MEMORANDUM OF ASSOCIATION

1. **NAME**

The Society shall be known as INDIAN MEDICAL ASSOCIATION, KANNUR BRANCH (hereinafter called 'the Society')

2. **Address**

IMA Kannur Branch, IMA Hall, Talap, Kannur District, Kerala PIN - 670001

3. **OFFICE**

The land and building situated within the limits of Kannur Municipal Corporation, owned by the Kannur Branch of the Indian Medical Association, presently located in Ward No. 1, Block No. 12, Kannur-2 Village, comprised in Re-survey No. 603/4A14.

JURISDICTION

The jurisdiction of the Kannur Branch shall be the area within Kannur..... It shall function under the jurisdiction of the Kerala State Branch of the IMA and shall relate with the aforesaid state Branch in all matters as laid down by memorandum rules and bye laws of IMA. The benefits of the society are open to all the members. Work with all sectors of General public, irrespective of caste, creed, sex, religion. The branch shall be affiliated to National IMA HQ, New Delhi through IMA KSB.

Rules and Bye-laws:

The following Rules and Bye-laws are framed as per rule No. 7 of Part II "Memorandum, Rules and Bye Laws" of Indian Medical Association, Kerala State Branch.

Kannur Branch:-

Kannur Branch of IMA is constituted by members of a specified area in and around Kannur demarcated by State Branch.

Eligibility for membership:-

As specified in the rules and Bye-laws of IMA Kerala Branch.

Working Fund:-

Decided by the General Body of the Branch from time to time. This may be paid before 25th of October every year.

Association Year is from 1st October to 30th of September.

PRESIDENT SECRETARY TREASURER

Office Bearers of local Branch and their duties and responsibilities

1. President:

Elected every year and will preside over the functions of the Branch.

2. Vice President:

Two Vice Presidents, Ist and 2nd are elected every year. They will assist the President to carry out duties, In the absence of the President, the Ist Vice President will preside and in case the latter is also absent, 2nd vice President will preside.

3. Hon Secretary:

Elected every year, and will carry out the routine functions of the association and will be the custodian of the properties and documents of the association.

4. Joint Secretary:

Elected every year and will assist the Hon. Secretary to carry out the duties and in the absence of the Secretary to carry out the duties; and in the absence of the Secretary will act as the Secretary with the permiss-ion of the President.

5. Treasurer:

Elected every year and will keep the accounts of the association. The treasurer will look after the maintenance and repair of the building and will also give the building for the use of public in consultation with the President and Secretary. The Treasurer will present separate audited accounts of the association and building in the last executive committee meeting and also in the last general body meeting.

6. Internal Auditor

Elected every year, will audit the accounts of the association half yearly.

7. State Working Committee member:

One member is elected every year and will attend all the State working committee meetings. In case the Secretary is not the State working committee member, the S. W. C. member is to give a report to the Hon. Secretary regarding the deliberations in the State Working committee meeting immediately after each meeting.

PRESIDENT SECRETARY TREASURER

8. Executive Committee. Shall consist of:

1) President

2) Two Vice Presidents

3) Hon. Secretary

4) Joint Secretary

5) Treasurer

6) State Working Committee Member

7) Immediate Past President

8) Immediate Past Secretary

9) Internal auditor

10) Seven elected members

The President will have a casting vote.

9. State Council Members:

Elected every year as per rules and Byelaws of I. M. A. Kerala State Branch one for every 25 members and part thereof.

10. Central Council Members:

Elected every year as per rules and byelaws of the 1. M. A. one for every hundred members and part thereof.

11. Election of office bearers

Only members of the branch in good standing for a period of not less than one year prior to 31st of March shall be proposed to hold any office.

Note Member in good standing is one who has cleared all dues to the I. M. A. before 31st of March. Election of office bearers will be conducted in the month of August. Newly elected office bearers will assume office on the 1st of October.

PRESIDENT SECRETARY TREASURER

12. Voting rights for election of office bearers.

Only the following category of members are eligible to vote for election of office bearers of the branch.

(a)Those members of the branch who had cleared their membership dues before 31st of March and those who enroll themselves as new members before 31st of March.

b) Transfer of membership:

Those members who are transferred to this branch before 30th of June provided they are valid members of any other branch.

Those who do not comply with this, will not have voting rights for election of office bearers for the year.

13. Voters list.

The voters list shall be published in the IMA Hall Kannur on 1st of July.

Corrections, if any, shall be submitted before 5pm 7th of July.

The final voters list shall be published on 10th of July,

14. Declaration of election:-

The Hon. Secretary shall declare the date of election before 15th of July.

15. Nomination, Scrutiny and withdrawal.

All nominations should reach the Secretary before 5:00 p.m. on 30th July (See Rule 11).

A Scrutinising Committee consisting of the President, Hon. Secretary and immediate past President will scrutinise the nominations and will publish the list of candidates in the I. M. A. Hall on or before 5 P. M. 2nd August, withdrawals of nominations will be allowed till 5 P. M. 4th August. The final list of candidates will be published on 5th of August. Election will be conducted on the date already declared by the Secretary.

16. Returning Officer:

The President shall be returning Officer, ordinarily. In case he is a candidate, the Secretary 1st Vice President, 2nd Vice President, or Joint Secretary shall be returning officer in that order. If all the above office bearers are contesting, the executive committee will nominate a suitable person. Counting of votes shall be done immediately after polling and the results are announced. If there is no candidate for any post. it is filled up in the next general body meeting.

17. Election disputes:

Any dispute shall be given in writing to the returning officer with a copy to the Hon. Secretary within 3 days after the election. If still unsatisfied over the decision of the returning officer, the complainant can approach the tribunal of I. M. A. Kerala State Branch. The decision of the Tribunal shall be final.

In case the above election schedule cannot be adhered to for valid reasons, the Secretary shall prepare a new schedule of election and present to the General body and conduct the election before 15th of September.

