

INDIAN MEDICAL ASSOCIATION

GOA STATE BRANCH

AFFILIATED TO

The Indian Medical Association

Head-Quarters

New-Delhi



CONSTITUTION
RULES AND BY-LAWS

**INDIAN MEDICAL ASSOCIATION
GOA STATE BRANCH**

2ND Floor, Ashiquee Square, St. Inez, Panaji, Goa
(Registered Under the Societies Act XXI of 1860)

And

Affiliated to

The Indian Medical Association

Head-Quarters

I.M.A. House, Indraprastha Marg, New Delhi 110 002.



**CONSTITUTION
RULES & BYE-LAWS**

Published By

**The Chairman, Constitution Sub-Committee,
Indian Medical Association
Goa State Branch.**

**As Amended Up To 25th May 2013
And ratified by I.M.A. Headquarters**

FOREWORD 2013

It is indeed fitting and appropriate that the silver jubilee year of the GIMACON should be celebrated with a release of a new edition of the IMA Goa State Constitution.

There have been various amendments over the years, since 1998. These have largely been a result of directives from the Head Quarters, and related to changes in the Association year. Others are additions in administrative procedure designed to facilitate the smooth functioning of the organisation within the guidelines laid down in the original document. In other words there has been little change in the core provisions of the constitution since 1998. This truly is a tribute to the vision of the original Constitution Sub-Committee and all those members who took part in the seemingly endless series of discussions and meetings which produced the first document; and which has stood the test of time.

Various documents were drafted along the way for ease of functioning of the IMA Goa State Branch. To ensure that we do not lose track of these procedural guidelines, they have been incorporated in the form of Appendices at the end, so as to provide a ready reference point and avoid time consuming ploughing through mountains of files.

The final draft was ratified by The I.M.A, HQ at the 73rd meeting of the Central Council on 27th - 28th December 2012 as intimated in its letter of 2nd February 2013. (IMA/Admn./A-14/2100)

I wish to place on record my acknowledgment and gratitude to Dr. Shailesh Kamat, Dr. Suresh Mandrekar and Dr. Anil Mehndiratta, past State Secretaries, for their co-operation, initiative and assistance along the way, in tracing all the amendments made over the years, consolidating them and getting them ratified by the General Body. In particular, a special word of appreciation is reserved for Dr. Anil Mehndiratta, for his assistance and efforts in locating various documents and converting them from hard to soft copy in keeping with advances in communication since the 1998.

In consonance with the corporate green initiative, we will be printing a limited number of hard copies. The document will, however, be readily available on CD.

Finally, my Foreword in 1998 ended with the sentence **“so that like the mythical Phoenix, the Constitution and the Association can rise again to achieve even greater heights”**. Friends I put it to you that both the Constitution and the Association has indeed risen to greater heights since 1998.

But we cannot afford to stop here because “The Objects” of our Constitution are still to be achieved.

**Dr. G. A. D`Costa,
Chairman
Constitution, Sub-Committee
Indian Medical Association
Goa State Branch**

FOREWORD 1998

The process of reviewing the Indian Medical Association, Goa State Branch Constitution, was initiated by a resolution passed by the General Body at its Annual Meeting on 12th September 1993; consequent to dissatisfaction expressed by members over certain ambiguities and inconsistencies in the old constitution. A Chairman was designated and a Sub-Committee appointed, consisting of:-

Chairman: - Dr. G. AD`Costa

Secretary: - Dr. S. Dias Sapeco

Members, Ex-Officio: - Dr. N. K. Naik, State President, 1993-1994

Dr. R. P. Hegde, State Secretary, 1993-1994

Dr. Antonio Rodrigues, State Treasurer, 1993-1994

The opinion of the members on the old constitution was canvassed through the Local Branches, and this formed the basis of a series of meetings of the Sub-Committee which eventually produced the first draft.

This draft was presented to a specially convened group consisting of the Sub-Committee, six Local Branch Representatives and six Senior Advisors. On the basis of the discussions at this meeting, a second draft was produced. This was circulated to all Local Branches for discussions. Having called for further opinions from the members through the Local Branches, the draft was presented for a legal opinion.

The suggestions of the Legal Advisor were incorporated in the final draft, which was presented to the General Body at its Annual Meeting on 25th September 1994. The General Body passed the final unanimously, and this was then dispatched to the Indian Medical Association, Head –Quarters for ratification. The Honorary General Secretary, IMA H. Q. in his letter IMA F.1 (46)/1296 dated 12th Feb. 1998 confirmed that the Constitution, Rules and Bye Laws of the IMA., Goa State Branch had been ratified subject to certain modifications, as indicated by the Honorary General Secretary.

These modifications were incorporated to produce this final copy. It only remains to be emphasized that this Constitution is the result of a process of evolution rather than revolution. It would therefore be presumptuous to claim that we have achieved perfection, for perfection implies a static state; and this would be alien to the dynamism inherent in the Indian Medical Association. What has been achieved, is a revitalization of the Constitution, and thereby, the Goa State Branch of the Association; so that like the mythical Phoenix, the Constitution and the Association can rise again to achieve even greater heights.

