formed by the state president from time to time for specific purposes to help the cause of IMA.

The committees shall have Chairman, Convenor and three members, one from each zone. Nominated by state president. The state president & Hon. State Secretary shall be ex-officio members of all the committees. The Chairman shall be the Past President/ Past State Vice President/A senior IMA member.

The Constitution Committee shall be proposed in the SWC and ratified in the State Council. The criteria shall be –Past President/Past Vice President/Any Senior member. The State Constitution Committee shall also update the constitutions of the schemes in coordination with scheme office bearers and the state executive.

ADVISORY COMMITTEE:

Past state presidents and five eminent members(Vice Chancellor of Medical University, DME, DM & HS, Commissioner of Vaidya Vidhana Parishad, Chairman of Telangana State Medical Council)are the members. This committee shall have an advisory role and shall deliberate and advise on functioning of IMA TSB, FSS, FBS and PPWS & any other wings, schemes of IMA TSB.

PART VI

A) PROCEDURE OF STATE COUNCIL

i)NOTICE

The Hony. State secretary shall issue and send notice and agenda of the state council meeting in consultation and with approval of the state president, to each member of the state council at least three weeks before the meeting. The business to be transacted in the meeting, the terms of all motions to be moved and other official matters shall be notified by the Hony state secretary in this notice and agenda. For Extra - ordinary state council meeting, a shorter notice to be given which shall be not less than seven days before the meeting and shall be allowed at the discretion of Hon. State secretary with the approval of state president. Proof of dispatch of the notice and agenda by post/courier and email shall be sufficient proof of service of notice on the members.

ii)CO- OPTION

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 being held .

iii)QUORUM

The quorum for the meeting of the state council shall be FIFTY (50). If within half an hour or such time as decided by the president or chairman from an appointed time a quorum is not present, the meeting if convened on the requisition of IMA LIFE members shall be dissolved. But in case called by Hon. State Secretary, it shall stand adjourned to be called again by the president later, and at this meeting the members present whatever the number may be, shall from the quorum and carry on the business.

B) ATTENDANCE REGISTER

Every member of the state council attending a meeting of the council shall write his or her name and sign in the attendance book kept for the purpose. Compliance with the above shall constitute the only evidence of attendance not only for purpose of voting or eligibility for election but also for claims of travelling allowance by those who are entitled for the same.



The membership list will be published along with the minutes for confirmation at the subsequent meeting. It is the duty of a member to verify his or her name in the list of members present and bring the correction if any. 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.

C) MOTIONS AND AMENDMENTS

Members who wish to move any motion or amendment to a motion or to the rules shall send their motions or amendments in writing to the Hony. State secretary. The Hony. State secretary shall include in the agenda all such motions received by him up to a period of THREE WEEKS before the council meeting.

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.

No resolution adopted or negotiated at a meeting of the previous state council shall be raised again for reconsideration unless 3 months have elapsed or one-fifth of the members of the previous state council sign and send a requisition for its reconsideration.

All motions and amendments shall be in writing and signed by the proposer unless permitted by the chairman otherwise.

The motions or amendments sent in the name of a branch of the IMA shall be permitted to be moved by a state council member of that branch or by any other member authorized in writing on his/her behalf. 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 chairman has declared and asks the mover to rise up for the reply to the debate.

The Hony. State secretary shall, as far as possible form a list of all amendments or motions of which notice has been given as per rule be made available for the perusal 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. In case of a member proposing motion amendment, the proposer must be present at the state council meeting to move the proposed motion / amendment.

AN AMENDMENT MAY BE

To words

To add or delete the words

To leave out a word and insert

In such other forms as the chairman shall approve.

The amendment shall be relevant to the motion for which it is moved and shall not be equivalent to the direct negative thereof.

D) BUSINESS AT REQUISITION OF SPECIAL MEETING (Extra ordinary state council)

No business shall be transacted at a requisition or special meeting other than that for which the meeting is called for. The state president shall have the power to divide any motion or amendment which in his

opinion is so complicated as to lead to confusion or inconvenience if debated as one proposition, into two or more distinct propositions when a motion or amendment is divided by virtue of rules supra. It shall not be necessary 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 chairman one after another. No motion shall be entertained in regard to a question disposed of except after the lapse of three months from the date of such disposal.

E) CONDUCT OF BUSINESS

No motion involving special expenditure shall be considered at a meeting of the state council unless it has been circulated with the agenda. However, the president may waive this condition in special circumstances.

When motion 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 members authorized in writing by the proposer to do so. The chairman 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.

It shall also be competent for the chairman to submit two or more items of business relating to the same subject for consideration on as one subject although such items may not have been grouped together on the agenda paper.

F) DEBATE, RIGHT OF SPEECH AND REPLY

Every member shall be seated except the one who is addressing the meeting and when the chairman rises no one shall continue to stand nor shall stand, until chairman has resumed his seat.

- (i) a member shall stand when speaking, unless permitted by the chair to address while sitting
- (ii) shall address the chair only.

A speaker shall direct his speech strictly to the motion or amendment under discussion and in the opinion of the chairman if speaker is not doing so, the chairman may ask to resume his seat and the member shall resume his seat at once.

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 strictly confine himself to answering previous speakers and shall not introduce any new matters into the debate.

A member shall not speak more than once on any motion or amendment except to a order or by consent of the chairman, in explanation of some material or part of speech made by him which he believes to have been misunderstood.



No seconder shall be required for a motion from the chair or for a motion by the chairman or other members of the constitutional committee when officially submitting a report of minutes or recommendations of the committee to the house. All other motions and all amendments must be seconded.

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

Any member at the close of his speech may move that the debate may be adjourned and this has to be seconded and supported by two – thirds of the members present. The chairman can accordingly postpone the debate to a later time or subsequent meeting if he considers proper and necessary. The chairman can accordingly refuse or accept the proposal.

On each proposal and amendment in debate, a member may speak only once. After the mover of motion or amendment has spoken the other members may speak on the motion or amendment in such order as the chairman may call upon them. The mover of a motion may speak a second time on the conclusion of a debate by way of reply.

G) 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.

H) WITHDRAWAL OF A QUESTION

No question shall be withdrawn without the consent of the house. If the mover states to withdraw a proposal or an amendment and if no objection is stated thereto, in the interval allowed by the chairman for the purpose, the chairman shall declare that the question is withdrawn with the consent of the house

No member without the permission of the president shall speak for more than the time allotted.

The chairman 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.

I) VOTING

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.

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 secret ballot as the state president may direct, provided that votes shall be taken by ballot in case of any election as a matters of rule.

J) MINUTES OF STATE COUNCIL MEETING.

The minutes of each meeting of the state council shall be prepared by the Hony. State Secretary with reference to records and notes taken by him or his assistant of the proceedings at the meeting item by item as in 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 purpose 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 and the chairman of the meeting at which it was confirmed, shall be kept in the form of a bound volume.

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 chairman of the meeting.

A member shall seek the permission of the president before retiring from a meeting.

The president or chairman of the meeting shall have the power to pull up any member of house for causing disturbance to the proceedings of the house by intemperate behavior or defiance of the ruling of the chair and if need be ordered such member or members to leave the house.

PART VII

DUTIES AND RESPONSIBILITIES OF THE OFFICE BEARERS OF IMA TSB & WINGS

1. STATE PRESIDENT

- a) Shall be the chair person at all meetings of the association and of any other sub-committee appointed by the state council.
- b) Shall preside at the annual conference, state council meeting SWC meetings.
- c) Shall guide and control the activities of the association.
- d) Shall regulate the proceeding of the meeting and conferences, interpret the rules, and decide on doubtful points and give rulings.
- e) The president can invite any member/members of the association for any meeting of the state council. Such members shall not have voting rights.