18. Annual General Body Meeting:

Conducted in the month of September. Annual report by the Hon. Secretary and audited report of accounts by the treasurer shall be placed before the annual general body for approval.

19. Operation of accounts

The accounts of the association shall be with any nationalised bank. authorised by the general body. The accounts shall be operated by the Hon. Secretary and Treasurer.

20. Requisition General body

If 20 member (or 10% whichever is less) request for a general body meeting in writing showing the purpose the Hon Secretary shall convene a meeting for discussing the specific issue within 15 days of receiving such a requisition.

21. Amendments to rules and Bye-laws.

The Hon. Secretary shall convene a Special General Body Meeting to consider amendments to the Rules and Byelaws of the Branch. Notice of the proposed amendments shall be communicated to all members at least 15 days in advance. The meeting shall be valid only if at least 50% of the current members are present. The proposed amendments shall require the support of at least a two-thirds majority of the members present. Any amendments so approved shall come into force with immediate effect.

If no quorum is available, the meeting is adjourned and shall be reconvened without any further notice. There shall be no quorum for such meeting and a two-thirds majority of members present support the amendments, It shall be considered as passed.

Note: All the memorandum, rules and Byelaws of IMA, Kerala State Branch also will be binding on all members of the Kannur Branch.

PRESIDENT SECRETARY TREASURER

22. Date of effect of rules and Bye-laws.

The above rules and Bye-laws will come into force from the date society is registered.

No Confidence motion.

Two-third of members has to support no confidence motion for removing an elected office bearer.

5. **AIMS & OBJECTIVES**

i. To promote and advance Modern Medical Sciences in all their different branched and to promote improvement of Public Health and Medical Education in India, and to consider problems pertaining to the Association and the medical profession.

ii. To maintain and uphold the honour and dignity of its members and medical profession and to promote co-operation among the members.

iii. To encourage the spirit of brotherhood and fraternity amongst its members.

iv. To represent the rights and duties and grievances of its members at Local, State, National and International level in all such matters relating to medical and general welfare.

v. To provide facilities which are feasible to help its members and their family members.

vi. To provide any scheme for welfare of its members and/or their families in case of death or otherwise.

vii. To help to conduct or organize medical camps, health education/training campus and health awareness Programmes for the needy people in the region as and when required without any discrimination of caste, creed or religion.

viii. To help to conduct charitable activities in the field of health & social sector for the needy & downtrodden people in the community, through various projects-directly or in association with Govt. / Local administrative bodies/NGOs:

a) To organize seminars and exhibitions, to conduct lectures and classes, to publish book and pamphlets, periodicals and audio visual aids for educating the public as well as health personal for better patient care.
b) To organize CME Programmes, transfer of technology, workshops and periodical conferences for doctors to improve the quality of their work and work environment with the help of various professional bodies.
c) To acquire property movable and immovable to carry out the objectives of the society, to constructs establish maintain, develop, acquire take over or dispose any such property or other establishment or institutions with objectives similar to this society.

d) To start a co-operative society for doctors and their family members.
e) To appoint employees, consultants, agents, contractors and any other professionals to achieve the objectives of the society.
f) To enter in to any arrangements or agreement with Govt. State or Central and Local Self Government, Any company firms and Association of persons that may seem conducive to the attainment of the objectives of the society.
g) To insure with any companies against losses damages, risk and liabilities of any kind which may affect the association either holy or partially and if thought fit to effect any such insurances by joining or becoming members of any mutual insurances protection or indemnity association.
h) To build, construct, alter, maintain, replace or take over any building, offices or other constructions for the purpose of the activities of the society.
i) To plan and support social programmes for poor people, like-providing Home for homeless, vocational training for widows for self employment, and similar programmes.
j) To support poor people both professionally and financially when needed.
k) To help and support the Government and other organizations during Epidemics, disasters and calamities.
l) To print, publish & distribute free leaflets/booklets and health magazines/news letters to create awareness on relevant health matters.
m) To help the government of Kerala and Govt of India to implement various national health programme.
n) To establish poly clinics, diagnostic centre, medical research institutions and paramedical institute to give training to general public doctors and paramedical staff.
o) To implement any programme which will help to attain the objectives of the society.

ix. To accept donations and to utilize them in pursuant to the terms of agreement between the Association and the donors as deemed fit to the aims and objectives.

x. To establish companies which will help the society to implement BMW Management, and also to establish hospitals, teaching and research institutions and diagnostic centers.

xi. To institute, conduct, defend, compound or abandon any legal proceedings by or against the association or its offices or otherwise concerning the affairs of the Association and also to compound and allowed time for payment of any debts due and of any claim or demand by or against the Association.

xii. To construct offices. Seminar Halls, Dining Halls, Auditorium, Residential and Non Residential Buildings, Accommodation Facilities or such other buildings for the use of Members of the Society and provide recreation facilities.

6. The management and control of the Society is entrusted to the Executive Body of the society to be elected by General Body and shall be carried on in accordance with rules and bye-laws. The name and address of Executive Body are subscribed hereunder.