**Dr. G. A. D`Costa,
Chairman
Constitution Sub-Committee &
Honorary State Secretary,
Indian Medical Association, Goa State Branch**

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GOA STATE BRANCH
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**INDIAN MEDICAL ASSOCIATION
GOA STATE BRANCH CONSTITUTION
RULES AND BY- LAWS**

**PART I
MEMORANDUM OF THE ASSOCIATION**

A. THE NAME

The name of the association shall be the Indian Medical Association, Goa State Branch hereinafter called the “Goa State Branch “ constituted under part II Rule 6, of the Memorandum Rules and By- Laws of the Indian Medical Association, having its headquarters at the Indian Medical Association House, Indraprastha Marg., New Delhi.

B. THE OFFICE

The office of the Goa State Branch shall be in the State of Goa, and at a place designated or acquired for the purpose by the State Executive Committee on behalf of the General Body.

C. THE OBJECTS

The objects of the Goa State Branch shall be:-

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

D. THE METHODS

For the attainment and furtherance of these objects, the Goa State Branch may:-

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

- iii) Publish and circulate a journal /newsletter which shall be the official organ of the Goa State Branch, of a character specially adapted to the needs of the medical profession in India, in general, and in Goa in particular; and which shall undertake publicity and propoganda of the work of the Association through its columns, and publish other literature in accordance with the objects of the Association wherever possible.
- iv) Maintain the Goa State Branch office and library.
- v) Publish from time to time papers and other transactions embodying medical research conducted by the members, or under auspices of the Association.
- vi) Encourage research in medical and allied sciences, with grants out of funds of the Goa State Branch by the establishment of scholarships, prizes and rewards; and in such other manner as may from time to time be determined by the Association.
- vii) Conduct educational campaigns among the people of Goa, on the subject of public health and sanitation; on and co-operating, whenever necessary, with various public health bodies working for the same objectives.
- viii) Organize medical corps for providing medical relief during epidemics and in times of emergencies or natural calamities.
- ix) Consider and express its views on all matters including laws of the State or proposed legislation affecting public health, the medical profession, and medical education; and initiate, watch over, or take such steps and adopt such measures from time to time regarding the same, as may be deemed expedient or necessary.
- x) Purchase, take on lease, 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 Goa State Branch, and in particular any land, building, furniture, household, or other effects utensils, books, newspapers, periodicals, instruments, fittings, appliances, apparatus, conveyance and accommodation; and as and when deemed necessary, mortgage, transfer or otherwise dispose of the same.
- xi) Erect maintain, improve or alter, and keep in repair any building for the purpose of the Goa State Branch.

- xii) Borrow or raise money in such manner as the Goa State Branch may think fit; and collect subscriptions and donations for the purpose of the Goa State Branch.
- xiii) Invest any money of the Goa State Branch not immediately required for any of its objects, in such manner as may, from time to time, be determined by the Goa State Branch.
- xiv) Assist, subscribe, co-operate, affiliate, be affiliated to, or amalgamate with any other public body, whether incorporated or not, and having altogether or part objectives similar to those of the Association.
- xv) Create, or assist in creating, Branches for any of the aforesaid purposes.
- xvi) Do all such other things as are cognate to the objects of the Association, or incidental or conducive to the attainment of the above mentioned objects.
- xvii) The benefits of the Trust/Society shall be open to All irrespective of caste, creed or Religion.

E. THE CONSTITUTION

1. THE MEMBERS

The Goa State Branch shall consist of members whose names are on the Register of Members of the Goa State Branch, at the time when these revised Rules and By-Laws come into operation; and of members who may join subsequently, having become eligible, and duly elected in such manner and on such conditions, as may be prescribed from time to time.

2. THE REGISTER OF MEMBERS

There shall be a Register of Members, in which the names of all the members of the Goa State Branch shall be entered, with their qualifications and current addresses; and this Register shall be maintained in such manner as laid down by the Association from time to time.

PART II RULES OF THE ASSOCIATION

1. DEFINITIONS

In these Rules and By-Laws made thereunder, unless the context otherwise requires.

- a) “Association” means the Indian Medical Association, having its Headquarters Office at New Delhi.
- b) “The Goa State Branch” Means the State Branch of Indian Medical Association, having its jurisdiction over the State of Goa.
- c) “State Executive” means Executive Committee of the Goa State Branch as constituted under the rules.
- d) “Conference” means the Annual Conference of the Goa State Branch.
- e) “Local Branch” means the local Branch of the Association, within the jurisdiction of the Goa State Branch as formed under the rules.
- f) “Rules and By-laws” means the Rules and By-laws of the Goa State Branch.
- g) “Publication” means the official publication of the Goa State Branch currently known as the “Indian Medical Association, News, Goa State Branch”.
- h) “Headquarters” means the Headquarters of the Indian Medical Association, currently situated at New Delhi.
- i) “By-Law” means a secondary, subordinate or accessory law dealing with matters of local or internal regulation made by the Goa State Branch.
- j) “Working Committee” means the Working Committee of the Association.

2. BRANCHES

A. FORMATION OF LOCAL BRANCHES

Members of the Goa State Branch shall, whenever possible, group themselves into separate local bodies styled as Local Branches. Each Branch shall have a local area to be determined by the State Executive, and approved by the Working Committee of the Association.

A minimum of twenty members who are eligible to be members of the Association practicing, residing or employed in a place or its neighborhood may resolve to form themselves into a Local Branch of the Association by a resolution passed at a General Body Meeting of such persons convened for that purpose. The resolution along with the names of the office bearers of the new Branch, the signed Membership Application forms, Branch formation fee and HFC as per By-laws shall be sent to the State Branch. The State Branch shall consider the resolution and forward its recommendations along with a copy of the resolution, the names of the office bearers, the Membership Application forms and the Head-Quarters quota of the Branch formation fee and HFC to the HQ for final approval of the Branch by the Working Committee at its next meeting. The Branch formation fee shall be shared equally by the State Branch and the IMA HQ.

