

MEMORANDUM & BYE LAWS RULES
DELHI MEDICAL ASSOCIATION
Delhi State Branch



of

INDIAN MEDICAL ASSOCIATION
(Registered under Societies Act XXI 1860)
As Amended on December 1998

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PART 1

MEMORANDUM

Article 1

NAME

The name of the Association is the **DELHI MEDICAL ASSOCIATION**. It is the State Branch of the Indian Medical Association hereinafter called the Association.

Article 2

OFFICE

The Office of the Association will be situated in Delhi at D.M.A. House Medical Association Road, Daryaganj, New Delhi-110002. The Jurisdiction of the Association shall extend to all areas within the territory (Union or State) of Delhi.

Article 3

OBJECTS

The Objects for which the Association is established are:-

- a) To promote and advance medical and allied sciences in all their different branches and to pursue the improvement of public health and medical education.
- b) To maintain the honour and dignity and to uphold the interests of the medical profession and to promote co-operation amongst the members thereof.
- c) To work for the abolition of compartmentalism in modern medical education. Medical services and registration in the country and thus to achieve equality among all members of the profession.

Article 4

METHODS

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

- a) Hold periodical meetings and conference of the members of the Association and the medical profession in general.
- b) Arrange from time to time congresses, conferences, lectures, discussions and demonstrations on any aspect of the medical and allied sciences.
- c) Publish and circulate a journal or bulletins which shall be the official organ of the Association of a character specially adopted to the needs of the medical profession of India which shall undertake publicity and propaganda work of the Association through its columns and publish other literature in accordance with the objects of the Association.
- d) Maintain a Library and an Association Office.
- e) Publish from time to time transactions and other papers embodying medical researches conducted by the members or under the auspices of the Association.
- f) Encourage research in Medical and allied sciences with grants out of the funds of the Association, by the establishment of scholarships, prizes or rewards, and in such other manner as may from time to time to determined upon by the Association.
- g) Conduct educational campaign among the people in the matter of public health and sanitation by cooperating whenever necessary with different public bodies working with same object.
- h) Organise medical corps for providing medical relief during epidemics and in times of emergency.
- i) Consider and express its views on all questions and the laws of India or proposed legislation affecting public health, the medical profession and medical education, and initiate or watch over or take such steps and adopt such measures from time to time regarding the same as may be deemed expedient or necessary.
- j) 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, newspapers, periodicals, instruments, fitting, appliances, apparatus, conveyances and accommodation and when deemed necessary or desirable in the interest of the Association, sell, let, hireout, mortgage, transfer or otherwise dispose of the same.

- k) Erect, maintain, improve or alter and keep in repair any building for the purpose of the Association.
- l) Borrow or raise money of the Association in such manner as the Association may think fit and collect subscriptions and donations for the purpose of Association.
- m) To act as Treasurer and distributors of any benevolent fund or funds which may be contributed by members or others for assisting necessitous members and widows and children or other dependants, kindred of deceased members and to take any contribution out of the surplus assets or income of the Association from time to time to any such benevolent fund or funds, if necessary.
- n) Invest any money of the Association not immediately required for any of its objects in such manner as may from time to time be determined by the Association.
- o) Assist, subscribe to, or cooperate or affiliate or be affiliated to, any other public body whether incorporated, registered or not, and having altogether or impart objects similar to those of the Association.
- p) 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.

Article 5

Any alteration, addition or deletion or amendment to any article of the memorandum or rules of the association can be done only in **ANNUAL GENERAL MEETING**.

PART II

RULES OF THE ASSOCIATION

Article 1

The Association shall consist of members whose names are on the register of members of the Association at the time, when these revised rules come into operation and of subsequent members, who shall be those persons who being eligible, shall after the date of adoption of these revised rules of the Association, be duly elected in such manner and upon such conditions as may be prescribed from time to time whether through a local branch of DMA in Delhi or directly to DMA under the category “Direct Members “.

Article 2

REGISTRATION OF MEMBERSHIP

There shall be a “REGISTRATION OF MEMBERSHIP” in which names of all the members of the association shall be entered along with their qualifications, addresses, branch, specimen signatures and photograph. These shall be maintained, branch wise and direct members shall be entered under a separate head.

Article 3

LOCAL BRANCHES

- 3(a) All local existing branches within the area of Delhi, already approved by IMA & those formed in future, shall be constituent units, of the association. List attached (App.1.)
- 1. Delhi North Zone
- 2. West Town Branch
- 3. Karol Bagh Branch
- 4. Janakpuri Branch

5. East Delhi Branch
 6. South Delhi Branch
 7. New Delhi Branch
 8. Central Delhi Branch
 9. Lady Hardinge, Sadar, Paharganj Branch
 10. Rohini Zone
 11. Outer West Branch
 12. Dwarka Branch
 13. Direct Members
- 3(b) Each local branch shall have an area of jurisdiction recommended by DMA (State Executive Committee) and approved by I.M. A.
- 3(c) The formation of a local branch shall be governed by the rules and regulations of IMA vide IMA Bye-Laws No. 26 page No.45(1998) Application for the formation of local branches. The number of persons and their eligibility shall be as per Rule 12 and who reside, practise or are employed in a place or its neighbourhood may form themselves into a local branch of the Association by a resolution passed at a General Meeting of such persons, convened for the purpose. The resolution with the names of the office bearers of the new branch and the signed M.A. forms, H.F.C. as per Bye-Laws shall be sent to the State or Territorial Branch who shall consider the resolution and forward its recommendations alongwith a copy of the resolution, the names of the office bearers, the M.A. Forms and the Headquarters quota of H.F. C. to the headquarters for final approval of the Branch by the Working Committee, at its next meeting. As Per IMA Rules.

THE FORMATION OF ANY LOCAL BRANCH IN DELHI WOULD BE VALID ONLY IF ITS APPLICATION IS ROUTED THROUGH D.M.A.

- 3(d) Local branches shall be free as per their internal management is concerned but their rules, regulations and bye-laws shall not contravene any rules/regulation/bye-laws of DMA or IMA.
- Copies of branch rules and bye-laws and all subsequent changes therein shall be submitted in duplicate to the State office for approval by the State Executive committee and IMA Headquarters, if required.
- 3(e) The local branches shall be guided by State Branch in all matters and State office shall be the medium of all communications between local branches and IMA Headquarters. In case of difference of opinion on any matter the local branches any appeal to the Central Council or Working Committee of IMA.
- 3(f) Local branches shall refer all matter pertaining to Delhi State and/or Govt. of India to the Delhi Medical Association which in turn shall refer matter pertaining to Central Govt. to IMA for further action.
- 3(g) The State Branch shall not be liable for any of the debts/liabilities of any of the local branch under its jurisdiction, nor shall the local branches be liable for any of the debts /liabilities of the State Branch.
- 3(h) In event of the dissolution of any local branch in Delhi, after meeting all the liabilities, assets in excess, if left over, shall vest with Delhi Medical Association.
- 3(i) All correspondence to local branches shall be addressed to both the President and Secretary, except in specified circumstances.
- 3(j) All the correspondence to the Branches or their office bearers shall be sent on the last available address in DMA. If there is any change in any address, it shall be the duty of Branch to inform DMA Office for necessary change in the record.

Article 4

MEMBERSHIP

a) Eligibility

Any person possessing medical qualifications as defined in the Indian Medical Degrees Act 1916 (Act VII of 1916) and duly registered under the Indian Medical Council Act as

amended in 1956 in any one of the State Medical Council in India, will be eligible for membership.

b) Classification

- i) Ordinary member through local branches: Eligible persons who have enrolled through a local branch on yearly subscription.
- ii) Life Member through Local Branch : Eligible person who has paid life membership fee in lump-sum as per rules of IMA through local branch.
- iii) Direct Life Member : Those members who had enrolled themselves as life member of IMA through DMA before these rules came into the operation (1983) by paying life membership fee in lump-sum as per rules of IMA.
- iv) Hony. Life Member : It shall be conferred on all members, who have had the honour of serving Indian Medical Association as its President. It may also be conferred on persons of high scientific eminence or on a member who has rendered outstanding services to the association after their consent. Such a member shall not be liable to pay any subscription but enjoy all privileges of any ordinary member other than those of voting, holding any office or representing the association in any capacity or any other body.
- v) Ordinary Direct Members : Members of IMA through DMA or through local branches, having completed 15 years continuous membership or doctors who have qualified for more than 20 years shall have the option to get themselves enrolled as Direct Members of Delhi Medical Association. However, direct members of all types will not have any office bearers of their own, nor shall enjoy any privilege of a local branch collectively. They shall be under DMA State office for all administrative purpose, but shall be entitled to elect their representative to State Executive Committee as per Article 13 A & Central Council if IMA as per IMA rule and take part in all election of DMA & IMA.

Article 5

TERMINATION OF MEMBERSHIP

Membership of the Association of a member may be terminated in any of the following ways :-

- a) If he ceases to hold qualification as provided in Article No.4, of part II (Rules)
- b) On erasure of his name from any of the medical register, due to misconduct and as punishment (except when his name is removed for non-payment of renewal registration fee)
- c) He being found guilty by a Court of Justice for any offence which involves moral turpitude.
- d) By default of receipt of payment of subscription directly or through local branch as the case may be.
- e) If he submits his resignation by giving 30 days notice in writing to the Secretary and has paid all the claims of the Association against him.
- f) In the event of becoming insane.
- g) By death

(B) REINSTATEMENT

A member whose name has thus been removed under Articles No. 5 (a to d) may be readmitted on the expiry of two years or thereafter provided his application for re-enrollment is supported by ten members of the Association testifying to his good conduct during the intervening period. He must also submit a written apology acceptable to the Executive Committee and also to the General House.

Article 6

Any one, ceasing to be a member of the Association, shall not, nor shall his representative have any claim upon, or interest in the assets of the Association excepting in so far as he may have made any advances towards the funds of the Association. But

nothing in this clause shall prevent the Association from realising any dues from a member at the time of his ceasing to be a member, or from his representatives and estate.

Article 7

ASSOCIATION YEAR & FINANCIAL YEAR

The Association & financial year of the Association will be from 1st of April of each year to 31st March of the next year.

Article 8

FINANCES

The income and the property of the Association whensoever derived, shall be applied solely towards the promotion of the objects of the Association as set forth in the memorandum and rules of the Association and no portion thereof shall be paid or transferred, directly or indirectly by way of dividend, bonus or otherwise whatsoever by way of profit to the members of the Association, provided that nothing herein contained shall prevent the payment of remuneration in good faith to any officer or servant of the Association or to pay any member of the Association or other persons in return for any services actually rendered to the Association nor prevent the payment of interest on moneys borrowed from any members or other persons.

Article 9

All money of the Association shall be deposited with a scheduled bank/banks approved by the State Executive committee.

Article 10

The books of accounts shall be kept at DMA office. They shall be properly maintained. Monthly income and expenditure statement shall be prepared and scrutinized by the State Executive Committee. Any member of the Association can inquire about any aspect of state finances in writing. It shall be binding on the state Executive Committee to reply the member in writing within one month of the receipt of his letter.

Internal auditor may be appointed by the State Executive Committee for scrutinising the account of the Association at periodical intervals.

Accounts shall be audited every year by the competent auditors appointed by the General House and shall be presented at the time of Extra Ordinary Generally Body Meeting for approval in May every year but not later than 31st May every year.

Article 11

SUBSCRIPTION

Amounts mentioned below are likely to change from time to time in future. Changes enforced in future, shall be applicable to all concerned accordingly as per IMA Rules.