Sl No.	Name and Address	Designation
1	**Dr. LATHA. P** Fountainhead,E. K. Nayanar Nagar, Kadamberi,Kanool, Kannur Kerala, India, Pin : 670562	President
2	**Dr. SARIN S. M** Dhwani Near Talap Up School Talap P.O, Kannur Kerala, India Pin : 670002	Secretary
3	**Dr. ZULFIKER ALI** Amen Thavakkara Road Kannur, Kannur Kerala, India Pin : 670002	Vice President
4	**Dr. DEEPTHI SATHIANDRAN** Amritham,Near parishath Bhavan Talap, Kannur, Kerala India Pin : 670002	Vice President
5	**Dr. ASHISH BENS** Vadakkekunnel HO, Chungam Eranholi Po, Thalassery Kannur, Kerala, India Pin : 670107	Treasurer
6	**Dr. MANJUSHA M. P** Vel Vihar ,Ward Xii,H.No. 738a, Behind Chandroth House, T.U Raman Road, Taliparamba P. O, Kannur, Kerala India, Pin : 670562	Joint Secretary
7	**Dr. BALAKRISHNA PODUVAL K P** Near Deshabhimani, Podikundu Pallikkunnu Post, Kannur Kerala, India Pin : 670004	Executive Member

PRESIDENT SECRETARY TREASURER

8	**Dr. SURESH VADI** Koyili Quarters Talap Kannur, Kannur India, Pin : 670004	Executive Member
9	**Dr. MANU MATHEW** `Dhanya` Makkunni Road Pallikunnu P.O Kannur, Kannur India, Pin : 670004	Executive Member
10	**Dr. MUHAMMED MUSHTHAQUE .P** REESH NEAR S.N.NURSERY SCKOOL KANNOTHUMCHAL, KANNUR Kerala, India, Pin : 670006	Executive Member
11	**Dr. MIDHUN RAMESH** Kailasam , Poikkattusserry, Panchayath Road, Chengamanad Kunnukara, Ernakulam Kerala, India, Pin : 683578	Executive Member
12	**Dr. ANITTA K JOSSI** Vadakkekunnel House Chungam Eranholi P O Thalassery, Kannur Kerala, India, Pin : 670107	Executive Member
13	**Dr. MRIDULA M P** 'Karthika' Near Sanheetha Talkies Payyambalam, Kannur Kerala India, Pin : 670001	Executive Member
14	**Dr. RAJAMOHANAN C K** Sukrithi, Pranavam, Thar Road Elayavoor Chovva, Kannur Kerala, India, Pin : 670006	SWC Member

As decided in General Body held on 20.05.2016 at IMA Hall, Kannur, we undersigned below are desirous of forming a Society named "INDIAN MEDICAL ASSOCIATION, KANNUR BRANCH" and to register under the provisions of THE SOCIETIES REGISTRATION ACT, 1860 ACT NO.21 in pursuance of this Memorandum of Association, and rules and bylaws of the Society.

Sl No.	Name and Address	Designation
1	**Dr. LATHA. P** Fountainhead,E. K. Nayanar Nagar, Kadamberi,Kanool, Kannur Kerala, India, Pin : 670562	President
2	**Dr. SARIN S. M** Dhwani Near Talap Up School Talap P.O, Kannur Kerala, India Pin : 670002	Secretary
3	**Dr. ZULFIKER ALI** Amen Thavakkara Road Kannur, Kannur Kerala, India Pin : 670002	Vice President
4	**Dr. DEEPTHI SATHIANDRAN** Amritham,Near parishath Bhavan Talap, Kannur, Kerala India Pin : 670002	Vice President
5	**Dr. ASHISH BENS** Vadakkekunnel HO, Chungam Eranholi Po, Thalassery Kannur, Kerala, India Pin : 670107	Treasurer
6	**Dr. MANJUSHA M. P** Vel Vihar ,Ward Xii,H.No. 738a, Behind Chandroth House, T.U Raman Road, Taliparamba P. O, Kannur, Kerala India, Pin : 670562	Joint Secretary

PRESIDENT SECRETARY TREASURER

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13	**Dr. MRIDULA M P** 'Karthika' Near Sanheetha Talkies Payyambalam, Kannur Kerala India, Pin : 670001	Executive Member

WITNESSES

1. Dr.

2. Dr.

PRESIDENT SECRETARY TREASURER

RULES & BYELAWS

INDIAN MEDICAL ASSOCIATION,
KANNUR BRANCH

Rules and Regulations adopted by the General Body
on 20.05.2016 at IMA Hall, Kannur

The branch is formed as per the memorandum, Rules and Bylaws of Indian Medical Association Kerala State Branch, Part II Clause No.4. The society is registered under the provisions of the societies registration central act of 1860, Act No.21.
The society formed is irrecovable.

1. **Name**
   The Society shall be known as INDIAN MEDICAL ASSOCIATION, KANNUR BRANCH (hereinafter called "the Society")
2. **Address**
   IMA Kannur Branch, IMA Building, Talap, Kannur District, Kerala, PIN-670001
3. **OFFICE**
   The land and building situated within the limits of Kannur Municipal Corporation, owned by the Kannur Branch of the Indian Medical Association, presently located in Ward No. 1, Block No. 12, Kannur-2 Village, comprised in Re-survey No. 603/4A1, admeasuring 7 (Seven) cents, together with all movable and immovable properties presently owned by the Branch and those that may be acquired in future, shall constitute the assets of this Society. All such assets, both movable and immovable, shall vest in the Society, namely, Indian Medical Association, Kannur, including all investments and funds held in the name of the Society. All funds and assets of the Society shall be utilised exclusively for the attainment and furtherance of the objectives of the Society, and no funds or assets of the Society shall be utilized for making payments or distributions to its members.
4. **JURISDICTION**
   The jurisdiction of the Kannur Branch shall be the area within Kannur..... It shall function under the jurisdiction of the Kerala State Branch of the IMA and shall relate with the aforesaid state Branch in all matters as laid down by memorandum rules and bye laws of IMA. The benefits of the society are open to all the members. Work with all sectors of General public, irrespective of caste, creed, sex, religion. The branch shall be affiliated to National IMA HQ, New Delhi through IMA KSB.
5. **AIMS & OBJECTIVES**

i. To Promote and advance Modern Medical Sciences in all their different branches and to promote improvement of Public Health and Medical Education in India, and to consider problems pertaining to the Association and the medical profession.
ii. To maintain and uphold the honour and dignity of its members and medical profession and to promote co-operation among the members.
iii. To encourage the spirit of brotherhood and fraternity amongst its members.
iv. To represent the rights and duties and grievances of its members at Local, State, National and International level in all such matters relating to medical and general welfare.
v. To provide facilities which are feasible to help its members and their family members.