B. FUNCTIONING OF THE LOCAL BRANCHES

- i) Local Branches shall be independent of each other.
- ii) Subject to the Rules and By-laws of the Goa State Branch each Local Branch shall be very free to:-
 - a) Govern itself in such manner as it shall think fit, and for that purpose, to make from time to time Rules and By-laws as it may think fit.
 - b) To repeal or alter the same as and when it shall consider it expedient. The Rules and By-laws in force shall conform to the Rules and By-laws of the Goa state Branch, and these shall have been approved by the Goa State Branch, subject to subsequent ratification by the Working Committee of the Headquarters.

- iii) All the Local Branches in the State of Goa shall be guided by the Goa State Branch and its Rules and By-laws. The Goa State Branch shall become the medium of communication between the Local Branches and the Headquarters at New Delhi. In the event of a difference of opinion on any matter, the Local Branches may appeal to the Working Committee at the Headquarters with copy of the appeal being sent to the Goa State Branch. The opinion of the Working Committee shall be obtained and pending this decision, the State Executive decision shall prevail. The Rules and By-laws of the Headquarters shall apply in all matters where no specific provision has been made in the Rules and By-laws of the Goa State Branch or the Local Branch.
- iv) There shall be a model set of Rules and By-laws to act as guidelines for Local Branches, as approved by the Headquarters Working Committee. A Local Branch shall, however, be free to govern itself in such manner as it shall think fit, and for that purpose to make, from time to time, Rules and By-laws as and when it may consider it expedient. The Rules and By-laws so made, and for the time being in force, shall be binding on the members constituting the Branch with reference to which they are made, provided that such Rules and By-laws are in general conformity with the Rules and By-laws of the Association, and have been approved by the Association and ratified by the Headquarters Working Committee.
- v) A Local Branch, after its formation, shall send its Rules and By-laws to the Headquarters, with a copy to the Goa State Branch. The Goa State Branch should forward its comments, if any, to the Headquarters within four weeks from the date of receipt. The Goa State Branch shall however have no powers to approve or modify the same.
- vi) Until such time as the Constitution, Rules and By-laws of a newly formed Local Branch or those of existing Local Branches, which do not have constitutions of their own, or any amendments/alterations/additions, etc. of existing Rules and By-Laws are ratified by the Working Committee, the model set of Rules and By-Laws as prescribed by the Working Committee shall be operative.
- vii) The Goa State Branch shall not be liable for any debts or liabilities of any of its Local Branches nor shall any of its Local Branches be liable for any of the debts or liabilities of the Goa State Branch.

C. GENERAL RULES FOR THE LOCAL BRANCHES

- i) The Local Branches shall submit to the Headquarters and the Journal Office through the Goa State Branch a six monthly or yearly return of the members on their roll by the 28th December for yearly, and 28th June for Half-yearly contributions each year. This shall include a list of names and addresses of new members, defaulters, and those members who have changed/left the Branch, with their new Branch and address if available. A report of the Local Branch during that period shall also be submitted to the State Branch.
- ii) The Local Branch, shall pay a contribution to the Headquarters (Headquarters Fund Contribution) and Goa State branch (State Fund Contribution) an amount to be fixed from time to time by the Headquarters and the Goa State Branch Executive respectively, as per head, per year for all the members on its roll on the 28th December each year. Such contribution shall become due on the 28th December each year or any other date that may be fixed by the Headquarters. New Branch members shall pay a full year's contribution if the members joins in the first half of the Association year, or a half year's contribution if the members joins in the second half of the Association year.
- iii) The Representatives from the Local Branches at the State Executive shall be appointed in the following pattern:-

For every twenty to hundred members there shall be one representative, and thereafter for every hundred members of part thereof one additional representative shall be appointed.

In case any representative of Local Branches is unable to attend any meeting of the State Executive, the President of the said Branch may nominate any other member of the Branch to deputize for that meeting. The names of such members who are so deputed shall be communicated to the Honorary Secretary of the Goa State Branch before the meeting.
- iv) All office bearers of local branches shall be Life Members of the Association.
- v) Members desiring to become President, Secretary or Treasure of Local Branches should have worked on the executive committee of the Local Branch for two years preceding the appointment in the above mentioned posts; of these, one year should preferably have been as Vice-President, Joint Secretary or Joint Treasurer.

3. MEMBERSHIP

A. ELIGIBILITY FOR MEMBERSHIP

Any person possessing medical qualifications as lay down by the Indian Medical Degree Act, 1916 (act VII of 1916) and the Indian Medical Council Act of 1956 as amended from time to time and approved by the Indian Medical Association (H.Q), and registered with a Medical Council in India, shall be eligible for membership with, as far as possible, the Local Branch where he/she ordinarily practices or resides; or the nearest neighborhood Local Branch in the event that a Local Branch does not exist in his/her immediate area.

B. CLASSIFICATION

i. BRANCH MEMBERS

Any person enlisting as a member through a Local Branch as per the Rules and By-laws of the Indian Medical Association shall be called a Branch Member.