- a) Branch Members : The Branch members shall pay their subscription to the concerned branch according to scale fixed by the branch. The branch, however, shall pay H.F.C. contribution to the State Headquarters as per rate fixed by Central Council of IMA from time to time.
- b) The H.F.C. shall become payable on 1st April every year and shall be paid in the case of all existing members in one lump sum for the full year not later than the following 30th April.
- c) The local branch which does not pay its H.F.C. in full on the date mentioned above is liable to be suspended with regard to privileges of membership as per laws of IMA. The local branch shall forward to the State Office a list of valid members in duplicate as on 30th April along with H.F.C. Local

branches shall be held responsible for payment of H.F.C. on yearly basis in respect of members in the aforesaid lists of members. Non submission of the list shall make a branch liable for payment of H.F.C. on behalf of all the members existing in the previous list submitted by the branch except those whose name have been suspended and intimated to State Headquarters in proper time.

- d) In case of husband and wife (couple member) both becoming members through one branch, the branch shall pay one and half time the amount as applicable to the single member. The couple members shall be entitled to receive only one copy of all communication and journal of the Association but enjoy all other privileges of membership independently.
- e) Distribution of H.F.C. (State share, Hqrs Share, IMA Journal, Apka Swasthya, your health and IMA Benevolent Fund etc.) shall be guided as per rules of IMA.

DISTRIBUTION:

	Single Member(Rs.)	Couple Members(Rs.)
Headquarter	75.00	130.00
State/Territorial	70.00	123.00
Journal Office	70.00	70.00
IMA Benevolent Fund	8.75	13.00
“Your Health”	5.00	7.50
“Apka Swasthya”	5.00	7.50
IMA News	5.00	7.50
International Activities	5.00	7.50
Special Fund Contribution	6.25	9.00
Total	250.00	375.00

g) If a branch member leaves a branch he must clear all the dues of previous branch before joining the new branch.

h) Life Member : Life members through DMA or through a local branch shall not be required to pay any yearly subscription.

i) Direct ordinary member under article 4 (b) (v) shall pay yearly subscription as under :

	Single (Rs.)	Couple (Rs.)
Headquarter	75.00	130.00
State/Territorial	70.00	123.00
Journal Office	70.00	70.00
IMA Benevolent Fund	8.75	13.00
“Your Health”	5.00	7.50
“Apka Swasthya”	5.00	7.50
IMA News	5.00	7.50
International Activities	5.00	7.50
Special Fund Contribution	6.25	9.00
Total	250.00	375.00

If paid after 30th April - Single Member - Rs. 270/-
Couple Member - Rs. 400/-

THE TARIFF WILL BE REVISED AS PER IMA RULES PREVAILING FROM TIME TO TIME.

Article 12

MANAGEMENT OF THE ASSOCIATION

The General Control, management, direction of the policy and affairs of the association shall be vested in the General Body of the Delhi Medical Association, comprising of all the members (Direct or through local branches) for day to day management, the executive authority of the Association shall vest in “ State Executive Committee”.

Article 13

COMPOSITION OF STATE EXECUTIVE COMMITTEE

- a) President, President elect and Two Vice-Presidents.
 - b) Elected members from various branches including direct members. Each branch shall be entitled to elect members to State Executive Committee according to its numerical strength based on H.F.C. paid on 31st March as per scale below:
 - i) 20-50... - One member
 - ii) 51-100... - Two members
 - iii) On subsequent hundred - Oneor its part
- For example :
- | | | |
|--------|--------|--------------|
| 1..... | 50.... | 1 |
| 51.... | 100... | 2 |
| 101... | 200... | 3 |
| 201... | 300... | 4 and so on. |
- c) Ex-Officio members
 - d) Co-opted members : Shall have no voting right.
 - e) Nominated members : Shall have no voting right
 - f) Hony. Ex-Officio- members of the State Executive Committee.

Ex-Officio members :

- i) Two immediate past President - DMA
- ii) Retiring Honorary Secretary - DMA
- iii) Members of DMA on Working committee of IMA
- iv) Director of Studies & Secretary - IMA College of General Practitioners- (Delhi State Faculty)
- v) Chairman & Secretary- IMA Academy of Medical Specialties -(Delhi State Chapter)
- vi) Chairman & Secretary- Nursing Home Forum & Medical Establishment
- vii) Chairman & Secretary- DMA Club
- ix) Chairman, Building Standing Committee.

OFFICE BEARERS OF THE ASSOCIATION

The Association shall have the following office bearers :

- 1. Directly elected by the General House:-

A) President Elect

B) Two Vice Presidents

- 2(a) To be elected from amongst the State Executive Committee members :-

a) Hony. State Secretary 1

b) Hony. State Joint Secretary 2

- | | | |
|----------------------------------|---|-----------------------|
| c) Hony. State Asst. Secretaries | 3 | |
| d) Hony.finance Secretary | 1 | |
| 2(b) Hony Editor | } | |
| Hony. Associate Editor | } | Delhi Medical Journal |

One of the above may be from the General membership

2(c)- Associate Editor- DMA News bulletin

The electoral college for the election of the above mentioned office bearers shall comprises of :

- a) President
- b) President -Elect
- c) Two Vice-Presidents
- d) Elected executive members from various branches including Direct members
- e) Two immediate Past Presidents of DMA
- f) Retiring Immediate State Secretary- DMA
- g) Members of DMA of Working committee IMA, Director of Studies & Secretary, IMA College of General Practitioners- Delhi State Chapter who have been elected in or before the last Annual General Body Meeting and Chairman & Secretary, IMA Academy of Medical Specialties- Delhi State Faculty, Chairman & Secretary Nursing Home Forum and Chairman & Secretary DMA Club.
- h) Co-opted Members : The President ,may co-opt upto 3 members to attend any particular meeting of the State Executive Committee, if their presence is considered necessary for discussing any topic on the agenda. Co-opted members shall enjoy all the right and privileges of elected members for the particular meeting only for which they have been co-opted. They shall have no voting right.
- i) Nominated Members : The State Executive Committee after assuming the office, may nominate two members from amongst the Strata of profession which appears to the unrepresented in that respective year e.g. Medical Colleges, C.G.H.S., E.S.I. Municipal Corporation, Junior Doctors etc; to the State Executive Committee. Nominated members shall have all the privileges of elected members for that particular year without any voting rights.

Article 14

RESOLUTION

Honorary State Secretary shall inform the local branches under the jurisdiction of Delhi Medical Association i.e. DMA on any date after 31st December each year but not later than 15th January by a written notice intimating the branch Secretaries as well as by publishing in the DMA News Bulletin regarding the entitlement of their seats in the DMA Executive as per records available in the State Office i.e. DMA as on 31st December in the respective year. The notice will be given only to those branches whose HFC has been received in DMA Office on or before 31st December every year.

On receipt of the Election Notice from the State Secretary, the local branches shall initiate the process and will complete the same and shall inform the election results on or before 28th February. If the results are not received in the DMA office by 1st March the seats would be taken as vacant. Any seat falling vacant or remaining unfilled shall be filled by a similar procedure after the State Secretary has intimated the respective Branch/Branches where the seats remained unfilled or vacant.

Article 15

ELECTION OF PRESIDENT ELECT AND TWO VICE PRESIDENTS

Election Commission

The State Executive Committee shall appoint Election Commission comprising of Seven members, one of which shall act as Chairman of the commission and Hony. Secretary as the convenor. Any body who is contesting shall not be the part of the Commission. The Chairman, Election Commission shall on or before 10th January each year call the nomination through DMA News Bulletin from the valid members as on 31st December of Previous year.

- a) For the post of President Elect
- b) Two Vice Presidents

Criteria for the Candidature :

- a) President elect and Vice Presidents
 - i) Minimum 5 years of continuous membership of the association either direct or through a local branch or through both.
 - ii) Must enroll himself as life member of IMA.
 - ii-(a) Any member seeking election to the above mentioned elective posts of DMA should have been either a member of the State Executive for 3 years or should have held any post of DMA as Office bearers for at least one year.
 - iii) A candidate who polls less than 5% of total votes polled shall not be eligible to contest for any of the above for next 3 years.

Code of Conduct

- i) One cloth Banner measuring 3 meter outside DMA Building on the adjacent road is allowed to each candidate. The banner shall be outside the Polling area decided by the Chairman of the election.
- ii) Press advertisement, Press release & Press conference for election purpose shall be banned.
- iii) Communication to the voters by the candidate or candidates is allowed through DMA News bulletin on payment of maximum of two pages in one issue, duly approved by Election commission. No other communication is permissible.
- iv) Any contravention or violation of electoral Rules & Bye Laws will be taken as election dispute and dealt accordingly. if the contravention or violation is proved the defaulter will be disqualified for four years including the year of election in which violation has been committed.

The nomination in sealed envelop must reach the office of the Election Commission i.e. DMA by 3 pm on 25th Jan. every year. Nomination paper shall bear the endorsement from the Branch Secretary verifying that the candidates, proposer and seconder have paid their membership subscription by 31st December. In case the endorsement of payment has not been made by the branch secretary, the nomination paper shall stand valid only if DMA records confirm that the signatories have paid dues upto to 31st December. Nomination shall be accepted only on nomination paper/s issued by DMA Office.

The nominations shall be opened in the meeting of State Executive on 25th Jan., every year. The valid nominations will be communicated to Presidents/Secretaries of all branches by post (UPC) and would also be displayed on DMA Notice Board.

The last date of withdrawal will be upto 3 PM, 30th January every year. Withdrawal must be submitted in sealed envelopes, which shall be opened in the Executive Committee on the same day. Withdrawal papers once submitted cannot be withdrawn. After the withdrawals only, the name of the valid candidate will be circulated through DMA News Bulletin. They will also communicated to all concerned.

The voting shall be held in five zones of Delhi on Sunday 9.00 a.m. to 5.00 p.m. after having given a clear time of 10 days for canvassing but not later than 15th Feb every year. The local branches shall vote as follows in various zones.

Central zone : Central Delhi Branch, LHSP branch, Direct Members

East zone : East Delhi Branch

South zone : South Delhi , New Delhi branch

West zone: Karol Bagh, Westtown Branch, Janakpuri Branch, Outerwest Branch, Dwarka Branch

North zone : Delhi North zone and Rohini Branch.

Venue of election for each zone shall be decided by DMA office. One member of Election-commission shall be responsible for the conduct of election in each zone with the help of professional team.

No member of DMA except for the member of election commission shall have any role in conduct of election.

Member of election commission appointed to a particular zone will not be a member of either of the branches voting at the centre.

Each candidate shall be entitled to send one representative to each centre as an observer.

No voter without a photo identity proof shall be allowed to cast his/her vote.

After the polling, member election commission of that zonal centre shall seal the ballot boxes in presence of the Observers of all the candidates. The details of number of ballots issued at that centre shall be provided to the observers at the centre itself.

The sealed ballot boxes shall be taken to DMA house for counting to be undertaken on same day. All the arrangements for the election shall be made by DMA. Local branches shall have no role in conduct of election.

No other election can be tied up with DMA elections.

The executive committee of any local branch through a resolution can request DMA to cast its vote at any of the zonal centres.

Election Process

- i) The election shall be held by secret ballot (at the time of polling) issued to all members on the rolls of association on whose behalf H.F.C. has been deposited by 31st December along with a list of valid members on whose behalf HFC has been deposited. The valid list shall also be displayed on the notice board of DMA and same will be sent to the branch Secretaries by 10th January of every year.
- ii) Ballot papers shall bear the seal of the association and signature of any two members of the Election Commission for this purpose. No envelope shall be necessary for the Ballot Paper.

Ballot papers will be delivered to the Chairman, Election Commission at least 48 hours before the Polling date.

- iii) The ballot paper shall be issued by the polling Officer to the valid members against the signature after establishing the identity through one of the means- identity card issued by DMA or IMA, driving license, ration card, if he or she is the head of the family identity card issued by Government agencies, pass port or verification of signatures from the membership allocation Form. In no case any member shall be issued ballot paper in absence of aforementioned criteria unless until his/her identity is verified by all concerned in writing on the ballot paper.

Each member shall be issued separate ballot paper for post of President elect and two Vice- Presidents.