vi. To provide any scheme for welfare of its members and/or their families in case of death or otherwise.
vii. To help to conduct or organize medical camps, health education/ training camps and health awareness programmes for the needy people in the region as and when required without any discrimination of caste, creed or religion.
viii. To help to conduct charitable activities in the field of health & social sector for the needy & downtrodden people in the community, through various projects-directly or in association with Govt. /Local administrative bodies/NGOs:

a) To plan & organize special health related programmes for physically or mentally disabled/elderly people, women & children.
b) To organize seminars and exhibitions, to conduct lectures and classes, to publish book and pamphlets, periodicals and audio visual aids for educating the public as well as health personal for better patient care.
c) To organize CME Programmes, transfer of technology, workshops and periodical conferences for doctors to improve the quality of their work and work environment, with the help of various professional bodies.
d) To acquire property movable and immovable to carry out the objectives of the society, to constructs establish maintain, develop, acquire take over or dispose any such property or other establishment or institution with objectives similar to this society.
e) To start a co-operative society for doctors and their family members.
f) To appoint employees, consultants, agents, contractors and any other professionals to achieve the objectives of the society.
g) To enter in to any arrangements or agreement with govt. state or central and local self governments, Any company firms and Association of persons that may seem conducive to the attainment of the objectives of the society.
h) To insure with any companies against losses damages, risk and liabilities of any kind which may affect the association either holy or partially and if thought fit to effect any such insurances by joining or becoming members of any mutual insurances protection or indemnity association.
i) To build, construct, alter, maintain, replace or take over any building, offices or other constructions for the purpose of the activities of the society.
j) To plan and support social programmes for poor peoples, like-providing Home for homeless, vocational training for windows for self employment, and similar programmes.
k) To support the terminally ill people, through Pain & Palliative care programme and other similar programmes (in association with the Government and voluntary organization).
l) To start Free Drug Banks in Government hospitals and other pvt health care institution.
m) To support poor people both professionally and financially when needed.
n) To help and support the Government and other organizations during Epidemics disasters and calamities.

o) To establish poly clinics, diagnostic centre, medical research institutions and paramedical institute to give training to general public doctors and paramedical staff.
p) To implement any programme which will help to attain the objectives of the society.

ix. To accept donations and to utilize them in pursuant to the terms of agreement between the Association and the donors as deemed fit to the aims and objectives.
x. To establish companies which will help the society to implement BMW Management and also to establish hospitals, teaching and research institutions and diagnostic centers.
xi. To institute, conduct defend, compound or abandon any legal proceedings by or against the association or its offices or others wise concerning the affairs of the Association and also to compound and allowed time for payment of any debts due and of any claim or demand by or against the Association.
xii. To construct offices, Seminar Halls, Dining Halls, Auditorium, Residential and Non Residential Building, Accommodation Facilities or such other buildings for the use of Members of the Society and provide recreation facilities.

6. ASSOCIATION YEAR

The Association year shall be from the 1st October of one year 30th September of the following year.

The accounts of the society shall be closed by 31st of March every year and same shall be audited by a chartered accountant appoint by the General Body of the Branch.

7. COMPOSITION OF THE KANNUR BRANCH

i. The Branch shall consist of members of IMA, who reside or practice in the area of jurisdiction of the branch and whose names are duly approved by the Hony: General Secretary of IMA Headquarters.
ii. The Branch shall maintain a Register of its members which shall correspond with the Membership Register maintained at IMA National Headquarters, New Delhi as well as at the Head quarters of IMA KSB.
iii. All additions, deletions and transfer of members shall be intimated to the Headquarters through the state Branch as laid down in the Rules and Bye-laws of IMA.

8. MEMBERSHIP

<u>Eligibility</u>

Any person who are working or residing in the area of jurisdiction of Kannur Branch IMA who is registered with a Medical Council in India on the basis of his/her medical qualification as defined in the Indian Medical Degree Act 1916 =(Act VII of 1916) and included in the Schedules to the Indian Medical Council Act as amended from time to time shall be eligible for membership to the Kannur Branch of IMA. However all Interns/House Surgeons having temporary registration in the various State Medical Councils will be eligible for intern membership for the period of their of

their temporary registration an intern member cannot hold any office or cannot represent the branch at any place.

9. ENROLMENT OF MEMBERS

All prospective and eligible members of the profession shall apply in the prescribed Membership Application Form (M.A. Form) to the Secretary of IMA Kannur Branch along with the prescribed fees. The secretary will scrutinize the application form and will put before the executive committee for granting membership. The HFC on behalf of the new member will be transferred to the national headquarters of IMA through state branch.

10. CLASSIFICATION OF MEMBERS

a) **Annual Members (Single and Couple)** Persons who are eligible for membership and enlisted as members for the Association Year shall be the Annual Members. They shall pay HFC and other contribution as decided by the IMA Headquarters. State Branch and the Kannur Branch from time to time.

b) **Life members (Single and Couple)**
Life members shall be enrolled in similar manner and on payment of a lump sum amount as decided from time to time towards the remittance of H.F.C and Branch Deposit. Life Members shall also pay yearly as Branch Contribution, an amount fixed by the Branch towards any special activity of the Branch.

c) **Associate Members**
Members of another branch of IMA can be enrolled as Associate Members of the Branch. They shall not fill in another M.A Form, but shall apply to the Branch and pay the subscription.

d) **Honorary Members**
The branch shall recommend to the Central Working Committee, the names of such renowned members of the profession whose presence or advice may be useful for the Branch, to be made Honorary Members of the Branch.

11. SUBSCRITPTION

Annual Members and Associate Members shall pay their subscription, and life Members their Branch working fund and other contribution and any other fee as decided by the Branch as per the rates fixed by the Branch from time to time and such payments shall be due on the 1st of October every year and should pay before 31st of March every year.