Branch Members may be:

- a. Single Members:
- b. Couple members:- In case of husband and wife both being members of the same Branch, they will be referred to as Couple Members.

ii. LIFE MEMBERS

Members eligible for membership who pay a lump sum in lieu of a yearly subscription according to the By-laws laid down for the purpose by the Head Quarters shall be called Life Members.

iii. ASSOCIATE MEMBERS

Members of one Branch who are accepted as Associate Members of another Branch according to the Rules and By-laws of that latter Branch enjoying all the privileges of membership of that latter Branch except that of voting or holding office, shall be called Associate Members.

iv. ATTACHED MEMBERS

The medical personnel of Armed Forces of India, who are eligible for membership of the Indian Medical Association, shall become members attached to the Headquarters and shall be called Attached Members.

v. INTERN MEMBERS

All interns, otherwise eligible and registered temporarily with various State Medical Councils under the Indian Medical Council Act 1956 may be enrolled as intern members for the period of their internship only. These members will be considered for regular membership on their obtaining full registration, after completion of internship.

vi. STUDENT MEMBERS (See Appendix - I)

C. SUBSCRIPTION AND CONTRIBUTIONS

a. BRANCH MEMBERS

Branch members on the rolls of Local Branches shall pay their subscription to the Branch according to the scale fixed by the Branch from time to time and such subscription shall include Headquarters Fund Contribution, as fixed by the Working Committee, State Fund Contribution and any special fees that may be levied by the State Executive from time. Such subscriptions for one full year shall become due on 28th December every year for existing members.

b. LIFE MEMBERS

- i Life Members shall be enrolled on payment of a lump sum in lieu of the yearly subscription and remittance of a Headquarters Fund Contribution as provided in the Indian Medical Association Rules and By-laws from time to time.
- ii Life members shall enjoy all rights and privileges of the Goa State Branch and the Headquarters, without any further subscriptions. Any subscription that may be levied by the Local Branch for any local or special activity shall be paid additionally.

c. ASSOCIATE MEMBERS

Associate Members shall pay the subscription fixed by the Local Branch concerned for Associate Members, but the Local Branch shall not charge the Associate Members any Headquarters Fund Contribution, or State Fund Contribution.

d. ATTACHED MEMBERS

Attached Members shall not pay any State Fund Contribution but shall be required to pay the same charges as levied by the Local Branches from Branch members for day to day activity and for any special activity.

Attached Members as per the rule B. iv. shall also be eligible to get themselves attached to any Local Branch under whose jurisdiction they might be posted for the time being. Such members shall be governed by the Rules and By-laws of the Headquarters as regards the procedure for selection as members, and shall be entitled to receive the Journal of the Indian Medical Association.

Attached Members shall pay a subscription of an amount including H.F.C. as fixed by the Working Committee, which shall become due on 28th December every year. New attached members joining the Goa State Branch in the second half of Association year shall pay only half the annual subscription for the half year.

e. INTERN MEMBERS

Shall pay the same subscription as applicable to Associate Members.

f. STUDENT MEMBERS

Members of the Students Wing shall not be liable to pay any fees.

g. GENERAL RULES FOR SUBSCRIPTIONS

The quantum for all subscriptions payable to the Goa State Branch shall be determined/ altered as necessary by the State Executive. That portion of the contribution collected as Headquarters Fund Contribution shall be remitted on behalf of the members to the Headquarters, by the Goa State Branch.

- i. All subscriptions and contributions shall become due on 28th December every year, for the first half and on 28th June for the second half.
- ii. A member enrolled at any time during the first half of that year, shall pay the full subscription for that year and half the subscription if enrolled at any time during the second half of that year.
- iii. In case of husband and wife both being members of the same Local Branch, the couple shall pay between them one full subscription and one half subscription for the full Association year and half of this amount if the couple joins in the second half of the year and shall be entitled to one copy of the Journal. Headquarters Fund Contribution shall be in same proportion.

D. PRIVILEGES OF MEMBERSHIP

- a. All members, including Life Members, shall have right to enjoy the privileges of membership of the Association, and of the Local Branch through which he/she is a member.
- b. All members shall have the right to attend and take part in discussions, at all general and clinical meetings, lectures and demonstrations organized by the Association or its Local Branches of which they are members.
- c. All members shall have the right to attend the Annual Conferences organized by the Goa State Branch or any of its Local Branches on such terms as laid down in the By-laws.
- d. A member shall be entitled to receive a copy of the Journal of the Indian Medical Association and of other publications of the Goa State Branch. The publication of the Goa State Branch, currently known as "IMA News" shall be available to members on payment of a journal fee currently fixed at Rs. 50.00 per annum or any charge that the Executive Committee may assign at a future date.
- e. Associate Members, Intern Members, Student Members and Attached Members may not vote on any matter, including resolutions and elections, at any Indian Medical Association meeting, whether at Local Branch or at State level; nor shall they represent the Association or its Local Branch in any matter, in any outside body, in any capacity.

Such members, shall however enjoy all other privileges of the Goa State Branch including the privilege of participating in discussions, and proposing resolutions.

- f. All members shall enjoy any other privileges that may hereinafter be conferred by the Indian Medical Association.
- g. The period of entitlement to the above mentioned privileges, shall correspond to the period for which subscriptions have paid.

E. GENERAL RULES OF MEMBERSHIP

a) ENROLMENT

a Every candidate for membership of the Goa State Branch through Local Branch shall fill up a Membership Application Form (M.A. Form) in the manner prescribed by the Association, and the Branch concerned, and forward it to the Branch Secretary or Treasurer along with a copy of the his/her M.B.B.S. degree (or Medico Cirujiao Certificate), a copy of the Medical Council Registration Certificate and the required subscription of the Branch which shall include the Headquarters Fund, State Fund, Admission Fee and any other special fee that may be levied by the State Executive or the Local Branch.