- iv) The ballot box shall be sealed in presence of President/Vice President, one of the Secretaries, Presiding Officer/Election Commission and Candidates or his observer for the election.
- v) The Ballot Box shall be kept in the custody of the Presiding Officer during the Polling time and shall be kept in the office under the key which shall remain with Chairman, Election Commission.
- vi) After total polling is over, the counting shall take place immediately. The Chairman, Election commission and his team shall hand over the sealed ballot box to the team of Scrutinizers (3-5) appointed by the Election Commission.

The Chairman shall open the ballot box before the Scrutinizers and the candidates or their Observer nominated by them, and hand over the ballots to the Scrutinizers. The Ballot papers would be counted and if any discrepancy between ballots issued and recovered from the box is found, it shall be recorded and signed by the Chairman and the Scrutinizers.

- vii) The Scrutinizers will count the votes before the candidates or their observers nominated by them, criteria for invalidating a vote would be mentioned on the ballot paper and the same shall act as guidelines for the Scrutinizers.

The ballot papers shall be sorted out separately for the President elect, Vice Presidents and counted accordingly.

- viii) For each category the scrutinizers shall record the votes polled in the names printed on the ballot papers.
- ix) These results shall be signed by all the scrutinizers and submitted to the President, who shall place these results before the State Executive Committee within 2 days of receiving it. Among the Vice Presidents, candidate polling maximum votes shall be the Senior Vice President. For any post candidate/s securing votes in order of merit shall be decided depending upon the number of seats vacant.

The result shall be displayed on the Notice Board and published in DMA News Bulletin and communicated to all elected candidates and branches by post (U.P.C.)

ELECTION DISPUTES

- a) **Election Dispute of Local Branch:** In the event of a dispute regarding elections of any local branch the following procedure shall be adopted to settle event:
 - (i) In event of election dispute, a written complaint addressed to the State President must be received within 3 weeks of declaration of result by the Branch. Such a complaint must be routed through the local branch concerned. However a direct copy of the complaint may be sent earlier. It would be the duty of every branch to send the complaint within seven days of its being received in branch office.
 - (ii) On receipt of such a complaint, State President shall appoint a Committee to go into the nature and try to settle it by mutual agreement within 7 days and report back to him. If a settlement is reached it must bear signatures of all parties concerned.
 - (iii) In case of failure in arriving at negotiated settlement, State President shall appoint an Election Tribunal comprising of State President and two immediate past Presidents. The tribunal will send notices to all parties concerned by registered A/D Post at the last available addresses in the records of the Association and publish the same in the newsletter. The date of hearing shall not be less than 7 days from the date of posting. The tribunal shall give its decision within 10 days of its first meeting by even-holding day-to-day hearings if required. The decision of the tribunal shall be final and binding. The decision of the tribunal shall be communicated to all parties concerned and I.M.A. (Hqrs.) for information and published in D.M.A. News Bulletin. This shall also be displayed on the D.M.A. Notice Board.

(b) Election Dispute at State Level

In the event of any complaint about any election at State level the following procedure shall be followed:

- (i) The written complaint giving exact nature of grievance/ irregularities or any such action be given to State Secretary within 15 days of completion of election.
- (ii) The matter shall be placed before an Emergent Meeting of State Executive Committee, which shall appoint a Committee of 3 senior members of the profession for achieving amicable settlement.
- (iii) The Committee shall discuss the matter with all concerned and try to solve the matter and report back within 15 days to the State Executive. In the event of settlement being reached, it must bear signatures of all parties concerned.
- (iv) In case the matter is not resolved the same shall be referred to I.M.A. (Hqrs.) for necessary action according to I.M.A. Rules and By-laws.

Article 16

ELECTION OF OFFICE BEARERS OTHER THAN PRESIDENT & VICE PRESIDENTS

The election of the office bearers other than President elect and Vice Presidents as mentioned in Article (13) shall be held from amongst the members of newly constituted

State Executive committee in a meeting specially called for the purpose and in any case before the Annual General Body meeting. For each post, nomination shall be invited on the floor by the Chair. The member proposed for any office, must be present in the said meeting or his consent in writing be available before the same shall be considered. The election shall be conducted by show of hands or by secret ballot.

The election of various offices shall be conducted in the following order :

- | | | |
|-------------------------------|---|----------------------------------|
| a) Hony. State Secretary | 1 | |
| b) Hony. Joint Secretaries | 2 | |
| c) Hony. Asstt. Secretaries | 3 | |
| d) Hony. Treasurer | 1 | |
| e) Hony. Editor (DMA Journal) | | } One of the two may be from the |
| f) Hony. Associate Editor | | } State Executive committee. |
| g) Associate Editor | 1 | |
| (DMA News Bulletin) | | |

The election of one office shall be completed before taking up election of next office. The result shall be declared then and there. The result shall also be circulated in DMA News bulletin along with its being displayed on DMA notice board.

Article 17

Any vacancy among the office-bearers during the term of the Executive Committee shall be filled up, till the next Annual General Meeting at a meeting of the Executive Committee from its members except in case of office of President or Hony. Secretary, if falling vacant at any time, the Vice-President and the Hony. Joint Secretary respectively will hold these offices for the rest of the term.

Article 18

Any resignation submitted by any of the President/President elect/Vice President shall only be discussed in specially called meeting of Executive Committee within 7 days of the receipt of letter of resignation. In case the Executive committee fails to resolve the crisis, then an Extra Ordinary General Body meeting shall be convened with 7 days of Executive Committee meeting, the decision taken in the Extra Ordinary General Body meeting shall be final.

In case of resignation by any other office bearer, other than President/President elect/Vice Presidents; An urgent meeting of the Executive Committee shall be called within 7 days of receipt of letter. The whole issue shall be discussed in especially convened meeting and its decision would be final.

VOTE OF 'NO CONFIDENCE' AGAINST

- a) **President/Vice Presidents** : A resolution clearly stating the reasons for vote of no confidence against the respective office bearer signed by a minimum of 1/10 of total membership (clearly stating name, M.R. No. & signature) has to be submitted. On receipt of the same a special Executive meeting shall be convened to discuss the matter within 7 days of the receipt of the letter & refer to an Extra Ordinary General Body meeting to be convened within 15 days of the executive meeting clearly stating the agenda. A minimum of 1/8th of total membership shall have to be present in the said meeting out of which part of members who have requested for the meeting shall have to be present. A vote of no confidence shall be applicable only if 3/4th of the

members present shall vote in favour of 'No Confidence motion'. In absence of quorum the motion of no confidence shall stand annulled.

- b) Any other office bearers :** A minimum of 3/4th of the Executive members excluding coopted, nominated and Honorary members shall have to submit a resolution clearly stating the reasons. An urgent executive meeting shall be held within 7 days of the receipt of requisite notice. A minimum of 5/6th of the Executive members shall have to be present where this resolution shall be discussed and voted. A vote of No confidence shall be applicable only if 3/4th from the present members vote in favour of No Confidence Motion.

POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

The Executive Committee shall be the Executive authority and as such shall exercise all such powers to carry into effect the policy and programme of the Association as laid down by the Association and shall remain responsible to the general body. The Executive 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 room, library and properties and for the organisation and maintenance of its publications and institution of various awards and prizes etc.
- b) (i) to appoint Committees, Sub-Committees, Ad-Hoc Committees and when necessary elect the Chairman.
(ii) The President shall preside in all such Committees as & when present.
- c) to represent any matter in which they consider the interests of the Association or the medical profession or the public health are affected, before Government or other public bodies or any properly constituted authority.
- d) (i) To consider and scrutinise the applications for membership from the branches and to be forwarded to IMA Hqrs for further action.

Suspension of the Member : Suspension of members and question of taking such disciplinary action as it may deem fit against any member for misconduct, willful neglect of default : opinion of Branch Executive Committee shall be sought in such matter (if a member is enrolled through a local branch). Suspension of any member by a local branch would be operative only after its being approved by the State Executive committee. Disciplinary committee of past 12 presidents of which 7 should be present in each meeting should be formed for the suspension of the members for taking any disciplinary action and the decision of the committee will be binding on every body which will be conveyed to the Executive Committee and Extra Ordinary General Body Meeting specially convened for this purpose.

- e) To write off the whole or part of the unrealizable arrears of subscription of members or the branch or other outstanding dues of the Association or its publications, if considered desirable and these shall be submitted for endorsement by Annual General Meeting.
- f) To appoint or remove salaried officers and servant of the Association.
- g) To consider all day to day matter and make necessary recommendations as far as possible to the Association.
- h) To appoint one or more Sub-Committees out of themselves and entrust them any of their powers and duties or any specific job matter concerning the affairs of the Association. Such sub-Committees will have power to co-opt any member of the Association to it subject to approval of the President. One of the Secretaries should be a member of all such Sub- committees and will act as its convener and Secretary. **All Sub-Committees shall function under State Executive.**

- i) To give effectual release and receipt for all moneys payable to the Association or claims against the Association.
- j) To deposit the funds of the Association in any bank or banks and make withdrawals from time to time for meeting the expenses for running the business of the Association.
- k) Of power to make, amend or repeal Bye-laws as they may deem necessary or convenient for the proper conduct and management of the affairs of the Association, provided nothing in them is contrary or repugnant to the rules of Indian Medical Association vide rules of IMA.
- (l) To consider suspension of Branch on whose behalf HFC has not been received in DMA for last six months alongwith list of valid membership. The Executive Committee shall give notice by registered post addressed to the Secretary of the branch for paying all the dues within 15 days of the issue of the notice. In case the HFC is not received by DMA office within stipulated period, Executive Committee shall recommend its suspension to the IMA (Hqrs). The DMA shall stop all privileges of membership to the members of the suspended branch from the day of its recommendations to IMA till the suspension is revoked on receipt of arrears due. Suspension shall not effect any type of Life Members except Direct Hony. Life Members (special). The news that a branch has been suspended shall be printed in DMA News Bulletin.
- m) The Executive Committee shall compiled true account to be kept of all sums of money received and expended by the Association and of all matters in respects of which such receipt and expenditure taken place and of the assets, credits and liabilities of the Association.

Article 19

STANDING COMMITTEES

Formation of Finance Standing Committee :

- 1) Finance Standing Committee shall consist of Six members, out of which two would retire every year and would be replaced by newly elected members. Term of each member shall be three years. One of the members shall act as Chairman, from amongst the members each years.
- 2) The Finance Secretary shall be ex-officio member and Convenor of the Committee.
- 3) The President & Secretary shall be ex-offico members.
- 4) The Secretary of IMACGP (DSF) and IMA AMS(DSC), Secretary, DMA Club, Secretary, DMA NH & MEF, Secretary, DMA Group Housing Society, Editor, DMA journal shall be co-opted members only in those meetings where finances shall be discussed in relation to respective faculties.
- 5) President/Secretary of previous year shall also be invited members of Finance Standing Committee.
- 6) President Elect shall also be the invited member.
- 7) It shall hold its meeting as and when required but at least once a month.
- 8) Budget shall be approved by the Finance Standing Committee before placing it before the Executive Committee and General House.
- 9) It shall deliberate on all the financial matters of the Association.
- 10) Any extra expenditure other than the budgeted has to be approved by Finance Standing Committee before incurring it.

b) Community Services Standing Committee :

A Community Services Standing committee to be formed for three years on following lines:

- 1) The community services standing committee shall consist of nine members, out of which three members would retire every year and would be replaced by newly elected members. Terms of each member shall be three years except in first two years of the formation of the standing committee where three members shall retire after one year and three would retire after two years. One of the members shall act as chairman amongst the members each year with the option of being re-elected for the next consecutive year as well.
- 2) One of the secretaries shall be the ex-officio member and convenor of the committee.
- 3) The President and the Hony. State Secretary shall be the ex-officio members.
- 4) It shall hold its meetings as and when required but at least once a month.
- 5) It shall deliberate on all the matters relating to providing services to the community as well as members of DMA i.e. Social Security Scheme, benevolent fund recommendation, senior members of health insurance scheme etc.
6. The Chairman of the committee shall be an ex-officio member of the state executive committee.
7. Its budget and accounts shall be approved by the community services standing committee members before placing it before executive committee and General House.