12. HEADQUARTERS FUND CONTRIBUTION (HFC)

The Branch shall pay the HFC as fixed by the IMA Headquarters from time to through the Kerala State Branch. The Branch shall remit the HFC as laid down by the IMA Rules in one installment in the case of existing Annual members as on 1st March, latest by 31st March every year. The branch shall send an up to date list of members on its Register of Members as on 31st March on behalf of whom HFC has been remitted in full, so as to reach the IMA Headquarters through the Kerala State Branch by the 30th of April every year. All additions and deletions shall be reported to IMA Headquarters from time to time during the Association year and lists

updated to 31st March shall be taken as valid membership of the branch and HFC shall be payable on them. The Branch shall maintain separate lists of members of its Register of Membership, and while remitting HFC, the Branch shall give the Statement of HFC based on the above categories of membership.

13. PRIVILEGES OF MEMBERSHIP

On being enrolled and membership being approved by IMA Headquarters, the member shall be entitled to all privileges of membership of the Association as provided in the rules if IMA and also to those of Kannur Branch, for the period for which he has paid subscription and of the State Branch through which H.F.C on his behalf has been remitted to IMA Headquarters.

These privileges shall include.

1. Receiving a copy each of the journal of Indian Medical Association and that of the Kerala State Branch and other publications of the Association either free or at such rates as fixed by the Association from time to time.
2. Attending and taking part in discussions at, all general and clinical meetings organized by the IMA and casting his vote as per the provisions of the Rules & Bye-laws
3. Attending the Medical Conferences organized by IMA Headquarters or State Brach or local branches as per the rules & bylaws of the association and also paying any fees as demanded by the association.
4. Enjoying other privileges that may hereafter be conferred by the Association under specified conditions eg: joining IMA Tours, IMA Benevolent Fund other Membership Services/Benefit Schemes etc.

14. TERMINATION OF MEMBERSHIP

a) Resignation

Membership may terminate by resignation. A member may at any time resign his membership by giving 30 days notice in writing to the Hon. Branch Secretary. The resigning member shall pay up all dues against him. The Hon. Branch Secretary shall send to the member a statement of his/her dues if any, and as the member pays up the dues, the Secretary shall send the resignation letter along with a clearance certificate to the Headquarters through the State Branch for information and necessary action

b) Non Payment of Subscription

Annual membership will end automatically by 31st March every year as per the IMA Rules if membership fee is not paid by 31st March every year.

c) Undesirable Conduct

i) If the conduct of a member is deemed by the branch prejudicial to the interests of the Association, or be calculated to bring the medical profession into disrepute, the Executive Committee of the Branch shall ask him or her to submit a written explanation within 15 days of the alleged misconduct. In the event of the explanation being found unsatisfactory, the member may be asked either to apologies or to resign from the Association. If the member apologise his apologies shall be given due consideration and it shall be sent to the Headquarters for the future reference. In the event of the said member refusing either to apologies or to resign when asked to do so, a General body meeting of the Branch shall be convened to consider the case with at least 7 days notice of the meeting given to the General Body as well as the member concerned and the member given an opportunity to explain his/her conduct in the General Body meeting. The General Body Meeting after hearing the explanation if any and 2/3 majority of the member present and voting recording their votes for the resolution recommending the removal of the name form IMA membership, the resolution passed accordingly shall be presented to the State Working Committee which if uploads the recommendation, will forward it to the Central Working Committee for finally deciding the matter by a 2/3 majority.

ii) By removal of name by Medical Council of India on the ground of conviction by a Court of justice (i) for any crime entailing moral turpitude (ii) upon being de-registered by any Medical Council of India on the ground of unethical conduct, from the date of deregistration and for the period of de-registration except in case of nonpayment of renewal fee, if any, in the registering council or (iii) upon forfeiture of Registration (through misconduct), of the medical qualification by virtue of which he/she became eligible for membership.

iii) in any case of termination of membership, the membership fee paid will not be refunded.

15. RE- ADMISSION

a) Any member whose membership is terminated can be re-admitted on fresh application being made by him and on payment of any dues outstanding against him on the date when he had ceased to be a member.

b) A member, whose name has been removed under IMA Rule 29 (a) may be readmitted on the expiry of two years or thereafter, provided his application for re enrollment is supported by ten members of the Branch testifying for his good conduct during the intervening period. He must also submit a written apology acceptable to the Executive Committee and from the branch the re-admission should be intimated to the Central/Working Committee with a confidential note for future reference.

In cases coming under RULE 29 (b) the readmission shall be possible only subsequent to such a person's name being re-entered in the Medical Council Register.

16. MANAGEMENT

EXECUTIVE COMMITTEE

The Branch shall govern its affairs through an Executive Committee headed by the President and comprising of the following, in such manner as it decides within the frame work of these Rules and Bye-laws.

The Executive Committee will consists of One President, Two Vice President, One Secretary, Two Join Secretaries and One Treasurer and 13 Executive Members.

(i) Elected Office Bearers

a. President

b. Vice President

c. Hony. Secretary

d. Joint Secretary

e. Treasurer

f. Executive members

(ii) Nominated Members

a. Internal Auditor

b. Chairman & Convenor of the Building Committee

c. Any State or Central Office bearer from the Branch

d. Chairman & Convenor/ Co-ordinators of various sub committees of the Branch.

e. Past presidents of the Branch.

f. President & Secretary of Women's wing of IMA Kannur Branch

iii) Ex- Officio Members

a) Immediate Past President
b) Immediate Past Secretary

iv) Co-opted Members

The President may co-opt 2 members with voting rights for the Association Year

v) Invited Members

The President may invite a maximum of three members but without voting rights as and when required.