The Local Branch shall consider the application, verify the certificates, and submit its recommendations to the office of the State Branch along with the copies of certificates, the required Admission Fee and Headquarters Fund Contribution (H.F.C.) either for the whole or half year as the case may be, within a month of the receipt of the application. If the State Branch office accepts the application, the Secretary of the State Branch shall forthwith forward the Membership Application Forms, copies of the certificates, Admission Fees and H.F.C. to the Headquarters at New Delhi. The membership of the applicant shall begin after the Honorary General Secretary, Indian Medical Association Headquarters has approved the application. The Honorary General Secretary shall convey to the Journal office at Calcutta the name and address of the new member and forward one copy of the application form for their records. An applicant's membership shall become active one and a half months from the date of acceptance of his application by the State Executive, when confirmation of his membership is received from the Headquarters.

b) TRANSFER OF MEMBERSHIP

If a Local Branch Member leaves the area of his Local Branch permanently and goes to another Branch, he must clear all dues of previous Branch and shall pay the subscription of new Branch for the remaining period of the Association year according to the rules of the new Branch. The Headquarters Fund Contribution shall be paid by the Branch proportionate to the period of membership of each Branch calculated for each half year. On no account shall the new Branch accept the intimation of transfer from any member unless a clearance certificate is produced from the previous Branch showing that all the dues thereto have been paid up. The fact of the transfer shall be notified by the Local Branches to each other, to the Headquarters and to the Journal Office through the State Branch or Local Branches concerned.

c) CESSATION OF MEMBERSHIP

On cessation of membership, the person concerned shall automatically cease to enjoy any privileges, or to hold any office, or appointment in the Goa State Branch or its Local Branches.

d) TERMINATION OF MEMBERSHIP

Membership may be terminated by:-

i) Resignation :- A member may, at any time resign his/her membership by giving notice in writing to the Branch Secretary.

The resigning member shall pay up all his/her dues, and the Secretary concerned shall issue a statement of outstanding dues against the member if all dues are not paid, along with his/her resignation to the State Executive for information and necessary action.

ii) Removal of the name from the Rolls for non-payment of subscription:-

The Local Branch shall be free to make any rules it likes within the laws of natural justice, about payment of its dues from members. But the Headquarters Fund Contribution and State Branch Contribution or subscription from a Local Branch in respect of any member should be received within three months of the date on which it falls due. If the contribution still remains unpaid, registered notice shall be sent to the members at the address appearing on the register of members, clearly stating that if the dues are not paid within one month, all privileges of membership shall be suspended for the member. If the dues still remain unpaid, privileges of membership including the supply of the Journal shall be suspended and the case shall be put before the State Executive for any action it may decide to take.

iii) Removal of the name from the Rolls for undesirable conduct :-

If the conduct of any member be deemed by the State Executive, or Local Branch, to be prejudicial to the interests of the Association or calculated to bring the medical profession into disrepute, he or she may be asked to submit a written explanation of his or her conduct. In the event of the explanation of his or her conduct being found unsatisfactory, the member may be asked to apologize or to resign from the Goa State Branch.

If the member is agreeable, his/her apology or resignation shall be accepted and sent to the Headquarters through the State Branch with a confidential note giving details of the case for future reference.

In the event of the said member refusing either to apologize or to resign when asked to do so, a General Body Meeting of the Branch shall be called to consider the case. 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 if he/she desires to do so. If at the meeting three fourths of the members present and voting record their votes for the removal of his/her name from membership, the resolution shall be sent to the Headquarters through the State Branch for confirmation and his/her name shall be removed from the register of membership of the Branch only after receipt of such confirmation.

In the meantime, he/she shall be suspended from enjoying any privileges of membership.

- iv) By virtue of removal of the name from the Medical Council Register:-

If, for any reason, including conviction of any crime and/or moral turpitude, the name of a member is struck off the Register of the Indian Medical Council, or any State Medical Council, then that individual shall automatically cease to be a member of the Goa State Branch, with immediate effect. However a judgment against a member, under the Consumer Protection Act, or in the Civil Court, shall not construe as a penal clause for suspension unless so specified by the Indian Medical Association or the State Medical Council.

e) RE – ADMISSION

Persons who have ceased to be members under Rules 3. E.d.ii., can be re-admitted on a fresh application being made by them and on payment of any dues outstanding against them on the date when they ceased to be members. The State Executive shall however, have the power to waive a part or the whole of any outstanding dues against such a member on recommendation of the Branch concerned. Members whose names have been removed under Rule 3.E.d.iii., may be re-admitted on expiry of two years or thereafter, provided their application for re- admission is supported by ten members of the Goa State Branch testifying to his/her good conduct during the intervening period; but the members who have resigned under this clause shall be re-admitted only after submitting a written apology acceptable to the Working Committee on recommendation of the Branch concerned, and the State Executive. There shall be Re-Admission fees, as prescribed by the Headquarters.

f) CONVERSION OF ANNUAL MEMBERSHIP TO LIFE MEMBERSHIP

The Local Branch Secretary should get the member to fill a new M.A. form and write at the top of the form in red ink or red ball-point pen “Conversion from Annual Membership to Life Membership. His Serial Number from the General List is

4. ASSOCIATION YEAR

The year of the Indian Medical association and all its Branches for all purposes shall be from the 28th December of one year to the 27th December of the following year. For the purposes of the Headquarters Fund Contribution, and other subscriptions the financial year may be divided into two half year periods namely 28th December to 27th June, and 28th June to 27th December. The Local Branches shall conform to this Association year.