2. STATE PRESIDENT ELECT

- a) Shall be treated as a State office bearer.
- b) Shall perform the assignment allotted by the state president. He being the president elect, in the making, shall clearly observe the proceedings and the committee meetings of which he is an ex-officio member.
- c) Independent responsibilities may be given to him to carry on and supervise certain schemes and functions of the state IMA.



3. VICE – PRESIDENTS

The senior state vice – president and in his absence the other state vice-president is deemed to be senior according to the following criteria.

i) Longest period of state membership of IMA if elected unanimously. ii) Or largest number of votes polled.

iii) Senior vice – president presides over the meetings, in the absence of State President and in absence of the chairman of all committees and will act as chairman of the meetings of the association and other duly constituted sub-committees.

iv) Vice-Presidents shall visit as many local branches of their zone as possible in furtherance of the objects of the association apart from attending the usual official meetings of office bearers, management committee, SWC, SC meetings etc.,

v) They shall organize one Zonal CME, one Zonal Conference and one SWC in their respective Zones.

4. 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 handle correspondences of IMA TSB.

iii) Shall have general supervision of accounts, in consultation with the Hony. Treasurer and pass all the bills of payments and sign cheques, financial instruments

iv) Shall prepare the budget with Hony. Treasurer for the ensuing year and present it at the annual state council meeting for approval.

v) Prepare an annual statement of accounts and get it duly audited by the auditor of the association for adoption by the state council.

vi) Shall organize, arrange and convene meetings, conference, lectures and demonstrations.

Shall be an ex-officio member of all sub-committees.

vii) Shall attend state council meetings and maintain a correct record of the proceedings thereof. IX. Shall maintain a correct and up-to-date local branch wise register of all the members of the association with their addresses.

viii) Shall submit reports etc., as required by the Hony. General secretary IMA headquarters.

ix) Shall organize the establishment of new branches where they do not exist within the jurisdiction of the association with the help of Hony. Zonal joint secretaries.

x) Shall bring any matter which he/she considers necessary in the interests of the association, to the notice of the state council for guidance and instructions.

xi) Shall issue circulars to branches with the prior consent and approval of the president of the state branch.

xii) Shall be the usual medium of correspondence between the state government and the association with the guidance of the president.

xiii) Shall operate the bank accounts in conjunction with the Hony. State Treasurer.

xiv) Shall attend all legal cases of IMA TSB and he shall be officer of the association to use and be sued in a court of law

xv) Shall help the election commission providing all the necessary data, information and staff in smooth conduction of elections.

xvi) Be generally responsible for the proper functioning of the state branch in all aspects.

5.HONORARY STATE JOINT SECRETARY (elected)

The Hon. State joint secretary shall help the Hony. State Secretary in all matters pertaining to the association and act as the Hony. State secretary in the event of a vacancy arising due to sudden illness, death, resignation etc of the Hony. State secretary till the state council makes alternate arrangements.

6.HONY.STATE JOINT SECRETARY NOMINATED BY STATE PRESIDENT

The Hony. State joint secretary nominated by the state president shall assist the state president in discharge of his duties and responsibilities.

7. HONY.JOINT SECRETERIESFROM THREE ZONES

Shall be state office – bearers and shall ensure efficient working of Local Branch is their respective Zones.

Help in the membership drive and the collection of HFCs. The Hon. Zonal Joint secretaries shall be encouraged to keep abreast with the working of the state office.

8. HONORARY STATE FINANCE SECRETARY

- i) Shall receive all money 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) Shall jointly operate the bank accounts of state IMA along with the president or Hony. State secretary.
- iv) Shall arrange for payment of bill on their being approved/ 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 SWC/ 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 accounts of the association up to date.
- vii) Shall prepare a quarterly statement of accounts to be placed before the president\SWC\SC .
- viii) Shall prepare an annual statement of accounts and a balance sheet showing the financial position of the association and get it audited by the auditor and place it before the state council for its approval.
- ix) Shall be the convener of the financial committee with state president and Hony. State secretary as ex – officio members of finance committee.
- x) Shall prepare Budget proposals for the ensuing year, in coordination with the Finance Standing Committee.
- xi) Shall present Audited accounts once in 6 months and 12 a guidelines to the SWC.
- xii) Shall ensure that the Income Tax Act is followed strictly.

PAST STATE PRESIDENTS COUNCIL (PPC):



- i) All the past state presidents of IMA Telangana state are the members of the state council, SWC, Managing committee.
- ii) PPC shall act as advisor to the state office bearers and guide the IMA office bearers in execution of IMA activities/programmes /schemes.
- iii) One of the senior past state president shall be nominated as chairman and one as Co Chairman of past president council whose term is for one year . One shall be nominated as convenor, whose term shall be two years only.
- iv) PPC shall meet once in 3 months or whenever necessary
- v) The decisions of the council shall be taken by consensus. But in case of conflict, there shall be voting and any decision supported by simple majority shall be binding
- vi) The state president will nominate various sub committees / standing committees in consultation with PPC.
- vii) PPC shall perform all such other functions as and when required and requested by state IMA.
- viii) State President , President Elect, Imm Past President shall be the Ex officio members of the PPC.
- ix) When State Constitution is not being followed/ deviated from the rules and byelaws of the constitution, the Past State Presidents Council, shall have advisory role, to regulate and ensure constitutional implementation, in toto.

PART VIII

ELECTION OF THE OFFICE BEARERS

A) ELIGIBILITY CRITERIA OF THE CANDIDATES, FOR VARIOUS POSTS

Only life members of IMA Telangana State Branch are eligible to contest as per the eligible criteria which are given below. The districts mentioned in the Zones are erstwhile Telangana districts.

Zone – 1: GHMC / Ranga Reddy districts.

Zone - 2: Adilabad /Nizamabad/ Karimnagar / Medak districts.

Zone - 3. Khammam / Nalgonda / Mahboobnagar / Warangal districts.

ELIGIBILITY CRITERIA

1. State President / State President Elect – 1(One) Post – 1 Yr Term (on Rotation of Zone – 1,2,3)
 - a) Must be a Life Member of IMA for 15 Yrs
 - b) Must have worked as State Vice-President/ Hony State Secretary/ Chairman IMA AMS State Chapter/ Director of Studies. IMA CGP.
 - c) Non- refundable DD for Rs. 10,000/-