17. EXECUTIVE COMMITTEE MEETINGS

a) Regular Executive Committee meeting.

b) The Executive Committee shall meet once in a month to discuss the association matters, clinical sessions and any other matter relating to the Branch. Discussions have to be held in the democratic way and decisions taken on the simple majority vote basis.

c) The notice for the above said meetings may be published in the IMA Notice Board affixed at the IMA Hall/by electronic media like sms, e-mail etc.

d) Emergency Executive meeting: May be convened as and when needed with specific agenda.

18. DUTIES OF THE EXECUTIVE COMMITTEE

1. The Executive Committee shall act on behalf of the Branch and shall be vested with the powers of its general management. It shall meet once in a month with due notice to members, and shall be responsible for executing the programmes put forward by the State Branch and the Headquarters from time to time.

2. It shall oversee the financial management of the Branch, verify and authorize payments and/or disbursement of funds as provided in these rules and such other activities as decided by the Branch from time to time.

3. The Executive Committee shall meet every month and make the necessary decisions regarding the Branch Meetings and make the Necessary arrangements for the same.

4. It shall appoint Committees and Subcommittees for various activities and function and shall express views on behalf of the Branch when asked for by the State Branch or IMA Headquarters.

5. The Executive Committee shall frame Bye-laws, propose amendments to it, consider resolution from the members, lay down procedures for the day to day functioning of the Branch, plan yearly elections and exercise all other powers as may be conducive to the Branch within the frame work of these Rules and Bye- laws and perform any other function entrusted to it by the general Body of the members.

19. DUTIES OF OFFICE BEARERS.

The duties and functions of Office Bearers of the Kannur Branch Shall be as under:

(i) President – Shall preside over all the meetings and shall be ex-officio member of all committees. He /She shall control and guide the affairs of the Branch and shall interpret these rules and Bye- Law and decide on doubtful points. The president shall have a casting vote in case of equality of voting on any account.

(ii) Vice President – The president shall be assisted by the vice president in all matters and the senior most of them shall act on his behalf in his absence.

(iii) Hon. Secretary – He/She shall be responsible for the day administration of the Branch under the guidance of the President and/or of the Executive Committee. He/she shall keep membership record and all other documents of the Branch and comply with essential requirements relating to the State Branch and/ or IMA Headquarters. He/ She shall pass all expenditure and bills/ vouchers and operate bank account along with Hon. Treasurer. He/ She shall be ex-officio member of all committees.

He/ She shall organize the association with the help of the joint Secretary. He/ She shall bring all matters relevant to the interests of the Branch to the notice of the President and the Executive Committee.

He/ She shall represent the Branch in legal matters personally and/ or through lawyer appointed by him in consultation with the Executive Committee. He/ She shall prepare the agenda for the Executive committee and the General Body meeting in consultation with the President. Keep the minutes and present the same in the forth- coming meeting for passing. He/ She shall keep an annual inventory and hand over the same to the incoming Secretary at the Annual General Body Meeting.

(iv) Joint Secretary – The joint secretaries shall assist the Hon. Secretary in all his duties and also act for the Hon. Secretary in his absence.

(v) Hony. Treasurer- He/ She shall maintain the accounts of the branch , operate bank accounts jointly with the Hony. Secretary invest or disburse funds as approved by the Executive Committee and help in raising finances for the Branch including collection of and present the same in the Executive Committee. He shall submit audited accounts of the year at the Annual General Body meeting.

(vi) SWC Member – He should represent the branch in all the SWC Meetings of IMA KSB. All the decision of SWC Meetings should be reported in the subsequent general body meeting of the branch. He is responsible for highlighting the views of the branch in the SWC Meeting.

(vii) State Council Member – Should attend the annual state council meeting and any special state council meeting if convened and should highlight the views of the branch in the state council.

20. **MEETINGS**

i. Monthly General Body Meeting:

There shall be monthly general body meeting of the members which may be coupled with medical/ scientific lectures/ seminars/discussions. These meetings shall be called by the Hony. Secretary in consultation with President.

ii. Annual General Body Meeting:

The annual General Body Meeting of members of the branch shall be held in September every year to receive and approve the Annual Report. Annual accounts and to consider and/approve Bye-law amendments if any.

iii. Family get together/ Combined Meetings with neighbouring branches.

Such meetings shall be encouraged for promoting personnel interactions & cultural activities.

iv. Extra- ordinary/ Emergency General body meeting

It shall be called by Hony. Secretary in consultation with the president and/ or as decided by the Executive Committee to consider a specific agenda. No other item shall be considered in this meeting.

v. Requisition General body meeting

It shall be called by the Hony. Secretary in Consultation with the President/ Executive Committee on receiving requisition from at least 25 current members of the Branch. Within 15 days of receipt of requisition to consider the specific item of agenda as demanded by the requisitionists. No other matter will be transacted at this meeting.

Elections for the Branch, the State Branch or central IMA can be conducted in these monthly meetings with due notice as per the rules and Bye- law.

21. QUORUM

a. Quorum for the General body meetings

The Quorum for General body meeting is thirty (30). In case quorum is not present at the notified time, the meeting shall stand adjourned for 10 minute and shall be reconvened by the President and business shall be transacted as per agenda.

22. ENROLMENT OF MEMBERS

Every prospective member shall fill up the Membership Application from with a photograph and forward it to the Branch Secretary along with attested copies of his/her Degree Certificate and Medical Council Registration Certificate and required subscription and contributions. The Secretary after verifying the records and with the approval of the Executive Committee, shall forward the same with his/her recommendations to the State Branch along with the HFC and application form. A copy of the application and copies of the Certificates shall be kept by the branch. Any candidate whose membership is approved by the Kannur Branch and whose HFC has been forwarded shall be eligible for all privilege of the Branch including voting rights for Branch elections. The Branch share of the subscription of Life Members shall be deposited in bank as Fixed Deposit.