5. THE GENERAL BODY

- A) All Members of the Association whose names appear in the register of the Goa State Branch as on 30th of June of the year shall constitute the General Body of the Goa State Branch.
- B) The General Body shall govern the affairs of the Goa State Branch through its elected office bearers and committees. The decisions of the General Body in all matters concerning the Indian Medical Association, Goa State Branch shall be final and binding.
- C) The General Body shall meet at least once a year at the time of the Annual Conference.

Additional meetings may be arranged within the framework of the stipulated rules of management.

6. MANAGEMENT OF THE GOA STATE BRANCH

The General control, management and direction of the policy and affairs of the Goa State Branch shall be vested in the General Body, and executed by the State Executive Committee.

A COMPOSITION OF THE STATE EXECUTIVE COMMITTEE

- i) The State President
- ii) The Immediate Past Five State Presidents
- iii) Three Vice-Presidents
- iv) The Honorary State Secretary
- v) The Immediate Past State Secretary
- vi) The Honorary Joint Secretary
- vii) The Honorary State Treasurer
- viii) The Honorary Joint Treasurer
- ix) Representatives of the Goa State Branch on the Working Committee of the Headquarters
- x) Representatives Of the Local Branches, elected to the State Executive
- xi) Presidents and Secretaries of all Local Branches, ex-officio
- xii) Editor
- xiii) The Immediate Past State Treasurer

B. FUNCTIONS AND POWERS OF THE STATE EXECUTIVE COMMITTEE

The State Executive Committee shall administer the affairs of the Goa State Branch within the framework of the Constitution. The State Executive shall exercise such powers and do such things as may be done by the Goa State Branch. It shall be vested with the authority and powers to carry into effect the policies and programmes as formulated as its business meeting and / or by the General Body.

In accordance with such authority the State Branch Executive shall have the right and power:-

- i) To frame, alter or repeal procedure for the conduct of business at meetings of the Goa State Branch and administration of the Goa State Branch room, library and other properties for the organization and direction of its publications.
- ii) To frame, alter or repeal the Memorandum, Rules and By-laws of the Goa State Branch with the approval of the General Body.
- iii) To make representations on any matter, in which it considers the interests of the Association/Goa State Branch or the medical profession to be affected, before the State Government or other public bodies or any properly constituted authority.
- iv) To appoint committees and to delegate some of its powers to such committees. All such committees shall have the State President and State Secretary as ex-officio members of the committee. The Chairman of such committees shall be obliged to submit an annual statement of accounts to the State Secretary who shall then incorporate it into the general accounts.
- v) To consider and recommend application of Local Branches and members.
- vi) To appoint or remove salaried officers and servants of the Goa State Branch.

C. GENERAL RULES FOR MEMBERS OF THE STATE EXECUTIVES COMMITTEE

- I) The incoming office bearers, except the Local Branch Presidents, Secretaries and Representatives shall be confirmed at the Annual State Executive Meeting and the election ratified at the General Body Meeting.

The Local Branch office bearers shall be confirmed at the post-conference/concluding Executive Committee meeting and ratified at the following A.G.B.

- II) The office bearers shall take charge at a formal handing-over ceremony, at the end of each Association year.
- III) All office bearers shall continue in office till their successors are installed.

- IV) The names of the branch office bearers and branch representatives shall be communicated to the State Executive at least six weeks before the Concluding/Post Conference State Executive Meeting.

- V) In case of an office falling vacant due to resignation, death or transfer of a member, the State Executive shall take measures to appoint a successor as soon as possible and preferably from the same branch.

D. MEETINGS OF THE GOA STATE BRANCH

I. MEETINGS OF THE STATE EXECUTIVE COMMITTEE

- i) Annual State Executive Meeting:-

This meeting shall ordinarily be held prior to the Annual Conference at a suitable place, date and time to be decided by the Secretary in consultation with the President.

The business to be transacted at the Annual State Executive Meetings shall be as follows:-

- a) The election if necessary (in the absence of the President and the Vice-President) of a Chairman.
- b) Confirmation of minutes of the previous meetings.
- c) Confirmation of the in-coming President, Vice-President and Office Bearers of the Executive Committee, except the Local Branch office bearers and representatives.
- d) Nomination of members on the Working Committee of the Indian Medical Association Headquarters. Branch Representatives to the Central Council shall be in the following scales:- For every 60-100 members, one representative. Branches having less than 60 members can join together to form 60 members for the purpose of electing a representative. Thereafter, for every additional 100 members, or part thereof, one additional representative. Branch representatives to the Central Council shall be life members of good standing of the local branch.

Branch representatives to the Working Committee shall be elected from amongst the members of the Branch who have been members of the Association continuously for at least five years preceding the election. The State representative to the CWC shall be nominated from the same branch as the in-coming State President; he shall be presented at the Annual Executive Committee meeting, confirmed at the AGB, and installed at the handing over ceremony.