2. Vice State President / Vice State President Elect: - 3(Three) Posts - One for each Zone – 1 Yr Term
 - a) Must be a Life Member of IMA for 10 Yrs
 - b) Must have worked as President of Local Branch OR must have worked as an Office Bearer of IMA Telangana State Branch
 - c) Non- refundable DD for Rs. 7500/-
3. Hony. State Secretary – 1(One) Post - 2Yrs Term
 - a) Must be a Life Member of IMA for 10 Yrs
 - b) Must have worked as President of Local Branch OR must have worked as an Office Bearer of IMA Telangana State Branch
 - c) Non- refundable DD for Rs. 5000/-
 - d) Must be a Resident of GHMC
4. Hony. State Finance Secretary – 1(One) Post – 2 Yrs Term
 - a) Must be a Life Member of IMA for 10 Yrs
 - b) Must have worked as President of Local Branch OR must have worked as an Office Bearer of IMA Telangana State Branch
 - c) Non- refundable DD for Rs. 5000/-
 - d) Must be a Resident of GHMC
5. Hony. State Joint Secretary – 1(One) Post - 2 Yrs Term
 - a) Must be a Life Member of IMA for 5 Yrs
 - b) Must have worked as President of Local Branch OR must have worked as an Office Bearer of IMA Telangana State Branch
 - c) Non- refundable DD for Rs. 4000/-
 - d) Must be a Resident of GHMC
6. Hony. State Joint Secretary - Ladies– 1(One) Post - 2 Yrs Term
 - a) Must be a Life Member of IMA for 5 Yrs
 - b) Must have worked as President of Local Branch OR must have worked as an Office Bearer of IMA Telangana State Branch
 - c) Non- refundable DD for Rs. 4000/-
7. Hon. Joint Secretary/Hon Joint Secretary Elect – 3(Three) Posts – 1 Yr Term - One from each Zone
 - a) Must be a Life Member of IMA for 5 Yrs
 - b) Must have worked as President of Local Branch OR must have worked as an Office Bearer of IMA Telangana State Branch
 - c) Non- refundable DD for Rs. 4000/-
8. SWC Member – 80% Elected Posts – 2 Yrs Term (20% nominated posts- 1year term)
 - a) Must be a Life Member of IMA for 10 Yrs
 - b) Must have worked as President /Secretary of Local Branch(Should have completed their one year term by 30th September.) or must have worked as an Office Bearer of IMA Telangana State Branch.
 - c) Non- refundable DD for Rs. 4000/-
9. CWC Members – 80 % Regular of the calculated number– 2 Yrs Term. 20 % are nominated by the President for one year only.
 - a) Must be a Life Member of IMA for 15 Yrs
 - b) Must be a Past State President /Past State Vice – President / Past State Secretary/ Past State Finance Secretary/ Past CWC Member of IMA



- c)Non- refundable DD for Rs. 5,000/- .
10. Director of Studies/Director of Studies Elect(IMA CGP State Faculty) – 1 (One) Post each – 1 Yr Term
- a)Must be a Life Member of IMA for 10 Yrs
 - b)Must have worked as President of Local Branch OR must have worked as an Office Bearer of IMA Telangana State Branch
 - c)Must be a Life Member of IMA CGP
 - d)Non- refundable DD for Rs. 7500/- .
11. Hony. Secretary(IMA CGP State Faculty) -1 (One) Post – 2 Yrs Term
- a)Must be a Life Member of IMA for 5 Yrs
 - b)Must have worked as President of Local Branch OR must have worked as an Office Bearer of IMA Telangana State Branch
 - c)Must be a Life Member of IMA CGP
 - d)Non- refundable DD for Rs. 5000/-
 - e)Must be a Resident of GHMC
12. Hony. Treasurer(IMA CGP State Faculty) – 1 (One) Post – 2Yrs Term
- a)Must be a Life Member of IMA for 5 Yrs
 - b)Must have worked as President of Local Branch OR must have worked as an Office Bearer of IMA Telangana state branch.
 - c)Must be a Life Member of IMA CGP
 - d)Non- refundable DD for Rs. 5000/-
13. Hony. Asst. Secretaries(IMA CGP State Faculty) – 2 (Two) Posts – One each from Zone II / III – 2Yrs Term
- a)Must be a Life Member of IMA for 5 Yrs
 - b)Must have worked as President of Local Branch OR must have worked as an Office Bearer of IMA Telangana State Branch
 - c)Must be a Life Member of IMA CGP.
 - d) Non- refundable DD for Rs. 4000/-
14. Chairman/Chairman Elect– IMA AMS State Chapter – 1 (One) Post each - 1Yr Term
- a)Must be a Life Member of IMA for 10 Yrs
 - b)Must have worked as President of Local Branch OR must have worked as an Office Bearer of IMA Telangana State Branch
 - c)Must be a Life Member of IMA AMS
 - d)Non- refundable DD for Rs. 7500/-
15. Vice - Chairman/Vice Chairman Elect, IMA AMS State Chapter – 1 (One) Post each– 1 Yr Term
- a)Must be a Life Member of IMA for 10 Yrs
 - b)Must have worked as President of Local Branch OR must have worked as an Office Bearer of IMA Telangana State Branch
 - c)Must be a Life Member of IMA AMS
 - d)Non- refundable DD for Rs. 7500/-
16. Hony. Secretary – IMA AMS State Chapter – 1 (One) Post - 2 Yrs Term
- a)Must be a Life Member of IMA for 5 Yrs



- b)Must have worked as President of Local Branch OR must have worked as an Office Bearer of IMA Telangana State Branch
- c)Must be a Life Member of IMA AMS
- d)Non- refundable DD for Rs. 5000/-
- e)Must be a Resident at GHMC

17. Hony. Treasurer – IMA AMS State Chapter -1 (One) Post - 2 Yrs Term

- a)Must be a Life Member of IMA for 5 Yrs
- b)Must have worked as President of Local Branch OR must have worked as an Office Bearer of IMA Telangana State Branch
- c)Must be a Life Member of IMA AMS
- d)Non- refundable DD for Rs. 5000/-

NOTE:

State Office Bearer means and denotes of an elected member only, after they are sworn at the State Council and take charge officially.

Any candidate contesting for any State office bearer post, should be a member of any two of the three schemes of IMA- FSS, FBS, PP & WS.

ADDRESS:

ELECTION COMMISSION, IMA TELANGANA STATE BRANCH
101, IMA BUILDING, ESAMIA BAZAR, KOTI, HYDERABAD – 500 027.

Note :.D.D. FOR REQUIRED AMOUNT SHOULD BE TAKEN ON ACCOUNT NAME OF :

“IMA TELANGANA STATE A/C Election Commission” payable at Hyderabad .

TOWARDS NON REFUNDABLE NOMINATION FEE.

B) ELECTIONS

Election commission(EC) shall issue election notification on or before 16th August once in two years for the following posts, whose term is one year :

- President- One Post
- President-Elect (one post)
- Vice-Presidents (three posts)
- Vice –Presidents Elect(three posts)
- Hon. joint secretaries (Three posts) –One for each Zone
- Hon. joint secretaries Elect(Three posts) –One for each Zone
- Director of studies, IMA CGP (One post)
- Director of studies- Elect, IMA CGP (One post)
- Chairman of IMA AMS (One post)
- Chairman Elect of IMA AMS (One post)



Vice-Chairman of IMA AMS (One post)
Vice-Chairman- Elect of IMA AMS (One post)

Nominated post of one Hon. State Joint secretary from the place of the President-Elect will be nominated by the president elect, for a term of one year, at the time of installation, As president at the state council,

The EC shall issue notification or before 16th August once in two years for the posts, whose term is two years:

- a. Hon. State secretary (one post)
- b. Hon. State joint secretary (one post)
- c. Hon State Joint Secretary-Ladies (one post)
- d. Hon. State Finance Secretary (one post)
- e. Hon. Secretary – IMA CGP (one post)
- e. Hon. Treasurer – IMA CGP (One post)
- f. Hon. Asst. Secretary – IMA CGP (two posts)
- g. Hon. Secretary – IMA AMS (one post)
- h. Hon. Treasurer – IMA AMS (one post)
- i. SWC members – 80 % of the Calculated equation
- j. CWC members – 80 % of the Calculated equation

Note:

- a. Apart from above elected posts, 20 % of the calculated equation of SWC posts, 20 % of the Calculated Equation of CWC- posts will be nominated by President when he takes over as State President at the annual/ordinary state council.
- b. Apart from the above elected and nominated posts, Two CWC regular posts are reserved for State president and Hon. State Secretary.
- c. EC shall not postpone the election process more than 15 days except in extra-ordinary and unforeseen circumstances in consultation of the State President and State President elect and Past Presidents Forum chairman.
- d. The EC shall be an independent, autonomus, and final authority and strictly should follow the afore mentioned days for election process. No IMA member or office bearers can interfere.
- e. In unforeseen and extra-ordinary circumstances, when elections are delayed the EC shall call for floor nominations.
- f. In case NO nominations received or no nominations are valid for any given post for which election notification given. the EC is empowered to call for floor nominations and conduct elections for such posts.
- g. In case State president/ Hon. State Secretary fail to call for Annual State Council Meeting , the EC is empowered to call for the same on the date of elections as notified in the election notification and schedule, at IMA TS Head quarters office (IMA Building, Esmaia Bazar, Koti, Hyderabad) and conduct elections.



h. The Elections for the IMA Telangana State will be held in once in two years at IMA Building ,Head quarters, Sultan Bazaar, Koti , Hyderabad. To this effect the Election Commission, in coordination with IMA State President and State Secretary, will issue notice, specifying the posts criteria and date of election.

i. The mode of elections will continue as the existing system. In future any new methodology shall be adopted as per the future amendments.