23. PAYMENT OF SUBSCRIPTION

Branch members shall pay the annual subscription and other contributions fixed from time to time which fall due in advance on the 1st of October every year, beyond which proceedings as per these Rules and Bye- laws will follow. Those who do not pay the dues before 31st March will not have voting right and they cannot contest in the elections.

For new members joining in the second half of the Association year, their names will be listed in the list of members for the second half of the year.

24. TRANSFER OF MEMBERSHIP

If a member of the Branch leaves the area of the Branch permanently, the matter should be informed to the Hony. Secretary of the Branch after clearing all dues to the branch and if a branch transfer is needed the procedures as laid down by the IMA Kerala State Branch will be followed.

25. ELECTION OF OFFICE BEARERS

i. List of Office Bearers to be elected.

a. One President

b. Two Vice President (One lady)

c. One Hony. Secretary

d. Two Joint Secretary

e. One Treasurer

f. Eight Executive members

g. One SWC member

h. State council member one for every 25 members or part thereof

i. Central council members (1 for every 100 members or part thereof)

Election Procedure

Elections will be conducted as per the direction from the IMA KSB Head Quarters

a. The venue, date and time of election
   Shall be fixed by the executive committee of August month every year as per the directive from the state branch, and should be intimated to the members at least ten days before the date of election.

b. Returning officer
   The branch president in consultation with the Executive committee shall appoint a Returning Officer every year from among the members who are not contesting. Returning officer can co-opt up to 5 members to assist him in the election process. The decision of the returning officer shall be final and binding.

ii. Eligibility of candidates

All Annual and life members of the branch who have no outstanding dues or any pending disciplinary action against them are eligible to be candidates in the election, but the Annual Members should have live membership for the year he/she is contesting for. Each candidates shall be proposed and seconded by one member of the Branch who have no dues or disciplinary action outstanding against him.

iii. Electoral Roll

All Annual and Life Members on whose behalf HFC has been paid by the branch to the state office on or before 31st June and who have no outstanding dues or any pending disciplinary action against them will appear in the electoral roll.

iv. Election Schedule

The election schedule shall be fixed by the returning officer and will be informed to the Executive Committee. Separate dates and or time shall be fixed for the following.

1. Notification of Election.
2. Publication of Provisional Electoral Roll.
3. Filling of objections if any regarding Electoral Roll.
4. Publication of final Electoral Roll
5. Receiving Nominations

6. Scrutiny of Nominations and publication of Provisional List of Candidates
7. Withdrawal of Nominations
8. Publication of final list of candidates
9. Conduct of elections
10. Announcement of Results

* However, if no valid nomination is received for any post, nominations can be invited from the eligible members present at the election meeting and election meeting and election held at the same meeting.

* Election Disputes

Election can be called in question by any member by putting up an election petition to the State President through the Branch President accompanied by a fee Rs.500/- (Rupees Five Hundred Only) which is non- refundable by cheque/ Demand Draft within 5 days of declaration of the election results and the procedures as per State Branch Bye- Law will follow.

26. NOMINATED POSTS

The president shall in consultation with Executive Committee nominate any member to the following posts and announce it in the next General Body meeting.

i. Chairman & Convenor of the Building Committee
ii. Chairman & Convenor of Committee for Care of Elderly
iii. Chairman & Convenor of Mutual Benefit Scheme of the Branch
iv. Resource person for PP Scheme, Health Scheme, IMAGE, PEPS and SSS I, SSS II & SSS III Schemes of IMA State Branch, IMA Nammude Arogyam Magazine, Kerala Medical Journal & any other schemes or projects of IMA
v. Chairman & Convenor of Action Committee
vi. Chairman & Convenor of Ethics Committee
vii. Chairman & Convenor of Doctors Cultural Wings
viii. Chairman & Convenor of Medi – Arts Club
ix. Chairman & Convenor for the Committee for Social & Community Activities
x. Internal Auditor
xi. Chairman & Convenor of any other subcommittee constituted by IMA Kannur branch as and when needed.

27. APPOINTMENT OF AUDITORS & LEGAL ADVISORS

The Branch account shall be audited by a registered Chartered Accountant, who shall be duely appointed by the General Body of the society. The auditors shall audit the accounts periodically and also at the end of the financial year or whenever desired by the Executive committee and shall give suggestions if any for the proper accounting. Legal advisors shall be appointed as and when necessary by the Executive Committee, with due remuneration.

28. VACANCIES

The president in consultation with the Executive Committee shall appoint any member who has no dues or disciplinary action outstanding, to any office which has fallen vacant during the course of the IMA year, and announce it in the next executive committee and general body meeting.

29. DISCIPLINARY ACTION

If the conduct of a member be deemed by the Branch President/ Executive Committee as prejudicial to the interests of the association or be calculated to bring the medical profession into disrepute, the Branch Executive Committee may ask him or her to submit a written explanation of his/her conduct to be submitted within a period of 30 days. In the event of the explanation being found unsatisfactory, the member may be asked either to apologies or to resign from the association. If the member apologizes, his apologise shall be given due consideration. In the event of said member refusing either to apologise or to resign when asked to do so, a general body meeting of the branch shall be called to consider the case and at least seven days notice of the meeting shall be given to the member concerned and he/she shall be given an opportunity to explain his/her conduct. The general body after hearing the explanation if any, can decide by 2/3 majority of the members present at the punishment which may be one of the following.

1. Censuring
2. Debarring him/her from holding or being nominated / elected for any office of the association (at the head quarters or state or the branch level) for two years.
3. Suspension from membership for two years.
4. Removal of his/her name from membership of IMA

   The state working committee can uphold, reject or alter the recommendation of the branch by a 2/3 majority of the members present at the time of voting.

   If the state working committee decides to remove the name of the member from IMA, it will forward the decision to the central working committee for final ratification.