C) Building Standing Committee :**Objectives**

- 1) To maintain and look after the existing building.
- 2) To undertake any lease deed of formalities for renting the building.
- 3) To recommend any changes or alterations from time to time.

Composition

- 1) Committee should consist of 6 members who will elect their chairman among themselves.
- 2) The term of each member should be three years and two members will retire each year and in lieu of them two members should be elected every year in AGBM.(for first two years the terms of members can be one year or two years which can be decided by the lottery)
- 3) Term of Chairman should be one year and the election of the chairman should be held in first meeting of the committee after the AGBM.
- 4) The Standing Committee should meet at least five times in a year. However in case of emergency meeting can be held with a requisition of four members at the notice of 24 hours.

Ex-officio : President, DMA

Hony. State Secretary, DMA

Hony. Finance Secretary, DMA

One joint secretary of DMA who is incharge of building, will be the convenor also.

The Chairman of the standing committee should be ex-officio member of state executive committee.

d) Panel Standing Committee :**Objectives**

- 1) To negotiate with various firms or companies and Govt. agencies for securing the interests of DMA Members.
- 2) To look after the problem of the members from time to time with various companies.

Composition

Committee should consist of 6 members who will elect their chairman among themselves.

The term of each member should be 3 years and 2 members will retire each year and in lieu of them 4 members should be elected every year in AGBM. (For first two years the terms of members can be one year or two years which can be decided by the lottery)

Term of Chairman should be one year and the election of the chairman should be held in first meeting of the committee after the AGBM. The standing committee should meet atleast five times in a year. However in case of emergency meeting can be held with a requisition of four members at the notice of 24 hours.

Ex-officio : President, DMA

Hony. State Secretary, DMA

Hony. Finance Secretary, DMA

One Joint Secretary of DMA who is incharge of Quackery shall act as the convenor.

e) Standing Committee for Eradication of Quackery :

Objectives

- 1) To sensitize members and public about the problems of quackery
- 2) To liaise with Govt. Agencies to adopt and implement anti quackery measures.
- 3) To liaise with NGOs and other voluntary organisation for eradication of quackery.
- 4) To take any other measure(s) for eradication of quackery.

Composition

Committee should consist of 6 members who will elect their chairman among themselves .The term of each member should be 3 years and 2 members will retire each year and in lieu of them 4 members should be elected every year in AGBM. (For first two years the terms of members can be one year or two years which can be decided by the lottery)

Term of Chairman should be one year and the election of the chairman should be held in first meeting of the committee after the AGBM. The standing committee should meet atleast five times in a year. However in case of emergency meeting can be held with a requisition of four members at the notice of 24 hours.

Ex-officio : President, DMA

Hony. State Secretary, DMA

Hony. Finance Secretary, DMA

One Joint Secretary of DMA who is incharge of Quackery will be convenor also.

Article 20

DUTIES AND POWERS OF THE OFFICE BEARERS

THE PRESIDENT :

- a) Shall be the Chief Executive of the Association and guide and control the activities of the Association.
- b) Shall preside over all meetings of Association.
- c) Shall regulate the meetings and his rulings on all constitutional points related to the procedure of holding and or conducting the meeting shall be binding on the members.

- d) The President shall be guided by the majority view of the State Executive Committee in the functioning of the association. On any matter, if he differs from the majority views of the State Executive, he may call extra ordinary general body meeting to place concerned, matter before it. The decision of the General House on the matter shall be final.
- e) Shall have powers to call the meetings of the Executive Committee and all General Meetings.
- f) Shall be the ipso facto member of all Committees.
- g) Shall, if he deems it necessary, co-opt or invite any member of the Association to any meeting of the Executive Committee such Co-opted or invited member shall have the privileges to participate in the discussions at the meetings but the invited member shall have no voting rights.
- h) May, in his discretion, nominate any medical man or scientist as Chairman for any Scientific Lecture.
- i) Shall in addition to his ordinary vote, have a casting vote, in case of equality of votes.

Article 21

VICE PRESIDENTS

Vice President and Senior Vice President shall look after all the duties and exercise the powers of the President in the event of President being absent from the meeting or when asked by the President in his illness or in the event of going out of station. In case the Senior Vice-President not being available or present, the next Vice President shall discharge the duties of the President, if all the Vice Presidents are not available, then the President Elect shall discharge the duties of the President.

Article 22

THE HONORARY SECRETARY

- a) Shall be incharge of the Delhi Medical Association's office.
- b) Shall conduct all correspondence.
- c) Shall have general supervision of accounts, pass all the bills for payment and sign cheques.
- d) Shall get prepared by the Hony. Finance Secretary statement of monthly and annual accounts and get them duly approved by Finance Standing Committee and audited by the Auditor for adoption by the Executive Committee and finally present it at Extra Ordinary Committee specially convened for this purpose.
- e) Shall prepare a Budget in consultation with the Finance Standing Committee to be presented to the Executive Committee and then for approval at the Annual General Meeting.
- f) Shall organise, arrange and convene meetings, conferences, lectures, seminars, symposia and demonstrations,
- g) Shall attend meetings of the Executive Committee and keep proceeding thereof.
- h) Shall be an ex-officio member of all standing committees.
- i) Shall maintain a correct and up-to-date register of all members of the Association.
- j) Shall bring any matter, which he considers necessary and in the interest of the Association to the notice of the Executive committee for guidance, with the approval of the President.

Article 23

THE HONY. JOINT AND ASSISTANT SECRETARY

- a) The Hony. Joint Secretary and the Hony. Assistant Secretary of the Association shall help the Hony. Secretary in all his work in looking after the Office, in conducting correspondence, in preparation of agenda of meetings in preparing statement of accounts, etc.
- b) Hony. Joint Secretary shall act as the Hony. Secretary in his absence-One of the Asstt. Secretary shall look after library and supervise its working as per direction of Executive.

Article 24

THE HONY. FINANCE SECRETARY

- a) Shall collect all money of the Association and deposit the same in a bank or banks approved by the Executive Committee to the credit of the Association and to be operated jointly by the Finance Secretary and Hony. Secretary or Joint Secretary.
- b) Shall be responsible for the collection of all subscriptions and contributions due to the Association.
- c) Shall dispose off the bills for payments as authorized by the Hony. Secretary.
- d) Shall be responsible for keeping upto date the Accounts of the Association with the Accounts books posted up to date.
- e) Shall prepare monthly statement of Accounts to be placed before the Finance Standing Committee.
- f) Shall along with the Hony. Secretary prepare the Annual Statement of Accounts and a Balance Sheet showing the financial position of the Association and get it audited by the auditors appointed by the Association.

Article 25

MEETINGS OF THE ASSOCIATION

There shall be four kind of meetings:

A. Ordinary General Meeting - e.g. Scientific, Social and Cultural meeting as per decision of **State Executive**.

B. Extra Ordinary General Meeting

An Extra Ordinary General Meeting may be called at the instance of the President or by the Executive Committee whenever they think necessary and shall consider election of representation to various bodies or any other business as the Committee may place before it.

It shall be called on a requisition of 150 members or 5% of total membership for requisition meeting of the Association. A meeting convened by requisition shall be fixed for a date not later than three weeks from the date of the receipt of requisition at the Association Office. The requisition shall specify the business of the meeting and no other business shall be transacted at such a meeting

The notice of an Extra Ordinary General Meeting shall contain explicitly the nature of business to be transacted at the meeting. A notice of seven days shall be necessary for an Extra Ordinary General Meeting.

C. Requisitioned Meeting

It shall be called on a requisition of 150 members or 5% of total membership for requisition meeting of the Association. A meeting convened by requisition shall be fixed for a date not later than three weeks from the date of the receipt of requisition at the Association Office. The requisition shall specify the business of the meeting and no other business shall be transacted at such a meeting

D. Annual General Body Meeting

The Annual General Meeting shall be held every year after the elections are over but not later than 31st March next year.

All members of DMA whether direct or through local branches on whose behalf HFC has been received upto 31st December shall be entitled to participate in the Annual General Meeting and State Medical Conference.

AGENDA :

Agenda to be taken in the Annual General Meeting shall be as under :

The President and President elect shall take charge of the office. The new Office Bearers, the new State Executive Committee shall also take charge simultaneously.

- a) To elect Chairman if necessary in the event of President or Vice President being absent.
- b) To adopt the Annual Report of the association approved by Executive Committee and presented by the Hony. State Secretary.
- c) To fix a date for Special Extra Ordinary General Body meeting to consider the following :
 - i) Audited Accounts of the Preceding financial year (to be presented by Hony. Finance Secy.)
 - ii) To appoint Auditors for the next year.
 - iii) To appoint an Hony. Legal Adviser for the next year.
- iv) To sanction the budget for the ensuing financial year (to be presented by the Secretary).

The said meeting shall be held not later than 31st May of each year.

- d) To consider any business that may be laid before the meeting by the Executive Committee provided the Honorary Secretary has given notice of such business to the members seven days before the meeting.
- e) To consider any other proposal or proposals by a member or members provided the proposer has given a three weeks notice in writing thereof clearly stating his proposal to the Honorary Secretary and also provided such proposals have been circulated to the members seven days before the date of Annual General Meeting.
- f) To add, alter or repeal rules and bye-laws provided due notice has been given as under section (e) and (f) above. These amendments should only be effective if carried by the 3/4 of the majority of the members present and voting.
- g) Suggestions by the members about the constitutional amendments shall be asked in writing 2 months of the date of Annual General Meeting. The suggestions in writing shall have to reach the DMA office 30 days prior to the date of Annual General Meeting.
- h) All amendments to the constitution shall be circulated to all the members in writing 15 days before the date of meeting.
- i) Any amendments to the constitution shall be considered in Annual General Meeting in verbatim. No modification shall be allowed at the time of their being passed or rejected.
- j) To appoint Finance Standing Committee.
- k) Election of members to the Working Committee IMA, if not taken place earlier.
- l) The President and President elect shall take charge of the office. The new office bearers along with the new State Executive Committee shall also take charge of the office.
- m) Address of the out going President.
- n) Address of the Incoming President.

Article 26

A notice of 4 weeks shall be necessary for the Annual General Meeting . All such notices may be given either by letter posted to the address of every member as registered with the Association or by circulating notices to them individually or through news bulletin.

In case the Annual General Meeting is postponed for any reason, a notice of 15 days shall be necessary for convening the postponed Annual General Meeting.

Article 27

Annual General Meeting once started must continue from day to day unless adjourned with consent of general house till the entire agenda is covered. Announcement for the next meeting will be made at the end of each meeting. No other notice as such, will be necessary.

Article 28

The minutes of the Annual General Meeting shall be confirmed at an Extra Ordinary General Meeting prior to state conference but not later than 31st May every year.

Article 29

QUORUMS OF MEETINGS

A) Ordinary meeting : No Quorum

B) Extra Ordinary General Meeting /Requisitioned Meeting : 150 members

C) Annual General Meeting : 150 members

D) if quorum is not present in Extra Ordinary General meeting or Annual General Meeting within half an hour of the time of the meeting announced, the meeting shall be adjourned. The adjourned meeting shall have no quorum.

E) The requisitioned meeting shall stand annulled if there is no quorum at the time specified.

Article 30

Any general meeting can be adjourned by the Chairman with the consent of the house. Business other than or the original meeting cannot be transacted at the adjourned meeting. The date and time of the next meeting shall be declared at the time of adjournment. No new notice shall be circulated for the same.

Article 31

Any question submitted in any general body meeting shall be decided by show of hands. If 1/4 of the members present at the time of meeting, demands a poll by secret ballot, the same would be held. In case of votes being equal either on show of hands or by a ballot, the Chairman shall have a casting vote. Result of the poll shall deem to be the decision of meeting for which the poll was conducted.