C) ELECTION COMMISSION SHALL FOLLOW THE FOLLOWING DATES FOR CONDUCTING ELECTIONS :

1. Notice on election to be sent by the 16th August to all SWC/State council members.
2. Last date for receiving nominations is on 15th September by 5 p.m 3. 3.
3. Intimation of valid list by 20th September.
4. Last date for withdrawal is on or before 25th September by 5 p.m.
5. Intimation of final list is by 30th September. Elections to be conducted at IMA TSB Headquarters only, on or before 31st October and counting and declaration of results by EC chairman.

1. Assumption of office by President elect and newly elected office bearers at the ordinary state council the day after the Annual State Council, which should not be later than 1st November in any case.

In unforeseen cases if election process is delayed the president elect shall be installed to function from 1st November itself.

D) NOMINATIONS FOR ELECTION.

The constituent local branches shall be called upon by the state election commission on or before 16th August of every year by inviting nomination for the post of state office bearers from the eligible members by issuing an election notification. The election commission may fix the last date for receipt of nominations from the local branches after providing 30 days' notice to the branches for filing of nominations, which shall not be later than 16th August in any case.

The local branches who have not remitted the headquarters fund contribution dues in full and those branches which are defunct or suspended shall not be eligible to sponsor any candidate for state election or to franchise their votes; and this shall apply to the individual contesting member of afore mentioned Local branches as well for any election in the association.

The local branch shall send their nominations proposed to election commission at a meeting of the branch after giving due notice along with an authorized copy of the resolution of the branch and enclose a certificate of eligibility of the candidates and willingness along with non-refundable fee in the name of INDIAN MEDICAL ASSOCIATION, TELANGANA STATE BRANCH, payable at Hyderabad (state branch office) to contest the elections with the names of the proposer and the date fixed for the receipt of the nominations. Nominations received after the specified date or otherwise than



manner prescribed for shall be declared invalid. In case the last mentioned date is a public holiday the last date shall be till 5pm of next working day.

E) SCRUTINY, ACCEPTANCE OF BALLOTS AND INTIMATION

The election commission shall scrutinize the nomination received by the due date and time. Election commission shall intimate the candidates about accepted and valid nominations by post/courier and E.mail.

The final list of valid nominations shall be communicated to the contestants on or before 30th September

Nomination rejected shall be informed to the candidate concerned with reasons therefor.

F) FINAL LIST

The final list of candidates after the last date for withdrawal on 25th September shall be communicated to the contestants by post and E/mail and also by putting a notice at IMA state office, by 30th September.

G) SCRUTINY OF BALLOTS AND COUNTING OF VOTES:

The election commission shall scrutinize the nominations received by due date & time specified. EC shall intimate the candidates about accepted and valid nominations by post/courier and email and also display on the notice board at IMA TSB office.

Either the candidate or his nominee shall be allowed to witness counting of votes. They shall not be entitled to handle or count or assist the counting. Disputes if any shall be raised in writing to the chairman election commission and decision of election commission shall be final.

On receipt of the polled ballot papers the returning officer shall place them before the election commission for counting on the date fixed for the purpose. The election commission after counting the number of votes obtained by each candidate shall prepare a list with the name of the candidates and the votes obtained by them and the election commission chairman shall submit the same to the state council for declaration of results.

H) ASSUMPTION OF THE STATE OFFICE BEARERS :

The president elect and other office bearers so elected shall assume their respective offices at the ordinary state council meetings on or before, but not later than, 1st of November and hold office till the election of their successors.

The President elect will take over the office as President on 1st November automatically without waiting for the elections of other office bearers when elections are cancelled or postponed or not held for whatsoever reason it may be.



The state council is empowered to appoint office bearers along with the installation of President elect as State President at the annual state council meet when situation afore mentioned in clause 2 warrants.

The new office bearers are installed by 1st November the beginning of IMA year and run the state office till 31st October of succeeding year or till the election of office bearers at the state annual council meet whichever is earlier.

I) FILLING OF INTERIM VACANCIES.

In case of any 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 period of unexpired term of the office bearers. In case of any interim vacancy arising in the office of the state vice president or any other post during the year shall be filled by SWC at its meeting and the persons so elected shall continue to hold the office of the unexpired term of the office bearers.

J) CRITERIA FOR THE SENIOR VICE PRESIDENT.

The senior most member out of the Three (3) vice presidents elected for the state branch as decided by the date of joining and continuous membership of IMA shall be deemed as SENIOR VICE PRESIDENT of the state branch.

K) ELECTION COMMISSION OF IMA TSB:

The Election Commission shall be constituted in the SWC, preceding the Annual State Council.

The Election Commission shall consist of three members who have been state past presidents/State Vice Presidents / Senior IMA Members. Among them one shall be chairman, one convenor and one member. It shall also conduct the elections of Schemes office bearers, in coordination with the Scheme office bearers and State Executive- President/State Secretary / State Finance Secretary.

It is again reiterated that the entire election procedure is carried out under the direct control and supervision of the election commission.

The state office and all the others shall extend their co-operation for legitimate and peaceful conduction of elections.

The EC shall be responsible for forming the guidelines and for streamlining and carrying out the entire election proceedings as per the stipulated dates afore mentioned.

L) ELECTION SCHEDULE:

1. DISPATCH OF ELECTION NOTIFICATION AND NOMINATION FORMS :
2. LAST DATE FOR RECEIVING OF NOMINATION FORMS :
3. SCRUTINY OF NOMINATIONS & DISPATCH OF VALID LIST :
4. LAST DATE FOR WITHDRAWAL OF NOMINATIONS :
5. INTIMATION OF FINAL:
6. POLLING DATE :
7. DISPLAY OF LIST OF ELECTED MEMBERS [ELECTION RESULTS]:

M) GUIDELINES TO THE CANDIDATES :

1.D.D. FOR REQUIRED AMOUNT SHOULD BE TAKEN ON THE ACCOUNT NAME OF : IMA TELANGANA STATE A/C Election Commission payable at Hyderabad .TOWARDS NON REFUNDABLE NOMINATION FEE .

2.NOMINATION FORMS SHOULD BE SENT TO THE GIVEN ADDRESS BY REGISTERED POST OR BY SPEED POST OR BY COURIOR WITH DUE ACKNOWLEDGEMENT ON OR BEFORE ----- BY 5 PM.

3. LIST OF VALID NOMINATIONS WILL BE DISPLAYED ON THE NOTICE BOARD OF IMA THELANGANA STATE OFFICE AT HYDERABAD ON -----

4.VALID NOMINATION WILL BE SENT TO CANDIDATES BY E-MAIL OR BY SPEED POST.