- e) Adoption of the State Secretary's Annual Report from the last Annual Executive Committee meeting
- f) Adoption of the audited Statement of Accounts by the State Treasurer for the preceding financial year.
- g) Amendments of Rules and By-laws if any as proposed by the branches
- h) Resolutions brought forward by the Executive Committee.
- i) Resolutions brought forward by individual Local Branches of the Goa State Branch
- j) Resolutions Brought forward by a representative of a group of members.
- k) Appointment of the Honorary Legal Advisor.
- l) Any other business with the permission of the President/Chairman.

The detailed agenda for this meeting shall be circulated to all members entitled to attend such a meetings at least six weeks before the date of the meetings. Any members or branch wishing to propose an amendment to any item on the agenda shall do so at least four weeks before the date of the meetings. Such amendments shall be additionally circulated to the members entitled to attend the meeting at least two weeks before the date of the meeting. During the Annual Executive Meeting any discussion, on any topic outside the contents of the stated agenda, shall be conducted only with the permission of the Chairman.

ii) Post Conference Business Meeting/Concluding Meeting of the State Executive Committee:-

There shall be a business meeting, following the Annual Conference and prior to the Handing over/ Installation ceremony, which shall be organized for the purpose of confirming the minutes of the Annual State Executive Meeting and for delegation of powers to appropriate committees in the process of implementing the decisions arrived at during the Annual State Executive Meeting and General Body Meeting. This meeting shall also serve as the Concluding Meeting of the State Executive, and shall be held at a suitable place and time as decided by the State Secretary in consultation with the State President.

The business to be transacted at this concluding meeting shall be as follows:-

- a) Election if necessary of a Chairman, in the absence of the President and Vice-President.
- b) Confirmation of the minutes of previous executive committee meeting.
- c) Adoption of the Secretary's report for the preceding association year.

- d) Adoption of the Vision Statement of the incoming secretary for the forthcoming year.
- e) Consideration of the unaudited Annual statement of accounts of the preceding association year.
- f) Consideration of the budget for the ensuing year by the incoming treasurer.
- g) Implementation of the decisions arrived at during the Annual Executive Committee Meeting and the Annual General Body Meeting, with, if necessary, the appointment of and delegation of powers to appropriate committees in the process of such implementation.
- h) Resolution adopting the change in office bearers, and to convey the same to relevant agencies such as the banks, registrar of societies etc.
- i) Confirmation of Local Branch office bearers and representatives.
- j) Any other business with the permission of the chair.

In addition to this, business meetings may be called for by the President /Secretary as and when necessary in the normal course of management of the Goa State Branch.

iii) Requisition State Executive Meeting:-

The President, Secretary or any five members of the State Executive may call for a Requisition Meeting of the State Executive. Such a meeting shall be held within eight weeks of the receipt of the requisition. The specific purpose, date, time and venue shall be circulated by the Secretary, in consultation with the President, at least one month before the meeting. No other business shall be transacted at such a meeting.

A Requisition General Meeting of the State Executive may also be called for by ten percent of the membership of the Association under the Goa State Branch jointly. Such a request shall be communicated to the Secretary, stating the specific purpose of the meeting. The Secretary shall convene such a meeting within eight weeks of the receipt of the requisition. A representative of the members who have made the requisition shall be given the privilege of attending such a meeting to state the case. Notice of such a meeting shall be circulated to all those entitled to attend such a meeting stating the purpose, date time and place, by the Secretary, in consultation with the President, four weeks before the meeting. No other business may be transacted at such a meeting.

iv) Emergency State Executive Meeting:-

Without prejudice to any of the foregoing, the President or Secretary may in exceptional circumstances call for an Emergency Meeting of the State Executive.

In such an event, the nature of the emergency shall be defined and a shorter notice period shall be allowed at the discretion of President or Secretary but in no case, shall it be less than three days.

II. MEETINGS OF THE GENERAL BODY

i) Annual General body Meeting:-

A meeting of the General Body shall be held at the time of the Annual Conference, and before the Valedictory Function, the specific date, time and place for which shall be decided by the Executive Committee and circulated to all members at least six weeks before the date of the meeting. All members of the Goa State Branch may attend the General Body Meeting, participate in discussions and make suggestion/proposals. However, only Branch and Life members whose names appear on the Register as on 30th of June of the year may vote on resolutions. The quorum for the Annual General Body Meeting shall be 25% of the total membership of the Goa State Branch

The General Body shall:-

- a. Appoint the State Executive Office Bearers for the following Association year, and ratify the existing Local Branch office bearers and representatives.
- b. Confirm/alter the decisions made at the Annual State Executive Meeting
- c. Consider the Secretary's Report for the period following the previous AGB to the current one, incorporating a combination of two part reports as for the inaugural function. He shall also present an annual report as per the last financial year, for approval and presentation to the Registrar of Societies which will bear the date of approval by the AGM.
- d. Consider the Treasurers audited Annual Statement of accounts for the preceding financial year. This will incorporate the accounts of the previous treasurer from April to Dec. of the previous calendar year, and the accounts from Jan to March of the current calendar year.
- e. Discuss any other Resolution/Proposals brought before it by the State Executive. The procedure for such Resolutions/Proposals shall be as follows.

Resolutions may be proposed by the President in consultation with the Secretary, or by any Local Branch, or by twenty members jointly, or by any member of the State Executive. Such Resolutions/Proposals shall be conveyed to the Secretary at least eight weeks before the date of the meeting. The Secretary shall then place the Resolutions/Proposals before the State Executive for discussion.

The State Executive shall be empowered to accept the Resolutions/Proposals only if supported by a two-thirds majority of the State Executive Committee present and voting.