Article 32

RECORD OF THE PROCEEDINGS OF THE MEETINGS

a) The minutes of all Extra Ordinary General Meetings shall be recorded by the Secretary. These minutes shall be placed before the subsequent meeting of the Executive Committee for verification, within seven days of Extra Ordinary General meeting. The same shall be communicated to all branch Presidents and Secretaries by post (UPC) and members through DMA New letter.

b) The minutes of the Annual General Meeting shall be recorded by Secretary functioning at the meeting. Same shall be forwarded to extra ordinary general body meeting for verification.

Article 33

MEETING OF THE EXECUTIVE COMMITTEE

a) The Executive Committee shall meet at least once every month to examine the accounts and for the conduct of all current business of the Association.

b) A meeting of the Executive Committee shall be called by the Honorary State Secretary.

c) (i) A special meeting will be called within a week by the Hony. State Secretary on a written requisition signed by at least 8 members of the State Executive Committee.

(ii) In the absence of the quorum, such a requisitioned meeting will stand annulled.

d) A written notice of minimum one week shall be required for any meeting of executive committee except in case of Article 33(c). The notice shall state the agenda of the meeting.

e) No business shall be transacted in any meeting of the State Executive Committee unless quorum is present. The quorum shall be 12 members present in person, at least 7 of which shall not be office bearers. In absence of quorum the meeting shall stand adjourned to another date decided by the

members present. In the adjourned meeting no quorum shall be necessary and those present will transact the business for which original meeting was called.

Article 34

ANNUAL MEDICAL CONFERENCE

- a) The Annual Medical Conference (Delhi State Medical Conference shall be held every year not later than 31st May.
- b) The Executive Committee, the President and Secretaries of all branches shall act as members of the organising committee of the conference. The President of the Association shall be the Chairman of the Organising Committee and the State Secretary shall be its Organising Secretary.
- c) The Reception Committee shall consist of :
 - i) All members of Organising Committee
 - ii) Newly- elected office-bearers and State Executive Committee
 - iii) President- elect and Secretary-elect of the local branches if any and duly notified to DMA.
 - iv) Other member of the Association on payment as fixed by the Organising Committee.
- d) Delegates: all the members of the Delhi Medical Association will be delegates to the Conference
- e) Members of the conference : Membership of the Conference shall be open to :
 - i) Delegates
 - ii) All members of the Indian Medical Association.
 - iii) All medical men possessing registrable qualifications under the Indian Medical Degrees Act, 1916 (Act VII of 1916) who are not members of the Association on payment of Registration fee as decided by organising committee.
- f) Right of Members of the Conference : All members of the conference shall have the right to take part in all discussions at the open session. Only delegates will be allowed to vote.
- g) **Visitors :** The following can attend the conference as visitors: -
 - i) Prominent public men who are especially invited by the Reception Committee to attend the Conference without payment of any fees as distinguished visitors.
 - ii) Medical men or other scientist who wish to take part in scientific session only on payment as decided by the State Executive. Foreigners shall pay equivalent to US 30 dollars.
 - iii) Bona-fide medical students with or without payment of fees at the discretion of Reception committee as student visitors.
- h) **Rights of Visitors :**
 - i) Distinguished visitors can speak on any resolution if they wish to do so but shall have no right to vote.
 - ii) Special visitors shall have the right to speak in scientific session only, and can attend the Open Session. But they shall not have the right to vote in the Open Session of the Conference.
 - iii) Student visitors can attend the scientific session and the General session of the Conference , but shall have neither any right to take part in the discussion nor to vote unless permitted by the President.

BUSINESS OF THE CONFERENCE

The newly installed President shall be Chairman of the Conference.

- a) Inaugural Session :
 - i) Welcome address by President
 - ii) Secretary's Report of the activities of the DMA.
 - iii) Inaugural address by Chief Guest.

- iv) Vote of thanks.
- b) Scientific Session and Exhibition : Which shall be open to all members and visitors.
- c) Open Session : For consideration of the resolution.

Article 35

DMA LIBRARY

- (i) Delhi Medical Association shall maintain a library at DMA House.
- ii) One of the Asst. Secretary shall be the incharge of the library.
- iii) The library shall be open to all members of Delhi Medical Association.
- iv) The Reading Room facility shall also be open to all other members of medical profession and medical students.
- v) A list of books in stock shall be maintained and a proper reference index be kept.
- vi) The book shall be issued only to those members who shall deposit Rs. 500/- as security against library card issued to them. The Security shall be refunded on surrendering the card.
- vii) Security money shall be deposited in a separate saving bank account. Only interest arising out of the deposit may be utilized for betterment of library.
- Viii) Only one book shall be issued at a time for 15 days against library card. A late fee of Rs. 5/- per day shall be charged at the time of returning the book. The book may be re-issued again if there is no pending request for the same.
- ix) If any book be lost or damaged, the members to whom it was issued shall make good such a loss or damage.
- x) Stock checking of the books shall be done once a year.
- xi) Periodicals, Journals and reference books shall not be issued.

Article 36

DELHI MEDICAL JOURNAL

All the matters pertaining to the Journal shall be managed by the Journal Committee which shall, through the Editor, report, periodically to the Executive Committee. This composition of the Journal Committee shall be as under:

- | | | |
|----|---------------------------|---|
| 1. | President of the DMA | - Chairman |
| 2. | Editor | - Convenor |
| 3. | Associate Editor | |
| 4. | Hony. Secretary, DMA | - Ex-Officio member |
| 5. | Hony. Finance Secy. , DMA | - Ex-Officio Secy.(finance) |
| 6. | Five members | - Elected by the State Executive Committee. |

Finances for the Journal

There shall be a separate budget for the Journal prepared by the Journal Committee, recommended by the Executive Committee of the D.M.A. and approved at the Annual General Meeting of the D.M.A. every year. The income shall be derived from the following sources:-

- a) Rs. 5/- per member of DMA
- b) Advertisements

- c) Sale of special publications, if any, compiled from the Journal.
- d) Sale of reprints of the articles published.
- e) Any other source approved by State Executive Committee.
- f) A separate account under the joint signatures of the Hony. Editor/Associate Editor and the Hony. Finance Secretary shall be operated.

Function of the Journal Committee

The Journal Committee:

- a) Shall be responsible for supervision and regular publication of the Journal under the direction of the Hony. Editor, who will determine the number of copies to be printed & also the interval of publication.
- b) Shall be responsible for the management of the business of the Journal, its printing, securing of advertisement, distribution of the Journal.
- c) Shall have the power to select Editorial Board, referee and collaborators.
- d) Shall reserve upto 2 pages in each ordinary issue of the Journal for propaganda, publicity, organisational matters and other news of the Association to be published at the disposal of the President and Hony. Secretary. D.M.A. In the absence of such matter, this space can be utilized by the Journal Committee for other purposes.
- e) Shall prepare a budget and submit it for consideration to State Executive Committee and sanction at the Annual General Meeting.
- f) Shall prepare a yearly statement of Accounts which shall be audited by the Auditor of the Association alongwith the Accounts of the Association and submit it before the Annual General Meeting.
- g) Shall prepare a quarterly statement of accounts of the Journal to be placed before the Executive Committee.
- h) Shall have power to spend money for various purposes concerned with the Journal upto the amount sanctioned in the budget estimate for the year at the Annual General Meeting. Beyond this limit, it shall have to obtain special sanction of the Executive Committee D.M.A. and later on approval at Annual General Meeting.

Duties & Power of the Editor

- a) Shall guide the Journal Committee in the regular publication of the Journal and its management.
- b) Shall preside over the meetings of the Journal Committee in the absence of the President.
- c) Shall guide the Journal Committee to scrutinize all articles to be published in the Journal and edit them for publication with the advice of the referees if and when necessary.
- d) Shall guide the Journal Committee to select referees and collaborators.
- e) Shall look after the Journal viz. printing, securing advertisements and distribution of the Journal among the members.

Associate Editor: Shall help the Editor in discharging his duties specially assigned to him by Journal Committee and other duties assigned to him by the Journal Committee.

Article 37

AWARDS & TROPHIES

General Rules and Guidelines for Memorial Awards of Delhi Medical Association

1. Funds collected should yield an income adequate for the award. The corpus amount should not be less than Rs. 20,000 in any case.
2. Funds shall be invested in a scheduled bank decided by the Executive Committee of the Delhi Medical Association in the long term fixed deposit.
3. The award will be given out from the proceeds of yearly interest received from Fixed Deposit, in cash or in the form of a medal with citation, periodically at the time of Annual Conference of the Delhi Medical Association to a person selected for it by the Selection Committee appointed by the Executive Committee for the purpose.

4. The Selection Committee referred to above, shall be appointed by the Executive Committee.
5. The subject for the award shall be approved by the Executive Committee of the Delhi Medical Association in consultation with the selection committee.
6. The award will be open to all members of the medical profession throughout India, preferably in Delhi.
7. The papers presented by the award winners shall be the property of the Association and will be published in the Journal of the Association.
8. The memorial award shall bear the name of the person in whose memory the endowment has been made.

Rules and Conditions of Dr. N.C. Joshi Memorial Award

1. Initial corpus collected for the purpose is Rs. 7000.
2. The funds shall be deposited in scheduled bank in long term fixed deposit decided by the Executive Committee of the Delhi Medical Association.
3. The award will be given every year in out of the proceeds of yearly interest received on in cash or in the form of a medal with a citation at the time of the Annual Conference of Delhi Medical Association to a person selected for it by the Selection Committee appointed by the Executive Committee for the purpose.
4. The subject for the award shall be decided by the Executive Committee of the Delhi Medical Association in consultation with selection committee.
5. The award will be opened to all members of the medical profession throughout India, preferably Delhi.
6. The Selection Committee referred to above, shall be appointed by the Executive Committee and shall consist of medical persons of eminence preferably from amongst the members of the Delhi Medical Association .
7. The paper presented shall be the property of the Association and will be published in its **Journal**.

Rules and Conditions of Dr. B.L. Kapoor Memorial Award

1. Initial Corpus collected for the purpose is Rs. 7000/-.
2. The funds shall be deposited in scheduled bank in long term fixed deposit by the Executive Committee of Delhi Medical Association.
3. The award will be given every year in out of the proceeds of yearly interest received on in cash or in the form of a medal with citation at the time of Annual Conference of Delhi Medical Association to a person selected for it by the Selection Committee appointed by the Executive Committee for the purpose.
4. The subject for the award shall be decided by the executive committee of Delhi Medical
5. The award will be opened to all members of the Medical profession throughout India, Preferably Delhi.
6. The Selection Committee, referred to above, shall consist of medical persons of eminence preferably from amongst the members of the DMA.
7. The paper presented shall be the property of the Association and might be published in its **journal**.

Rules and Conditions of Dr. P.N. Behl Foundation Award for Missionary Medical Services

1. Initial Corpus donated by Dr. P.N. Behl Foundation is Rs. 20,000.
2. The funds shall be deposited in scheduled bank in long term fixed deposit by the Executive Committee of Delhi Medical Association.
3. The award will be given every year in out of the proceeds of yearly interest received on in cash or in the form of a medal with citation at the time of Annual Conference of Delhi Medical Association to a person selected for it by the Selection Committee appointed by the Executive Committee for the purpose.
4. (a) Selection Committee shall consist of three members. Two members of the medical profession be selected by the Executive Committee of DMA and third be the Director of the Foundation or his nominee.

(b) Decision of the Selection Committee shall be final.

5. The award shall be opened to all the members of the medical profession throughout out India.
6. The award shall be given for missionary work done by the doctor that brings laurels to the medical profession in India, help to improve the image of profession, service with devotion and missionary zeal to alleviate the suffering of the humanity.
7. Any two members of IMA will recommend the names of a doctor for this award. They shall send his work done along with his biodata in four copies (typed in English) in sealed envelope, which will be kept as a secret document in the custody of DMA till consideration by the Selection Committee.
8. The documents shall be the property of Dr. P.N. Behl foundation, but might be published in the journal of the Association.
9. Information about the award shall be circulated to the members at least six months before the Conference.
10. The Selection Committee shall nominate an eminent medical person to present the works of the winner of the award at the time of conference.
11. Name of the winner of the award can be considered again after five years.