5. ELECTIONS IF NECESSARY WILL BE HELD ON THE NOTIFIED POLING DATE AT THE VENUE OF ANNUAL STATE COUNCIL ON -----

6.PHOTOSTAT COPY OF THE NOMINATION FORM WILL BE ACCEPTED.

7.ANY MEMBER OR CANDIDATE MISBEHAVING WITH ELECTION COMMISSION MEMBERS OR DOING WRONG PROPAGANDA WILL BE DEBARRED FROM CONTESTING ANY POST OF IMA TELANGANA STATE BRANCH FOR 3 YEARS

8.VOTERS LIST – CAN BE OBTAINED IN THE IMA STATE OFFICE ON PAYMENT OF RS.500/-[RUPIEES FIVE HUNDRED ONLY].

9.FOR ANY ELECTION DISPUTES : THE DECISION OF CHAIRMAN OF ELECTION COMMISSION IS FINAL IT CAN BE CONTESTED ONLY WITH ELECTION TRIBUNAL OF IMA TELANGANA STATE. ONE CANNOT APPROACH ANY OTHER AUTHORITY OTHER THAN ELECTION TRIBUNAL

10.ONE CANDIDATE CAN CONTEST ONLY FOR ONE POST.

11.LEGAL JURISDICTION – HYDERABAD CITY ONLY.

12.EVERY IMA MEMBER / CONTESTENT IS REQUESTED TO MAINTAIN THE DECENCY AND DECORUM TO UPHOLD THE DIGNITY AND HONOUR OF IMA AND TO COOPERATE WITH THE STATE ELECTION COMMISSION FOR SMOOTH CONDUCTION OF ELECTIONS.

13. THE PRESIDENT ELECT FOR THE YEAR ----- WILL BE ELECTED FROM ZONE – ---

13. THE OFFICE BEARERS MEANS - THE IMA MEMBERS HOLDING ANY ONE OF THE ELECTED POSTS FROM 1 TO 17 (INCLUDING BOTH) AS AFORE - MENTIONED (UNDER THE HEADING – ELIGIBILITY CRITERIA).

BALLOT PAPER



N) ELECTION NOTIFICATION



ELECTION COMMISSION IMA TELANGANA STATE BRANCH

101, IMA BUILDING, ESAMIA BAZAR, KOTI, HYDERABAD- 500027

CHAIRMAN

MEMBERS

Dr..... DR..... DR.....

TO
ALL THE LOCAL BRANCH PRESIDENTS AND SECRETARIES
CWC, SWC MEMBERS AND STATE COUNCIL MEMBERS,

DATE : -----

DEAR DOCTOR,

Under the Constitutional powers of IMA – Telangana State chapter, We the Chairman and Members of the Election Commission hereby issue the Election notification to conduct

Elections of IMA Telangana State Branch for the Year ----- & ----- for the following posts of Office bearers (S.No. 1 to 22 including both), State working Committee members (S.No. 23) and Central working committee members (S.No. 24).

NOMINATIONS ARE INVITED FOR THE FOLLOWING POSTS :

S.NO	NAME OF THE POST	NUMBER OF POSTS	DURATION & YEAR
1	STATE PRESIDENT	ONE	_____ (one year)
2	STATE PRESIDENT ELECT-1	ONE	_____ (one year)
3	STATE PRESIDENT ELECT-2	ONE	_____ One year
4	STATE VICE – PRESIDENT	THREE	_____ (one year)
5	STATE VICE PRESIDENT ELECT-2	THREE	_____ One year
6	HONY. STATE SECRETARY	ONE	_____ (two years)
7	HONY.STATE JOINT SECRETARY	ONE	_____ (two years)
8	HONY.STATE JOINT SECRETARY-LADIES	ONE	_____ (two years)

9	HONY JOINT SECRETARY – ONE FOR EACH ZONE	THREE	_____ (one year)
10	HONY JOINT SECRETARY-ELECT- ONE FOR EACH ZONE	THREE	_____ One year
11	HONY. TREASURER	ONE	_____ (two years)
12	DIRECTOR OF STUDIES, IMA –CGP STATE FACULTY	ONE	_____ (one year)
13	DIRECTOR OF STUDIES, IMA –CGP STATE FACULTY-ELECT	ONE	_____ (one year)
14	HONY - SECRETARY , IMA – CGP STATE FACULTY	ONE	_____ (two years)
15	HONY. ASSISTANT SECRETARY, IMA- CGP STATE FACULTY	TWO	_____ (two years)
16	HONY TREASURER IMA CGP, STATE FACULTY	ONE	_____ (two years)
17	CHAIRMAN, IMA –AMS, STATE CHAPTER	ONE	_____ (one year)
18	CHAIRMAN, IMA –AMS, STATE CHAPTER-ELECT	ONE	_____ (one year)
19	VICE – CHAIRMAN IMA – AMS, STATE CHAPTER	ONE	_____ (one year)
20	VICE – CHAIRMAN IMA – AMS, STATE CHAPTER –ELECT	ONE	_____ (one year)
21	HONY- SECRETARY , IMA – AMS, STATE CHAPTER	ONE	_____ (two years)
22	HONY – TREASURER, IMA – AMS, STATE CHAPTER	ONE	_____ (two years)
23	STATE WORKING COMMITTEE MEMBERS	_____	_____ (two years)
24	CENTRAL WORKING COMMITTEE MEMBERS – Regular	_____	_____ (two years)

Note: Number of SWC & CWC members to be elected, to be decided on the prescribed ratio of membership.

O) NOMINATION FORM

Name of the Candidate: _____

Name of the Post to be contested (with Year): _____



Local Branch Name: _____

Life Membership No: _____

Year of Joining: _____ No. of Years of Membership: _____

Post's Held: _____

President of Local Branch from _____ to _____ Year

State Office Bearer as _____ from _____
to _____

TO BE FILLED BELOW BY THE PROPOSER AND SECONDER

Name of the Proposer: _____

Local Branch: _____

IMA Life Membership No: _____

Full Residential Address: _____

Mobile No: _____

Place : _____ Date: _____

Signature of Proposer: _____

S

Declaration of the candidate:

I, Dr. _____ LM No: _____ of _____

Branch agree to serve through _____ post for IMA Telangana State Branch for the period of _____ to _____.

Further I state that the above information is true to my Knowledge. And abide to the decision of Election commission.

I herewith enclose DD No: _____, dated _____ for Rupees _____ of _____ Bank,
Branch in favour of IMA Telangana State Branch A/C Election Commission, payable
at Hyderabad.

Signature of Candidate: _____
(Name in Capitals): _____

Place: Mobile No: _____
Date: E-Mail: _____

ENCLOSURES:

1. Xerox copy of Life Member Certificate of IMA of the Candidate, Proposer & Secunder to be enclosed along with ID Prof (Aadhar Card or Pan Card or Driving License) of the Candidate Contesting Elections.
2. Life Member certificate of IMA CGP / IMA AMS wherever applicable.
3. Demand draft as applicable.

OFFICE USE ONLY

VERIFIED BY :

VALID : YES.....NO

SIGNATURE :

P). ELECTION DISPUTES.

For disputes at local branch level, the state president and two past presidents of the state branch, one each from each zone other than the zone under which the LB exists shall form the tribunal and their decision shall be final. In case of election disputes at the state level an election tribunal shall be constituted. The tribunal shall comprise of president of the IMA as chairman and two past state presidents.