30. THE BUILDING COMMITTEE

There shall be a committee constituted by the president in consultation with the executive committee to manage the affairs of the building owned by the branch. It shall have a chairman, a convener and minimum 5 members. This committee shall manage affairs of the building as per the directions of the executive committee and the general body, keeps accounts of it, and present the same to executive committee and to the general body. The period of the committee shall be three years.

31. ASSETS AND LIABILITIES INVESTMENT AND OPERATION OF ACCOUNTS

The assets, both movable and immovable shall vest with the Indian Medical Association Kannur Branch and investment of different funds shall be in the name of "Indian Medical Association, Kannur Branch. All the funds of the society shall be utilized for the payment to the members of the society. All the funds of the society shall be invested in accordance with Sec 11 (5) r.w.s. 13(1) (d) of the Income Tax Act 1961. The funds of the Indian Medical Association shall be operated jointly by (i) Hony. Secretary and (ii) Hony. Treasurer or in his absence or in his inability to work, the President of the Branch.

The funds of the branch shall be administrated in such manner as directed by the Executive Committee.

32. INCOME

The funds of the branch shall be derived from the following sources.

1. Membership subscription and branch contributions.
2. Special contributions and donations raised from and among the members from time to time as may be deemed necessary by the executive committee and approved by the General Body.
3. Income derived from rent of hiring out part of Kannur branch building at Kannur.
4. Income derived from donations and contributions.
5. Other sources of Income which may be approved by the executive committee.
6. The income of the society shall be solely utilized to attain the objectives society and no fund/Assets of the society shall be utilized for the payment to the members.

33. EXPENDITURE

The executive committee shall out of the income of the branch conduct all ordinary expenses, contributions to the charity activities, pay rents, salaries, travelling allowances for office bearers as laid down in the state branch bye- laws, wages and such other charges as may be necessary for carrying out of the day to day activities of the branch, provide for the issue of publications, and further spend money for scientific investigations, conferences, prizes, scholarships and such other purposes as may be considered advisable in furtherance of the objectives of the association. The proper vouchers have to be maintain by the treasurer in the specified form. All expenditure has to be sanctioned by the president on recommendation by the secretary and then only the Treasurer pay the amount.

34. REGISTERS TO BE KEPT

The Hony, Secretary shall keep the following registers of the branch and hand over the same to the incoming secretary as he lays down the office.

1. Membership Register
   This shall contain the up-to-date and separate list of the branch members as follows.
   a) Annual Members- single and couple
   b) Life members – single and couple
   c) Associate members
   d) Honorary members
2. Attendance register
3. Minutes book of general body and executive committee meeting.
4. Correspondence register
5. Cash register
6. Ledger
7. Defaulter's register
8. Inventory

35. AMENDMENTS TO RULES AND BYE LAWS

Proposals for amendments from the members shall reach the Honey secretary at least two months before and those from the Executive Committee one month before the General body meeting. The proposed amendments should be made available to the branch members at least one week before the General Body meeting.

Amendments shall be accepted if approved by 3/5 majority of the members present and voting in favour, such amendments as approved shall be presented to the central working committee and they will come into force after ratification by the central working

committee. Any amendment to the memorandum of the Association/Rules and Byelaws shall not after the basic character/ Objectives of the society and no such amendment shall be in violation of section 2(15), 11,13 of the income tax Act, 1961.

36. TRANSITORY PROVISIONS

On coming into force of these rules the Office bearers of the Society duly elected and the staff of the Society will continue and shall be deemed to be the office bearers and employees of this Society, provided the office bearers shall continue as specified.

37. DISSOLUTION OF THE ASSOCIATION

If in the event of winding up or dissolution of the society at any time, there remain any excess of assets, after satisfaction of all its debts and the liabilities, such excess of assets shall either be transferred to any other institution having objectives of a charitable nature and as similar to the objectives herein as possible or shall be vested with the Government by 3/5 majority of the members present in the General body meeting. In any circumstance no money will be given to its members on dissolution.

The Society is presently a charitable one in nature and there will not be any activity for making profit.

That in case any of the objective of the society are held to be non-charitable within the meaning of section 2(15) of Income Tax Act or any statutory modifications thereof, the society shall not carryout such objectives.

39. COMMENCEMENT

These Rules and Regulations shall come into force from the date of the Registration of the society provided the state council of IMA KSB ratifies the same.

We hereby certify that the above documents are the original copy of memorandum, rules and bye laws of Indian Medical Association- Kannur Branch and also certify that it is adopted by the General Body of the society on 25.05.2016. We also assure that there is no society functioning in the same name with same aim and objectives in Kannur District.

PRESIDENT SECRETARY TREASURER

DEFINITION : In these rules and bye laws may here under, unless the contest otherwise requires

a) Association means the Indian Medical Association, having its Head Quarters in New Delhi.

b) The Central council means the central council of Indian Medical Association, New Delhi.

c) The Central working committee means the central working committee of the Indian Medical Association, New Delhi.

d) Head quarters means Head Quarters of the Indian Medical Association, New Delhi.

e) Constitution means the memorandum, rules and bye laws of Indian Medical Association Kannur Branch.

f) State Branch means the Kerala State Branch of Indian Medical Association.

g) State Council means state council of Indian Medical Association, Kerala State Branch.

h) State working committee means the state working committee of the Indian Medical Association, Kerala State Branch.

i) Branch means the Kannur Branch of Indian Medical Association.

j) Society means Kannur Branch of Indian Medical Association.

k) Rules and bye laws means rules and bye laws of Kannur Branch of Indian Medical Association as amended from time to time.

The branch is formed as per the memorandum, Rules and Bylaws of Indian Medical Association Kerala State Branch, part II Clause No.4. The society is registered under the provisions of the Society formed is irrecovable.

Present amendment in the continuation of old bylaw of IMA Kannur that has been produced on various court.

PRESIDENT SECRETARY TREASURER

WITNESSES:

1.

2.

PRESIDENT SECRETARY TREASURER