Rules and Condition of K.K. Sharma Memorial Award

1. Initial Corpus collected for the purpose is Rs. 10,000/-
2. The funds shall be deposited in scheduled bank in long term fixed deposit by the Executive Committee of Delhi Medical Association.
3. The award will be given every year in out from the proceeds of yearly interest received on in cash or in the form of a medal with citation at the time of Annual Conference of Delhi Medical Association to a person selected for it by the Selection Committee appointed by the Executive Committee for the purpose.
4. An essay competition shall be held every year and shall be open to medical students and doctors of Delhi.
5. The topic of the essay shall be decided by the Executive Committee in consultation with Selection Committee. The essay should run between 750 to 1000 words and be submitted in double space typed on one side of the sheets in triplicate and be forwarded to the Hony. Secretary, DMA before the specified date as announced earlier.
6. The Selection Committee referred to above, shall be appointed by the Executive Committee and shall consist of Medical persons of eminence preferably from amongst the members of the Delhi Medical Association.
7. The topic of the essay and the last date of submission shall be duly published in DMA News Bulletin and two leading newspapers of Delhi giving a minimum period of 3 months, as decided by Executive Committee.
8. The Judges of the award shall be appointed by the Executive Committee in consultation with the Selection Committee and the decision of the Judges shall be final.
9. The award shall constitute three prizes of Rs. 300, Rs. 200 and Rs. 100 respectively to be given to best three entries in order of merit decided by the Judges.
10. The essays submitted by the contestants shall be the property of the Association and might be published in its journal, if decided by the Executive Committee.

General Rules and Guidelines for Running Trophies of Delhi Medical Association.

1. Funds collected or donated should yield an income adequate for the award. The corpus amount should not be less than Rs. 10,000 in any case.
2. Funds with a minimum of Rs. 7000/- shall be invested in a national bank decided by the Executive Committee of the Delhi Medical Association in the long term fixed deposit. The rest shall be utilised for buying the running trophy.
3. The maintenance of trophy or repurchase at a later stage shall be done out of the proceeds of yearly interest received from fixed deposit.
4. A Selection Committee shall be appointed by the Executive Committee to decide the awardee of the trophy.

5. The decision of the Selection Committee shall be approved by the Executive Committee of the Delhi Medical Association.
6. The terms and conditions for the award of trophy shall be specified which would act as guideline for the Executive Committee.
7. The memorial trophy shall bear the name of the person in whose memory the endowment has been made.
8. The State Secretary shall be responsible for the maintenance of the trophy.

Rules and Conditions for Dr. S.K.Sen Memorial Running Trophy of Delhi Medical Association.

1. Initial corpus collected for the purpose is Rs. 10,000/-
2. The funds shall be deposited in scheduled bank in long term fixed deposit by the Executive Committee of Delhi Medical Association.
3. The award will be given every year in out of the proceeds of yearly interest received on, in cash of Rs. 500, Rs. 300 and Rs. 200 as individual prizes for best speakers of the debate.
4. Each year on the eve of annual medical conference, inter medical college debate competition shall be organised in DMA Hall. Each college shall be represented by maximum of 2 team of two speakers each, on fro and the other against the motion.
5. The subject, date and time shall be decided by the Executive Committee. The principal and the president of students' union of each medical college shall be communicated three months in advance.
6. A panel of judges out of the members of medical profession shall be appointed, who would be present in person throughout the debate.
7. Majority decision of the members of the panel shall be final.
8. The trophy shall be awarded for one year to the college whose speakers would be declared best. There shall be three individual prizes of Rs. 500, Rs. 300, Rs. 200 for the first, second and third speakers as decided thereof.
9. State Secretary shall be responsible for getting the names of winners engraved on the trophy and its maintenance. He shall also get back the trophy from last year's winner at least one month before Competition.

Rules of Dr. P.C. Bhatla Revolving Trophy

1. The Trophy was instituted by Coordination committee of local branch of IMA in 1979 with an aim to provide incentive to local branches for promoting competitive functioning of the branches.
2. Initial corpus collected for the purpose is Rs. 3000/-.
3. The Selection Committee shall be appointed by State Executive Committee. It shall invite annual report of the branch as per proforma attached each year.
4. The maintenance of the trophy and replica shall be give in out of the proceeds of yearly interest.
5. The selection committee shall scrutinize the reports received and submit its decision to Executive Committee. The Executive Committee shall declare the best branch in consultation with Selection Committee.
6. The Trophy should be presented each year to local branch in Delhi, adjudged as best by a Selection Committee, appointed for the purpose by the Executive Committee at the time of Annual Conference.
7. The Trophy shall be kept by the local branch for one year and returned one month before the next Annual Conference. The branch on returning the trophy shall be presented a replica of the trophy at meeting of the next annual Conference.
8. State Secretary shall be responsible for getting the names of winners engraved on the trophy and its maintenance.

Proforma for Selection of Dr. P.C. Bhatla Award

1. Name of the Branch :
2. Membership strength as on 31st December.
3. Details of Scientific meetings organised during the year :
(1st April each year to 28th Feb., next year)

(Give dates, topics, speakers separately)

4. Details of Community Service Projects taken up by the Branch during the year (Send photographs if available)
5. Details of IMA Health week and WHO Day Celebrations (7th April) (send photographs if available)
6. Details of Social activities if any organised during the year
7. H.F.C. paid to State Headquarters upto.
8. Any other activity not covered above.

Dt.

Signature of the Secretary

with seal of the Branch.

P.S. If space provided is less for reporting, separate sheet may be used bearing signature of the Secretary and seal of the Branch.

Last date for sending the above report is 15th March each year.

Rules and conditions for Sunder Lal Roopwati Award

- 1) Initial corpus collected for the purpose is Rs. 15,000.
- 2) The funds shall be deposited in the scheduled bank in long term fixed deposit or invested in the Unit Trust of India by purchasing 1000 units of long term basis as decided by in State Executive Committee of the Delhi Medical Association.
- 3) The award shall be given every year out of the proceeds of yearly interest received from fixed deposits or from the monthly dividend received from Unit Trust of India, in cash of Rs, 1600/- alongwith citation.
- 4) The award shall be awarded every year at the time of Delhi State Annual Medical Conference or at the time of DMA Foundation Day, as decided by the State Executive Committee of the Delhi Medical Association to the practicing member of DMA and this shall be awarded to a Family Physician who submits an **ORIGINAL BEST SOCIAL RESEARCH WORK** on any current subject, community work for improving the health of General Public at large selected for it by the Selection n committee appointed by the State Executive Committee of DMA.
- 5) The Selection Committee, referred to above shall be appointed by the State Executive Committee of DMA.
- 6) The subject for the award shall be approved by the State Executive Committee of DMA in consultation with the Selection Committee.
- 7) The award will be open to all a practicing members of DMA only.
- 8) The papers presented by the Award winner shall be the property of the Association and may be published in the News Bulletin or Journal of the DMA.
- 9) The memorial award shall bear the name of the person(s) in whose memory the endowment has been made.
- 10) The award will be decided on the basis of Case Presentation, original research work presentation in clinical or social discipline judged by an expert committee formed for this purpose by DMA Executive.

Rules and conditions for Dr. G. B. Jain-Pawan Kumari Oration

The oration is being instituted by the College of Physicians and Surgeons of Delhi. The award shall be awarded to an eminent member of medical profession who submits any important medical topic/research of the day, beneficial for the community/progress of medical science. Age not less than 45 years.

1. Funds collected should yield an income adequate for the award. The corpus amount should not be less than Rs. 20,000 in any case.
2. Funds shall be invested in a scheduled bank decided by the Executive Committee of the Delhi Medical Association in the long term fixed deposit.

3. The award will be given out from the proceeds of yearly interest received from Fixed Deposit, in cash or in the form of a medical with citation, periodically at the time of Annual Conference of Delhi Medical Association of the Delhi Medical Association to a person selected for it by the Selection Committee appointed by the Executive Committee for the purpose.
4. The Selection Committee referred to above, shall be appointed by the Executive Committee.
5. The subject for the award shall be approved by Executive Committee of the Delhi Medical Association in consultation with the selection committee.
6. The award will be open to all members of the medical profession throughout India, preferably in Delhi.
7. The papers presented by the award winners shall be the property of the Association and will be published in the Journal of the Association.
8. The memorial award shall bear the name of the person in whose memory the endowment has been made.

Article 38

IMA COLLEGE OF GENERAL PRACTITIONERS (DELHI STATE FACULTY)

1. Delhi Medical Association shall have a State Faculty of IMA College of General Practitioners. Its working shall be guided by its constitution as laid down by IMA CGP (Hqrs). President of DMA shall be the president of the state Faculty of IMA-CGP. State Branch Secretary shall be member of Governing Council/Managing Board of the State Faculty. Treasurer of the DMA shall be Treasurer of State Faculty of IMA College of General Practitioners Faculty. The IMA CGP: Faculty shall work in close collaboration with State Executive Committee:

2. ADMISSION FEES AND ANNUAL SUBSCRIPTION :

- (a) Every applicant for membership of the College, whether annual or life shall pay an admission fee of Rs. 20/- which shall be shared equal between State Faculty and College Headquarters.
- (b) The Annual subscription and Life Membership fee (CFC) shall be as follows and shall be payable in advance :-
 - (i) Members of the College shall pay a sum of Rs. 30/- per annum as CFC which shall Pay a sum of Rs. 30/- per annum as CFC which shall be increased by 10% every third year, the first increase being due on commencement of the year 1998-99.
 - (ii) Life members of the college shall pay a lump sum amount as CFC in lieu of Annual Subscription which shall be fifteen times the annual subscription (450/-).
- c) Faculties/sub-faculties shall be free to determine their own annual/life subscription.
- d) The distribution of CFC shall be as under:

Headquarters share	40%
State Faculty Share	30%

Sub-Faculty Share 30%

- e) Those staying abroad shall pay US\$ 150 or pounds 75 as life membership fee directly to the Headquarters (however, existing Annual members as on 30/9/91 shall continue (w.e.f. 1/10/96)

CONSTITUTION OF STATE/TERRITORIAL FACULTIES

AIMS AND OBJECTIVES OF THE FACULTY

- 3. Each State/Territorial Faculty represent the college in its respective State/Territory. It is established and shall be maintained within the framework of the College. Its aims and objectives are identical with the aims and objects of the College and its organisation is designed in further such aims and objects within the area of the Faculty. It shall be bound by the adhere to the Memorandum. Rules and Bye-laws of the College for the time being in force.

Each State/Territorial Faculty shall submit to the Hony. Secretary of the College an annual return of the Members on their rolls by the 31st October each year, together with a list of new members and a list of members who have left the Faculty, alongwith a report of the activities of the Faculty.

NAMES AND AREA OF THE STATE FACULTY/SUB-FACULTY

- 4. (a) A Faculty shall be established in the area of jurisdiction of each State/Terr. branch of the IMA. The name of each new Faculty, and the area covered by such Faculty, and any change in the name or the area covered by any Faculty, shall be determined by the Indian Medical Association.
 - (b) A sub -Faculty shall be established with the minimum of 50 life members of the College who are also life members of IMA. For less than 50. Sub-Faculties under State/Terr. Faculties may be established as per bye-laws at stations where medical institution and district or any big hospital exist. The area of Jurisdiction of each Sub-Faculty may be defined by the Faculty concerned.
 - (c) Each Sub-Faculty shall pay an annual Sub-Faculty fee of Rs. 100/- to the State Faculty by 30th September each year alongwith the up-to-date membership list of the Sub-Faculty. The fee of Rs. 100/- shall be equally shared between State Faculty and Headquarters. (Effective from 1.10.96) (NOTE PROCEDURE ENCLOSED)
- 5. The members of a State/Territorial Faculties shall (subject to transfers) be those members of the College whose registered addresses are within the area of the Faculty.
 - (c) Hony. Treasurer of the State/Territorial Branch, IMA (Treasurer of the Branch of the Faculty).