The candidates or his/her nominee raising a dispute shall pay a non-refundable deposit of Rs. 5,000/- by D.D in Favour of IMA TELANGANA state branch to the tribunal along with the election dispute petition. Election petitions without deposit shall not be considered.

The award of the election tribunal shall be binding on the member who has raised an election dispute. In case any member or members are not satisfied with the award of the election tribunal and prefers to go to a court of law the jurisdiction shall be at the Hon'ble high court of Telangana state at Hyderabad and the other courts within Telangana State. The election tribunal shall give its award on the dispute referred to it by the State Council in writing within the time specified by it.

Q). ARBITRATIONS

If at any time any member or local branch desires to refer any dispute of association to an arbitrator the arbitrator shall be the state president and if he is involved himself in the dispute the arbitrator shall be the Chairman of Past State Presidents council.

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

The arbitrator shall examine and cross examine either parties to elicit information in connection with the dispute before the arbitration.

The person once appointed as arbitrator shall continue to be the arbitrator till the dispute is settled even if his tenure of office is completed. The arbitrator shall give his award in writing within 30 days from the date of referral and the award shall be binding on all parties concerned

R) . DEFUNCT BRANCH.

A local branch becomes defunct when even one of the following criteria are notfulfilled:

- 1.Must send HFC dues if any by 31st march.
- 2.Must respond to State President call for IMA activities.
- 3.Must conduct Local branch elections with prior intimation of date of election to State office, at least once in two years and send the list of elected office bearers, elected State council, central council members list of the local branch to state office on or before 30th September.

Local branch which does not follow even one of the above criteria

1,2,3..becomes a defunct branch and members of such branch will neither be eligible to contest nor to be nominated , to any of the posts of – office bearers of state office/SWC/CWC/State council/central council/PPWS/FBS/FSS/IMA AMS /IMA CGP/ OR any other wings/schemes of Telangana state .

They also loose the right to franchise their votes.

The members of such a branch will be informed and allowed to revive the branch with the SWC approval or given an option to join other local branches of their choice or opt to become direct member of State branch.

A handwritten signature in black ink is written over a circular blue stamp. The stamp contains the text "IMA Telangana State Branch" around the perimeter and "New Delhi-110002" in the center.

PART – IX

FUNDS, INVESTMENTS, ETC.

A) FUNDS OF THE ASSOCIATION

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

Subscription from ordinary members, life members and direct members.

Special contributions and donations raised directly or through branches.

Contribution received from the branch, organizing the IMA TELANGANA state branch annual conference as per rules; organizing branch shall contribute 25% of the savings of the conference to the state branch and retain 75% of savings.

Bequeaths received by legacies from persons who desire to benefit the association

Subscription from affiliated bodies as per Bye-Laws. Interest on deposits, investments etc.

B) INVESTMENT AND OPERATION OF ACCOUNTS

1.The assets movable and immovable shall vest in the INDIAN MEDICAL ASSOCIATION TELANGANA STATE BRANCH and the investment of different funds shall be in the name of INDIAN MEDICAL ASSOCIATION TELANGANA STATE BRANCH.

2.The funds of the Indian medical association TSB shall be operated jointly by Honorary Finance Secretary and either Hon. State secretary OR State president.

3.The funds of the association shall be administered in such a manner as directed by the state council and as per Budget estimation approved by State council.

4.Surplus funds shall be deposited in nationalized bank, Major Non-Governmental Banks, Financial Institutions and government bonds as a matter of policy in the manner decided by the Finance Standing Committee.

5.The President, Hon. State Secretary in consultation with Hon. State Finance Secretary shall create fixed deposits as and when funds accrue on the respective heads of account as dictated by the finance committee and shall intimate the same to the Finance Board and State Council.

6.The FBS, FSS and any other schemes or wings of TS-IMA will contribute 10% of the profit after all expenditure of the respective schemes, to –IMA TS.

7.The wings like PPWS etc. will contribute 5% of the amount collected from each member to TS IMA.

From the amount collected from above 6&7, 25% will be credited to reserve funds and the rest of 75% remain with TS - IMA for expenditure of current year for IMA TSB activities as recommended by finance committee with the approval of SWC.

The surplus amount left after expenditure for state level activities of the current year shall be credited to reserve fund by outgoing president before handing over charge to the next incoming President on 31st October.

C) RESERVE FUND

There shall be a reserve fund for the association. At least 25 percent of the surplus funds of forwarded by Finance Board each year shall be credited to this fund in the following year. THE RESERVE FUNDS 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 3/4th of the members present vote in favor of the resolution for withdrawal of fund as recommend by the finance standing committee and approved by Finance Board and PPC.

D) LIFE MEMBER FEE DEPOSIT.

Life member fee deposit will be invested as a separate corpus fund and the interest received from such deposit alone shall be utilized for administrative purpose for that year. The corpus fund shall not be drawn for any purpose.

E) FIXED DEPOSITS

FIXED DEPOSIT accounts may be created on the following heads with the surplus funds available there to:

Life member state share
Life member state dues
General
State benevolent fund.
State education society fund.
AMS fund
CGP (college of general practitioners)fund
Legal fund
IMA awards accounts
IMA endowment fund
IMA Oration fund
Election commission fund
Other funds as and when necessary

F) IMA TS FINANCE BOARD

IMA TS FINANCE BOARD consists of
President IMA TS
Hony State Secretary
Hony State Finance Secretary
Chairman Finance Standing Committee



Co-Chairman Finance Standing Committee
Chairman Past Presidents Council
Secretary Past Presidents Council
Chairman, Secretary & Treasurer of IMA Building Trust.
Chairman Secretary & Treasurer of all Schemes(FSS, FBS, PPWS & Health Scheme)
Director of studies IMA CGP
Chairman IMA AMS.

All the accounts of all wings, sections, welfare schemes, building Trust or any other trusts of IMA Telangana state(whether autonomous, semiautonomous, independent) consisting of fixed deposits, benevolent fund, will be maintained under IMA TS FINANCE BOARD, and will be the custodian of all finance assets.

Preamble: To safe guard movable, immovable financial assets and over all advisory role.
The Trust shall streamline the finance assets, shall not allow diversion of funds, shall maintain transparency & accountability. They shall work under the constitutional head namely the State council.
Period: The period of the Finance Board will be 3 years, with 30 % change every 3 years.

G) GENERAL POLICY:

There are various heads under which the funds are received. They are kept in the name of head of account under which it is received. The expenditure for the particular item shall be made from the respective heads only by drawing separate cheques in that account. The funds in excess will be created as FD under the same head.

The interest derived will be deposited back into the same head. In other words the funds collection for one head will be operated under that account. Excess amount will be fixed deposited under the same accounts heading and interest accrued shall be credited into the same account.

There shall not be any mixing up of funds. Funds should never be pooled together and spent. However the Finance Committee will finalise the IT Submission of IMA TSB accounts and all wings, Schemes at the recommendation of the auditor, with the approval of the managing committee.

H) EXPENDITURE

The state council shall defray all ordinary rents, salaries and wages, telephone charges Buildings tax ,stationery purchase, 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.

The state council 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. Hon. State secretary being the chief executive officer of the association shall vest with power to spend up to Rs.5,000/- at any one time for any purpose which he may consider urgent and necessary or shall consult the president and chairman of the finance committee as the case may be when the expenditure exceed the limit. All such expenditures shall be subsequently brought to the notice of the SWC and state council by the chairman finance standing committee and shall explain the reasons when huge expenditure was involved.

I) TRAVELLING ALLOWANCE

TA & DA and other such official expenses for state president, state secretary, state treasurer and state office staff for the journeys performed by them while attending of the association meetings or any other official work will be paid at actuals as recommended by finance committee as per the budget approved by the state council.

The local branches inviting state office bearers for attending their functions shall pay one-way fare in respect of the journey made by the state office bearers to visit the local branch.

SWC members attending SWC meeting will be paid TA one way III tier AC or actuals whichever is less.

J) MOVEABLE AND IMMOVEABLE PROPERTIES OF THE ASSOCIATION.

The Hon. State secretary in consultation with the state president and with approval of the state council may acquire or purchase movable and immovable property/properties as may be necessary for the association.

A building committee trust appointed by the state council shall maintain and carry out the necessary repairs to the buildings of the IMA and responsible for the upkeep of the buildings.

The Hon. State secretary shall cause to maintain an inventory of the moveable furniture, furnishings, electrical appliances, and office Equipment's etc. and arrange for proper maintenance of the same.

Movable properties such as furniture, furnishings, electrical appliances, office equipment's etc. when found not useful for any reason may be declared condemned and disposed off by the Hon. State secretary. A list of condemned articles with the details of the purchase prize, etc. may be placed before the state council for approval.

Condemned appliances equipment and articles may be replaced by new ones by the Hon. State secretary and executive committee with the approval of the state president.

K) FINANCE - AMMENDMENTS FOR THE PURPOSE OF 12A UNDER THE INCOME TAX ACT IN THE BYELAWS AIMS & OBJECTIVES, FUNCTIONS OF INDIAN MEDICAL ASSOCIATION (IMA) TELANGANA STATE BRANCH.

Regd No. 571 of 2016

Investment Clause:

1. The investments of the society shall be in accordance with provisions of Section 11(5) read with Section 13(1)(d) of the Income Tax Act, 1961.
2. Investment will be as Bonds/FD'S in Nationalized Banks/Private Banks/Financial Institutions recognised by RBI.
3. Precautions and advice shall be taken from auditor of IMA TS, before confirming deposits/Bonds and investments in Systemic Investment plans and shall be monitored Monthly/Quarterly by Wealth Management team of the concerned Banks in coordination with the auditor/Finance Secretary/IMA TS/Finance Standing Committee Chairman/Finance Secretary, IMA TS BOARD.

L) AMENDMENTS to Bye Laws of the Society: Amendments to Byelaws of the society can be done in accordance with the provisions of Society Registration Act.



Further, any amendment, alteration, addition or deletion to the memorandum, rules and regulations of the society shall be done after obtaining prior sanction to the Commissioner of Income Tax, Exemptions. Amendments in all Schemes for purpose of 12 A.

M) DISSOLUTION of Society:

If upon the dissolution of the society, there remains, the satisfaction of all its debts and liabilities, any property, the same shall be delivered to or distributed among the members of the society with a similar object and enjoying exemption U/s 12A and approval U/s 80G of the Income Tax Act, 1961, with prior approval of the CIT(E), Hyderabad.

Irrevocability:

This society hereby formed shall be irrevocable.

N) Books & Accounts:

The accounting year shall be 12 months commencing from 1st April to 31st March. The books of account shall be audited by a chartered accountant annually. Investment in Private Banks and Mutual funds may be done in view of low interest rate in Nationalised Banks.

O) FINANCIAL MANAGEMENT:

1. The Proposal for any release/Reimbursement should be appealed to IMA TS Finance Secretary in application/Format form.
 2. The Finance Secretary IMA-TS will initiate action and disburse the cheque by taking cognizance and discretion from President IMA -TS or Hon Secretary IMA TS/ Guidelines laid by the IMA TS Finance Standing Committee.
 3. Budget: Yearly provisional budget will be prepared and monthly IMA TS Finance Standing Committee will meet to review Financial allocations/Disbursement for the next year.
 4. Cheque Power: One signature on the cheque by the Chairman of the Scheme/Wing and another by the Finance Secretary & President/ Hon State Secretary.
- In case of any dispute, IMA TS Finance Standing Committee/ IMA TS Financial Board guidelines will be implemented.

P) CORPUS FUND :

IMA TELANGANA STATE:

IMA TS shall collect Membership fee on behalf of IMA HQ, New Delhi. Of the Membership fee collected, 90% share will be transferred to IMA HQRS and 10 % share will be retained by IMA Telangana state and shall be accounted as CORPUS FUND and shall be maintained separately in books of accounts as Corpus Fund.

The funds shall be invested in Nationalised banks/Private Banks/Financial Institutions approved by RBI as Bonds/FD's/SIP's. The interest gained on investments only can be used to develop infrastructure and to run the office smoothly and the original corpus should remain intact.

If any member gets transferred from IMA TS to branches of other state, his admission fee shall be refunded/transferred to the respective branch.

The same principle of Corpus Fund shall be adopted by all Schemes and Wings of IMA TS and shall include these clauses in their respective Rules and Bye-laws.

Q) APPOINTMENT OF AUDITORS

1. Auditors auditing the accounts of the association and its journals and other publications and accounts of the association, wings & schemes shall be appointed every year at the annual state council. The



auditor so appointed shall be registered chartered account and duties and responsibilities of the auditor shall be as follows:-

2.Shall audit the accounts of the association at intermittent periods of the year and shall certify to the correctness of same.

3.Shall guide and give suggestion to the state office for proper keeping of accounts as may be necessary.

4.Hon. State Finance Secretary shall nominate internal auditors in consultation with the president & Hon. State secretary.

PART X
CONFERENCE PROTOCOLS

A)IMA TELANGANA ANNUAL STATE MEDICAL CONFERENCE

TELANGANA state medical conference will be organized every year under the auspices of the state branch at a suitable place and time as decided by the state council of the IMA TELANGANA state branch.

Such conference shall be held in the month of October.

The Hony. State secretary shall issue a circular to all the local branches on or before 1st June each year to ascertain if any of the local branches would invite to host the conference.

The invitations received shall be placed, before the meeting of the SWC or annual state council convened immediately after the issue of the circular and the state council shall decide the venue dates etc. of the conference.

The local branches shall have the privilege of hosting the state conference.

The conference is open to all members of IMA TSB.

There shall be a reception committee which shall be formed by the local branch hosting the conference for the purpose of conducting the state council meeting and state annual conference.

The branch inviting the state annual conference shall nominate/elect office bearers of organizing committee and sub-committees for organizing the conference.

The above said committees' members shall be members of the local branch.

The hosting branch shall decide the rate of fees to be levied on reception committee members and also the delegate fees to be collected from the members attending the conference in consultation with the state president Hon. State secretary IMA Telangana state branch.

No fees shall be charged to The state president, Imm. past state president, Hon. State Secretary, Hon. State Finance Secretary and the State President Elect, Chairman Past State Presidents forum. They shall be provided free hospitality and accommodation.

Any expenses incurred by the state branch towards the conference shall be met by the Local branch holding the conference.

The state branch shall not be liable for any loss incurred by the hosting branch.

Members attending the state annual conference shall pay a delegate fee to the organizing local branch.

The organizing committee shall submit a statement of accounts related to the annual conference to the state office with in a period of 30 days from the date of state annual conference.

The state council shall render every possible assistance to the reception committee of the conference/ and state office.

The Hon. State secretary shall render all possible assistance to the branch hosting the conference and shall be in constant touch with the organizing - Committee of the hosting local branch.
The protocol mentioned in the rules must be followed strictly.

Post graduate students, diploma and DNB students, medical internees and final year medical students may be permitted to the conference at a concessional delegate fee which shall not be more than 50% of the delegate fees fixed for the regular members.

B) ZONAL CONFERENCES :

With a view to cater to 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 medical expertise to deliver scientific lectures to the members of IMA at the venue of conference once a year.