8(A) (ii) Elected Members :

- a) Hony. Secretary of the Faculty to be elected at the Annual meeting of the State/Terr. Council IMA
- (b) One Hony. Joint Secretary of the Faculty to be elected at the Annual Meeting of State/Terr. Council IMA.

- (c) Three members to be elected from amongst the membership of the State/Terr. Working Committee, IMA.
- (d) Three members to be elected by the Annual Meeting of the State/Terr. Council of the IMA.
- (e) Three members to be elected from amongst Faculty members at the Annual Meeting of the Faculty by representative of Sub. Faculty to be elected one for every 15 members.
- (f) Director of Studies of State Faculty.
- (g) Assistant Director of studies at Sub-Faculty.
- (h) One representative from among the Direct Members of the College if their number is 100 or more.

8(B) The first meeting of each Board shall be held immediately after the Annual General Meeting of the Faculty at which it is appointed. Other meeting of the Board shall be held not less frequently than one in every three months.

8(c) The Board shall appoint Committees for:

- (i) Undergraduate Education:
- (ii) Post-Graduate Education:
- (iii) Research: and in addition it may appoint any other committee as desired.

Each Committee of the Board of the Faculty may co-opt with the approval of the Board, members of the Faculty who are not members of the Board, or other persons who are not member of the Faculty or of the business shall be set forth in the notice convening the meeting and it may included clinical or other medical discussions.

- (iii) Extra-ordinary General Meeting : An extra-ordinary General Meeting shall be called at any time by the Hony. Secretary of the State/Territorial Faculty Board on the instructions of the Faculty Board, or by the Honorary Secretary within twenty-eight day of the receipt by him of a written requisition signed by not less than 50 members of the State/Territorial Faculty membership and stating the exact terms of the resolution(s) to be proposed. At least fourteen days notice of such a meeting shall be given to every member and associate of the State/Territorial Faculty, and such notice shall state the business of the meeting, land the exact terms of the resolutions to be proposed,. A resolution at an Extra ordinary General Meeting shall be passed, only (if voted for), by a majority of not less than three quarters of those present. No business shall be transacted by an Extra Ordinary General Meeting other than that which it may have been specifically called to consider.
- (b) The accidental omission to give notice of a meeting to any member of the Faculty shall not invalidate the proceedings of the meeting.

Board of State/Territorial Faculty and its Committee:

- 8 (A) (i) The management of the affairs of the Faculty shall be vested in Board, composed of the following persons who shall all preferably be Life members of the College.

Ex Officio Members :

- (a) The president of the State/Territorial Branch, IMA (President of the Board of the Faculty).

- b) The Vice- President of the State/Territorial Branch, IMA (or in case of more than one Vice-President, the Vice-president in order of securing votes).
- (c) The immediate past president of the State/Territorial Branch IMA.
- (d) Hony. State/Territorial Secretary of the State/Territorial Branch, IMA (Secretary of the Board of the Faculty).

No one who is not member of the College shall not be entitled to vote on these Committees.

State/Territorial Branch President:

- 9. The President of the State/Territorial Branch of the IMA shall be the President of the State/Territorial Faculty of the College. In the event of his absence, his duties shall be performed by the Vice-President of the State/Territorial Branch. The President shall hold office until the annual meeting of the State Territorial Council of the State Territorial Branch next following his assumption of office and shall at such meeting retire from office with effect from the close or adjournment thereof.

DUTIES OF HONY. STATE/TERRITORIAL SECRETARY, IMA

- 10. He shall act on behalf of the State/Territorial Faculty and shall keep close liaison between the State/Territorial Branch and the State Territorial Faculty. He shall get executed policies and programmes of the Faculty through the Hony. Secretary (and Hony. Joint Secretary of the Faculty). He shall exercise financial control and shall order all payments on behalf of the State/Territorial Branch as recommended by the Board of the State/Terr. Faculty. He shall maintain separate accounts of the Faculty finance and shall get the same duly audited alongwith the State/Territorial Branch accounts. He shall present the statement of accounts to the Working Committee of the State/Territorial Branch.

DUTIES OF HONY. STATE/TERRITORIAL TREASURER, IMA

- 11. He shall maintain an up-to-date list of members of the Faculty through its Sub-Faculties, if any, shall collect all moneys due to the Faculty and deposit them in a separate account.

He shall make all payments as ordered by the Hony. State/Terr. Secretary, IMA, shall prepare periodical statement of accounts and present the same to the Board of the Faculty through the Hony. State/Territorial Secretary of the IMA.

DUTIES OF THE HONY. SECRETARY OF THE STATE/TERRITORIAL FACULTY

- 12. Under the guidance of the State/Territorial Branch Secretary and in collaboration with the Hony. Joint Secretary of the Faculty, the Secretary of the Faculty shall be responsible for day-to-day administration of the Faculty.

FINANCE OF THE STATE/TERRITORIAL FACULTY

- 13. (A) The Board of the Faculty shall be authorized to incur such expenditure as has the prior approval of the Governing Council of the College.
- (B) The Board of the Faculty shall be authorized to raise special funds, and spend them and any other moneys received for special purposes, as the Council of

the College may approve. Such moneys shall be controlled and audited in such manner as the Council of the College may determine.

SECRETARIAL ARRANGEMENTS OF THE STATE/TERRITORIAL FACULTY (LIASION WITH THE HEADQUARTERS OF THE COLLEGES)

14. Copies of the Minutes of all meetings of the faculty and its Board and copies of all important letters shall be sent each month to the Headquarters of the college.

No State/Territorial Faculty shall authorize the general as distinct from local publication of any article, notice or memorandum concerning the Faculty or its work, unless the same has been approved by the Governing Council of the College.

State/Territorial Faculty Bye-laws:

15. Each Faculty shall decided the following details for its own local administration by-laws which shall require the approval of the Governing Council of the College before the come into effect.

(A) THE BOARD OF THE STATE/TERRITORIAL FACUTY

- a) number of members;
- b) co-opted members for special purpose in an advisory capacity; and
- c) method of election of members.

(B) METHOD OF ELECTION OF REPRESENTATIVE OF THE STATE/TERRITORIAL FACULTY TO:

(a) the council of the college and

b) any other body

c) Date, time, place, manner of calling and quorum of meeting of: :

- (i) the Faculty :
 - a) Annual General Meeting:
 - b) General Meeting
 - c) Extra Ordinary General Meeting
- ii) The Board of the State/Territorial Faculty.
- iii) The Committee of the Board of the Faculty.

C) DUTEIS OF THE BOARD OF THE STATE /TERRITORIAL FACULTY:

- i) Compilation of the Faculty Register:
- ii) Appointment of Committees:
- iii) Minutes of the meeting.

(D) DUTES OF COMMITTEES OF THE BOARD FO THE STATE/TERR. FACULTY

- (i) Appointment of Officer (Chairman, Convenor)
- (ii) Minutes of meeting.

(E) FINANCEIAL ARRANGEMENTS WITHIN THE FACULTY.

(F) SECRETARIAL ARRANGEMENTS WITHIN THE FACULTY.

- (G) ALTERATION OF BYE-LAWS OF FACUTLY :** Provided that at least fourteen days notice has been given to each member of the State/Territorial Faculty specifying the exact words of the proposed change, alterations and additions to and deletions

from the Bye-Laws may be proposed at a General Meeting of the Faculty (or by the signatories of the requisition for an Extra Ordinary General Meetings) and may be adopted by a majority of not less than three quarters of those present and voting. Always provided that no such change in the Bye-Laws shall become effective or come into operation, until approved by the Governing Council of the College.

PROCEDURE FOR FORMATION OF FACULTIES/SUB FACULTIES, IMA CGP

IMA CGP is an academic activity of the Association and its administration is governed by the Constitution laid for it.

A. FORMATION OF FACULTIES

1. As provided in the rules, a State/ territorial Faculty of the College can be established in each State Union Territory.
2. A State faculty will be established with a minimum of 200 life members of the college, who are also life member of the IMA (including the members of Sub-Faculty)
3. An application will be forwarded by the State Branch Secretary to the effect of opening of a new State/Territorial Faculty if one does not exist in the State. The application would contain the formal resolution of the members under the jurisdiction of the State Branch, IMA/State Faculty IMACGP indicating therein the name of the office bearers of the State Faculty. (application form available from College headquarters).
4. The application shall be scrutinized and approved by the Governing Council of the College.
5. Each State Faculty will pay a fee of Rs. 400 per annum to the College Headquarters (or as revised).
6. Each State Faculty would be administered as provided under the Rules and Bye-laws of the college and shall be governed by the Board of Management, as laid down.
7. The State Faculty would be administratively a part of the State Branch of IMA which shall also exercise not only the administrative control, but also the financial control, earmarking the budget of the State Faculty.
8. The office-bearers of the State Faculty shall work as laid down in the rules, the State Secretary of the IMA having the overall administrative responsibility on behalf of the State Branch IMA. The State Faculty Secretary is incharge of the State Faculty and all activities under its Sub-Faculties. Similarly, the Director of Studies (State Faculties) will work in the State helping the Dean of Studies of the College and will be assisted by the Asst. Director of Studies at all the Sub-Faculties.
9. The administration of the State Faculty shall be the responsibility of the State Branch IMA, which shall provide adequate finances for the same as and when necessary.
10. The State Faculty shall recommended the formation of Sub Faculties as per guidelines. Decentralization of academic activities within a State would be serving the purpose of extension of activities of the State Faculties.

B. FORMATION OF SUB FACULTIES

1. A Sub-Faculty may be established with a minimum of 50 members in any place under the jurisdiction of a State Faculty wherever administration/medical college and/or district hospital or such organization exists with potentials of teaching Faculty and /or arrangements for teaching/training of general practitioners.
2. The Board of Management of the State Faculty shall make an application on the prescribed form to the Governing Council of the College for the formation of such a sub-faculty. (Form available with College headquarters).
3. Each Sub-Faculty within the jurisdiction of a State Faculty would be under the administrative control of the State Faculty and shall function only as an extension of the academic activity of the State Faculty in the area as defined.
4. Each Sub-Faculty shall have the following office bearers for the time being.
 - a) Hony. Asst. Secretary/Treasurer
 - b) One Asst. Director of Studies
 - c) 2-3 Senior Specialists
 - d) 2-3 Members from the Teaching Faculty.
 - e) 2-3 Senior General Practitioners
5. Such a group would form the working panel of the Sub-Faculty which shall do all academic activity as approved by the State Faculty and such activities shall form part of the activities of the State Faculty.
6. The Sub-Faculty would not be autonomous body and shall draw financial assistance from the State Faculties and /or raise money locally for the academic activities.
7. No Sub-Faculty can function except under the control and guidance of the State Faculty.
8. The sharing of the membership fees, fellowship fee and /or such other money received by the State faculties between State Faculty and the Sub-Faculties would be according to the formula approved by the college Headquarters.
9. Each Sub-Faculty shall pay an annual Sub-Faculty fee of Rs. 100/- to the State Faculty by 30th September each year alongwith the up-to-date membership list of the Sub-Faculty. The Fee of Rs. 100/- shall be equally shared between State Faculty and Headquarters.
10. The Annual report of the Faculty would include the annual report of the Functioning of each of the Sub-Faculties under its jurisdiction.
11. The college Headquarters would ordinarily deal with the State Faculties in matters pertaining to the Sub-Faculties and the Sub-Faculties would deal with the Headquarters only through the State Faculties.

No local branch of the IMA can run a Sub-Faculty on its own and all its activities have to be approved in principle by the respective State Faculty. If any Sub-Faculty function on its own and is not recognized by the State Faculty, the Governing Council of the College will have to note this fact and take necessary action.

Article 39

IMA ACADEMY OF MEDICAL SPECIALITIES (DELHI STATE CHAPTER)

Delhi Medical Association shall have a State Chapter of IMA: AMS. Its working shall be guided by its constitution as laid down by IMA. (Hqrs). President of Delhi Medical Association shall be President of State Chapter of IMA. AMS State Branch Secretary shall be member of Governing Council/Managing Board of the State Chapter. Treasurer of DMA Shall be the Treasurer of State Chapter of IMA-AMS Chapter. The IMA AMS Chapter shall work in close collaboration with the State Executive Committee.

Procedure for Membership :

1. The Academy Headquarters alone shall be competent to confer membership of the Academy.
2. All applications for membership shall be made in triplicate in the membership form prescribed by the Academy Headquarters, alongwith the prescribed fees in full and may be submitted either directly to Academy Headquarters or through the Hony. Secretary of the State Chapter/Branch Chapter or through the Convenor of the proposed State Chapter/Branch Chapter to be established as the case may be, who shall forward all applications accompanied by full fees as applicable on the date of application, to the Academy Headquarters. No. deduction of State Chapter's share or branch chapter's share of fee shall be made under any circumstances.
3. All applications for enrolment of Overseas Members alongwith the prescribed fee in full, shall be made to Academy Headquarters Direct.
4. Honorary Membership of the Academy may be conferred on receipt of nomination from at least two fellows of the Academy by a Committee consisting of :
 - * National Presidents, IMA
 - * Chairman/Vice Chairman, IMAAMS
 - * Vice Chairman, IMAAMS
 - * Hony. General Secretary, IMA (Hqrs)
 - * Hony. Secretary, IMAAMD
5. The academy headquarters may on a written request from the Convenor of a proposed State Chapter, release an amount not exceeding 50% of the State Chapter's share of membership fees received by it, to meet incidental expenses relating to the formation of the State Chapter. The remaining share shall become payable to the State Chapter only after its formal inauguration as per the decision of the Governing Council.

Organization of State Chapters :

6. A State chapter shall be established in each State, if there are 100 or more life members of the academy in that State.
7. The State Chapter shall be governed by the Office-Bearers and the Governing Council of the State Chapter elected by the members of the IMAAMS State Chapter in accordance with the stipulation given in the Rules and Bye-laws of the Academy, for a term of one year.

8. Functioning of the State Chapters :

Each State Chapter shall comply with the policies of the Academy as laid down by the governing Council from time to time and shall restrict its activities within the State, unless instructed by the Governing Council of the Academy for an activity/project on a regional or all India basis.

9. Each State Chapter shall have Academic and Research Committee and Administrative and Finance Committee which shall have the closest of liaison with the Committees at the Headquarters level. The membership of these committees at the State Level shall be on the same basis as at the Headquarters.

Organisation and Functions of Branch Chapters :

10. A Branch Chapter may be established if there are 20 or more life members of the Academy in that branch and shall function under the jurisdiction of the relevant State Chapter in accordance with the Rules & Bye-laws of the Academy.
11. The Branch Chapter shall be governed by its elected office bearers and the governing council duly elected by the membership of the Academy Branch Chapter.
12. Each Branch Chapter shall comply with the policies of the Academy as laid down by the governing Council of the Academy and Board of Management of the State Chapter from time to time and shall restrict its activities within the local jurisdiction of the Branch, unless instructed by the Board of Management of State Chapter for an activity project on a regional basis.

13. Bye-laws of State Chapters/Branch Chapters :

The State Chapters/Branch Chapters shall frame their respective bye-laws for the day to day administration within the overall frame-work of the Academy Rules and Bye-Laws and which shall be subject to the final approval of the Academy Headquarters.

14. State Chapter Fee :

Each State Chapter shall pay annual Chapter Fee of Rs. 500/- to the Academy Headquarters.

Sharing of Fees : The membership fee and fellowship fee from the State Chapter/Branch Chapter shall be shared amongst the Academy Headquarters, State Chapter and the Branch Chapter as under:

Academy Headquarter Share : 40%

State Chapter's Share : 30%

Branch Chapter's Share : 30%

Operation of Accounts : The accounts of the State Chapters/Branch Chapters shall be operated jointly by the following :

State Chapters : Hony. Secretary, State Chapter, IMAAMS/Hony. Secy. of the State Branch of IMA (any one of the two) and Hony. Treasurer, State Chapter of IMAAMS/Chairman, IMAAMS State Chapter.

Branch Chapter : Hony. Secretary, Branch Chapter, IMAAMS/Hony. Secretary, IMA Local Branch (any one of the two) and Hony. Treasurer, Branch Chapter of IMAAMS/Chairman Branch Chapter.

Travelling Allowance : All office bearers and members of the governing council of the Academy, except representatives on the governing council from State Chapters having 250 or less members, shall be paid T.A., both ways, equal to Rail fare by First Class or Second Class A.C. Sleeper. The Representatives on the governing council of the Academy from State Chapter having 250 members or less shall be defrayed T.A. equal to Rail fare or First Class or Second class A.C. sleeper, both ways by the State Branch.

Article 40

DMA NURSING HOME AND MEDICAL ESTABLISHMENT FORUM

Delhi Medical Association shall have a DMA Nursing Homes & Medical Establishments Forum. President of Delhi Medical Association shall be the President of DMA Nursing Home & Medical Establishment Forum. Hony. State Secretary shall be the member of Managing Board of the forum. Treasurer of DMA shall be the Treasurer of the Forum. Managing Board of DMA Nursing Home and Medical Establishment Forum shall work in close collaboration with State Executive Committee.

Membership of the Forum :

All life members of DMA who own a Medical Establishment (Hospital, Nursing Home, Clinic or Diagnostic Centre) SHALL BE ELIGIBLE TO BECOME THE MEMBER OF FORUM ON PAYMENT OF MEMBERSHIP FEE.

Membership Fee :

All members of the Forum shall have to pay the Membership Fee and any other CONTRIBUTION as decided by the Managing Board of DMA Nursing Homes & Medical Establishment Forum from time to time. All the funds collected from the members of forum shall be spent on the activities of Forum only.

Managing Board :- Shall consist of following members :-

1. President :- The President of DMA
2. Chairman :- One- To be elected
3. Co-Chairmen :- Two- To be elected
4. Secretary :- One - To be elected
5. Treasurer :- The Finance Secy. of DMA
6. Jt. Secretaries :- Three- To be elected
7. Members of Governing body :- Hony. State Secretary of DMA & Five elected Members

The Chairman & Secretary of DMA Nursing Home and Medical Establishment Forum shall be Ex-officio members of State Executive Committee with voting right.

Election of the office bearers & Managing Board of DMA NH & MEF should be held on a separate date from AGM of DMA. This date should be within four weeks of the AGM. All members of DMA NH & MEF shall be given 21 days notice prior to the election meeting.

Zonal Units :

The DMA Nursing Homes and Medical Establishments Forum can have its Zonal Units and Zonal Co-ordinators in all five zones of Delhi.

Management of Funds :

All the funds of forum shall be kept in a separate Account opened by DMA and operated as per DMA constitution. All the bills, forwarded by the Secretary of the Forum, with the

approval of the Managing Board of forum shall be disposed off expeditiously, by the Hony. State Secretary and the Hony. Finance Secretary.

Article 41

DMA CLUB

1. DMA club is formed from amongst the members of the Delhi Medical Association, with a view to organise social and cultural activities to foster a closer social and friendly relationship amongst the members and their families.
2. The DMA club will use the DMA House for its activities.
3. The general control of management of the affairs of the DMA club shall be vested in a body styled as 'MANAGING COMMITTEE.
4. All members of the DMA shall be eligible to become members of the Club on payment of a subscription to be determined by the Managing Committee.
5. Composition of Managing Committee
 - a) Ex-Officio Members :
 - i) The President of the DMA
 - ii) The Hony. State Secretary of the DMA
 - iii) Hony. Treasurer of DMA
 - iv) Retiring Secretary and Chairman of the Managing Committee.
 - b) Elected office bearers :
 - i) Chairman
 - ii) Hony. Secretary
 - iii) Hony. Jt. secretary —3
 - c) Elected five members.
6. The election of the Managing Committee will be held every year from amongst the members of the DMA club in its Annual General Meeting to be held with the specific agenda of elections with prior notice of at least two weeks.

A. POWERS AND FUNCTIONS OF THE MANAGING COMMITTEE.

The Managing Committee shall be the Executive authority and shall have the power to carry into effect the aims and objects of the Club.

The Committee shall :

- a) Organise social functions where one or more members of the general public can be invited to lecture or participate in a discussion of any subjects. Organise Musical or any other form of cultural activity or sports where one or more members of the general public can be invited.
- b) Organise lunches, dinners or Picnics with voluntary contributions, if and when deemed necessary.
- c) Appoint Committees, Sub-Committees, Adhoc Committees or Standing Committees as & when necessary.
- d) Consider the decide applications for membership, resignation or suspension of members.
- e) Determine the amount of subscription to be levied as membership of the Club which will be subject to periodic review.
- f) Meet once a month, or as decided by Managing Committee members.
- g) Prepare a yearly statement of Accounts of the Club and get it audited by an Auditor appointed by the General Meeting of the DMA called for the purpose.
- h) Prepare a budget and submit it through the Hony. Secretary of the Club for consideration and sanction at an Annual General meeting of the members of the Club.

- i) Have the power to spend money for various purposes connected with the activities of the Club up to the amount sanctioned in the Budget. Beyond the limits of the budget the Managing Committee shall have to obtain special sanction of the General Meeting of the members of the Club.
- j) Appoint an Acting Chairman in the absence of the President of the DMA and the elected Chairman of the Club.
- k) Submit an Annual Report to the Annual General Body Meeting of DMA.
- l) Co-opt one or more members to attend a meeting when necessary by the permission of Chairman.

FUNDS TO BE RAISED FROM :

Income of the DMA Club shall be derived from the following sources:

- a) Subscription of the members.
- b) Special subscriptions or donations raised from amongst the members of the Club.
- c) Income derived from the publication or Brochure and/or Souvenirs.
- d) Interest on Deposits.
- e) Such other sources as may be authorized by the General Body or the Managing Committee of the Club.

The bank account shall be operated in the name of the DMA Club as per rules of DMA.

DUTIES AND POWERS OF THE OFFICE BEARERS

1. President of the DMA will be the Ex-officio President of the Club and he will act as constitutional head of the Club. He will preside over all the meetings of the Club. Shall regulate the proceedings of the meetings, interpret the rules and bye-laws of the Club and decide doubtful points. Shall in addition to his ordinary vote have a casting vote, in case of equality of votes.
2. Chairman of the club shall have the duties and powers of the President of the DMA in his absence.
3. Hony. Secretary of DMA will be an Ex-officio member of the Managing Committee of the Club. Being in-charge of the Office and the building of the DMA, he shall help the Hony. Secretary of the Club to discharge his duties. Shall help the Hony. Secretary of the Club to convene meetings or organise various functions in the DMA House.
4. Hony. Secretary shall be responsible for carrying out the programme decided by the Managing Committee. Shall be responsible for the day to day administration of the Club. Shall be the Convenor of all the meetings and Committees of the Club.
5. Hony. Jt. Secretary shall act as Hony. Secretary in his absence. Shall be responsible for carrying out any duties assigned to him by Hony. Secretary of the Club.
- 6) Hony. Finance Secretary shall be responsible for maintaining the accounts of the Club. Shall get the accounts of the Club audited annually or at shorter intervals if and when decided by the Managing Committee. Shall be responsible for collection of subscriptions and other dues from the members. Shall be responsible for collection of funds.

Article 42

DISCIPLINARY COMMITTEE

In case of any dispute among the office bearers the matter should be referred to the Executive Committee. In case all efforts in Executive Committee fail then the matter should be referred to Special Disciplinary Committee of 12 Past Presidents duly nominated by Executive Committee, out of which 7 must be present to decide the issue under consideration. The recommendations of such committee shall be binding on both the parties.

In such cases, if any party shall go to the court. DMA shall not bear the legal expense under any circumstances of that individual, who moves the court against the decision of this committee.