The selection of the speakers will be at the discretion of the scientific committee of the state in association with scientific committee of the hosting local branch.

The first class/2 tier AC travelling allowance and accommodation of the speaker will be met by organizing committee.

C) IMA TELANGANA STATE BRANCH – ORATIONS

Existing orations:

IMA

IMA CGP



Fresh orations: Could be created by donating Rs. 5 lakhs to IMA TELANGANA state branch. Selection will be done by the state scientific committee appointed by state council as per the guidelines given by the creator of the oration.

D) IMA AWARDS:

IMA awards will be given to the meritorious members and branches at the annual state conference. Awards can be instituted in the name of IMA leaders and to be sponsored by an amount of Rs.50,000/- as fixed deposit in IMA AWARDS account. The out- going president will give awards at the annual state conference.

Categories of local branches for judging the awards

Large branch	: 500 and above members
Medium branch	: 200 to 500 members
Small branch	: less than 200 members

IMA STATE AWARDS COMMITTEE APPOINTED BY PRESIDENT, CONSISTING OF 3 VICE-PRESIDENTS, 3 Hon. Zonal Joint secretaries along with Hon. State secretary and others will decide the IMA state awards.

ZONAL AWARDS, similarly decided by the respective vice-presidents constituting a committee to select the awards and shall be given at the zonal conference, by the Vice-President who presides over the Zonal Conference.

E) PROTOCOL FOR CONDUCTING IMA TELANGANA STATE ANNUAL MEDICAL CONFERENCE:

Serial number of the conference to be mentioned on invitation card and back drop.

Probable dates should be displayed on invitation card and drop back.

The conference shall usually held for 2 days on 3rd Saturday and Sunday of October.

However the dates may be changed to the convenience of the hosting local branch in consultation with the state branch.

The conference could be extended to a third day (pre or post conference) subject to the instance of the state branch to accommodate new programmes.

1. REGISTRATION FEE AND OTHER FEES

Shall be fixed by the organization committee as approved by State Council & State President.

2. ORATION

The speakers for all orations / lectures will be selected by the state Scientific Committee and get ratified by the state working committee. IMA state orations shall be chaired by State President and Hon. State Secretary of IMA Telangana state branch.



3. INAUGURATION

The branch hosting the conference shall choose one person for the inauguration and one person as chief guest at the function in consultation with state office.

Inauguration must be as short as possible (60-90 minutes). The chief guest must be informed of the protocol and time allotted for them for their speech well in advance. Maximum time must be provided to the incoming president to deliver his address. But even that should be restricted to about 20 minutes. Invitations for inauguration shall be issued at least 15 days earlier to all the member delegates, presidents & secretaries of the local branches, state council members of Telangana 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 Telangana state branch shall only preside over the function

4. SOUVENIR

It is always advisable that an elegant souvenir is brought out to commemorate the occasion as well as to raise funds of the conference. However, while printing photographs and giving information about the state branch office bearers proper protocol must be observed. It is also desirable that Hon. State secretary's annual report of the state branch and that of local branch organizing the conference should be included.

5. HOSPITALITY FOR OFFICE BEARERS

The President, president elect, Imm. Past President, Vice-Presidents, Hony. State secretary, treasurer, Past state Presidents and their spouse are guests of honour for the conference. No registration fee should be solicited from them. It is customary that above guests are met on arrival and escorted to suitable place of stay.

They should be informed of the schedule of the programme well in advance. Proper arrangements for the transport of afore mentioned guests and other state office bearers, while they are attending the conference, must be made by the organizing committee.

The organizing secretary must be in constant correspondence with the President, President Elect, Vice President (senior), Hon. State Secretary and attend the working committee meetings pertaining to the conference.

It is desirable that organizing committee treats the outgoing and incoming vice presidents, Hon. State Joint Secretaries and other office bearers of the state branch as guests and invitation to this effect should be extended well in advance.

Free boarding and lodging facilities must be provided to the IMA state office staff for the duration of the conference. Programme for the inaugural function and format of this invitation as per the minute to minute programme should be followed.

6. 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/State working committee meetings for discussion.

Funds collected by the organizing committee will belong to the host branch. It is desirable that the organizing committee collects all promised moneys as soon as the conference concludes and gets the accounts audited within 3 months from the date of the conference.

It is desirable that this audited statement of accounts is submitted to the executive committee of the host branch and surplus funds transferred to the host branch corpus funds. Host branch is required to send a copy of the audited statement of accounts to the state branch for information.

25 % of savings by hosting local branch organizing the conference, contribute towards the state branch activities by the local branch is welcome. The organizing committee should not invest / spend the surplus funds by themselves unless it takes prior permission from the local branch executive committee.

7. IMA INSIGNIA

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

8. IMA FLAG SPECIFICATION

Kakatiya fort picture to be included in the IMA Telangana flag.

CLOTH satin silk – on both sides.

SHADE navy blue

SIZE 11''x9''

POSITION OF THE EMBLEM in the centre on both side of the cloth SIZE OF EMBLEM: 7.1/2 x 7.1/2'' COLOUR OF EMBLEM: Golden yellow. (either painted or embroidered) FRILL of golden yellow colour silk thread on the three borders of the flag.

9. DAIS ARRANGEMENTS OF THE STATE MEDICAL CONFERENCE

FRONT ROW:

Left to right

Hon. Secretary IMA local branch

President IMA local branch

Hon. State Finance Secretary

IMM. Past State President

PPC chairman
President – Elect
Guest of Honor
State President
Chief Guest
Head Quarters representatives
Hony. State Secretary
Organizing Committee Chairman of the state conference
Organizing Secretary of the state conference

SECOND ROW

All the State Vice Presidents, & all State Past Presidents

THIRD ROW

All the other state office bearers

DAIS ARRANGEMENT OF THE LOCAL BRANCH MEETING:

Left to right

Hon. State Treasurer

Hon. state secretary

State vice presidents

Guest of honor

President of local branch (presiding officer)

Chief guest (state president)

Imm. Past state president

State President elect

PPC Chairman

Hon. Secretary of LB

Hon. Treasurer of LB

State office bearers if any

PART XI

IMPORTANT DAYS TO CELEBRATE

5th January

26th January

24th March

7th April

1st Tuesday in May

IMA Telangana State Formation Day

Republic Day

World T.B Day

World Health Day

World Asthma Day

31st May

7th June

1st July

11th July

15th August

5th September

1st October

1st November

14th November

24th November

1st December

No Tobacco Day

Environment Day

Doctor Day

World Population Day

Indian Independence Day

Teacher's Day

Blood Donation Day

World Immunization Day

World Diabetic Day

Anti-Quackery Day

World AIDS Day

NO ONE IS ABOVE CONSTITUTION – FOLLOW CONSTITUTION -THE KEY FOR SUCCESS OF ANY ASSOCIATION WITH INTEGRITY



Dr P Vijaychander Reddy
Chairman, Constitution Committee
IMA Telangana State



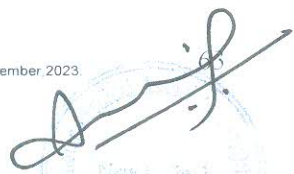
Dr. B. N. Rao
President
IMA Telangana State



Dr. J. Vijay Rao
Hony. State Secretary
IMA Telangana State



The constitution of IMA Telangana State Branch approved & ratified in 84th Central Council meeting of IMA held at Kovalam, Kerala on 26th- 28th December 2023.


New 1.1.2024
IMA Dist. P. N. S. Reddy


* New Delhi *
* 11/11/2018 *
* 11/11/2018 *