If a Resolution/Proposal is accepted, then the Secretary shall proceed to include it on the Agenda for the General Body Meeting. If rejected the proposers may direct the inclusion of the proposal on the agenda of the A.G.B.

Whilst amendments to Resolutions/Proposals already tabled for discussion may be considered no new Resolutions/Proposals may be considered at the General Body Meeting.

Resolutions/Proposals shall be adopted by the General Body if passed by a two- third majority of those present and voting at the General Body Meeting.

ii) Requisition General Body Meeting:-

A requisitioned General Body Meeting may be called for by any of the following for a specific purpose:

- The President in consultation with the Secretary.
- At least two-thirds of the members of the State Executive Committee.
- At least twenty-five percent of the members of the Association, under the Goa State Branch.

The Secretary shall convene such a meeting within eight weeks of receipt of the requisition. The purpose, date, time and place shall be circulated to the members at least four weeks before the date of the meeting. No other business shall be transacted at such a meeting. The quorum for such a meeting shall be 25% of the total membership of the Goa State Branch.

III SCIENTIFIC/SOCIAL/ACADEMIC MEETINGS

These may organized by the State Executive at any time, after due notice is circulated to the members either directly, or via the branches, at least one month before the event.

E. PROCEDURE FOR MEETINGS

i) **General rules for meetings**

- a) Minutes of all meetings shall be correctly kept and shall be duly confirmed at the following meeting. However, the minutes of the sub-committees or ad-hoc or special committees may be confirmed by circular.
- b) The Chairman of the meeting may adjourn a meeting, if deemed necessary, particularly if the majority of the members present are in favor of adjournment. At the adjourned meeting only the unfinished business of the meeting shall be transacted. At the adjourned meeting the new chairman shall preside if there has been a change of office in between.
- c) The Chairman shall, in case of equality of votes have a casting vote.
- d) The proceedings of the State Executive shall not be invalidated by any vacancy among the members of the State Executive, arising by resignation demise or transfer.

- e) In the event of any defect in the election or qualification of any member of the State Executive, the same shall not invalidate the proceedings of the State Executive. However all the decisions taken by the disqualified members, shall be subjected to review by the State executive.

ii) Notices for Meetings

All notices shall be sent by any legally acceptable form of electronic media, such as e-mail, that may be available, **OR** by post for those who wish to continue to receive the notices in this manner. In the case of Emergency meetings, members shall be notified by publication in any two leading local newspapers.

Notices shall be sent to all members who are privileged to attend, including co-opted members, at the address in the current State records. It shall be the responsibility of the Local Branches and the members to keep these records updated. In the event of a change of representative having occurred; the new representative shall bring with him a letter of authority/appointment from the Branch Secretary or President.

Notices for all meetings except the Annual State Executive Meeting and Annual General Body Meeting shall be sent at least one month before the date of the meeting, stating the agenda, date, time and place of the meeting. In case of the Annual State Executive meeting and Annual General Body Meeting the notice shall be sent out at least six weeks before the date of the meeting.

All proposals/resolutions/requisitions for special meetings shall reach the Secretary at least eight weeks before the proposed date of the meeting.

iii) Agenda for Meetings

The Agenda for all meetings shall be circulated to all members entitled to attend such meetings, along with the notice. In case of special and requisition meetings, no additional item may be added to the agenda, and no business shall be transacted other than that for which the meeting has been convened.

Resolution/proposals to be placed on the agenda should reach the Secretary at least eight weeks before the date of the proposed meeting. Amendments to the resolution shall reach the Secretary at least two weeks before the meeting except in case of the Annual State Executive Meeting and Annual General Body meeting where they should reach the Secretary four weeks before the meeting.

At the Annual State Executive Committee meeting, Business Meetings and General Body meeting topics for discussion may be raised only with the permission of the Chairman. Any resolution/proposal rejected at a General Body Meeting, shall not be reconsidered at any subsequent meeting unless one year has elapsed. Any resolution/proposal adopted at any meeting, may be considered for amendment only when one year has elapsed.

iv) Quorum for Meetings

At the Annual General Body Meeting, the quorum shall be 25% of the total membership of the IMA Goa State Branch.

For State Executive Committee Meetings, there shall be seven members present, of which at least three should be the office bearers.

For special and Requisition meetings fifty percent of the Executive shall be present of which three shall be office bearers.

For Emergency meetings, at least twenty-five percent of the Executive shall be present including the President and the Secretary.

At any meeting, if the required quorum is not found, the Chairman should adjourn the meeting after half an hour. If the meeting is convened as a requisition meeting, then the Chairman shall then proceed to declare the meeting adjourned and dissolved

All the other meetings, the President in consultation with the Secretary, shall reconvene the meeting at any subsequent date, and/or time and place, but not later than two weeks. At this meeting, the members present, irrespective of their number, shall constitute the Quorum and proceed with the meeting. At such reconvened meetings, resolutions shall be passed by a simple majority, with the Chairman having the casting vote in case of a tie.

Resolutions shall also be passed by a simple majority at Emergency meetings. However, at all other meetings, resolutions shall be passed by a two-third majority of those present and voting.

F. BUSINESS BY CIRCULAR

Whenever necessary the Honorary State Secretary shall in consultation with the President ascertain the opinion of the State Executive Committee by Circular. Work undertaken by a sub-committee or members, by delegation of authority, may also be executed by circular if found to be practicable.

7. FUNDS OF THE GOA STATE BRANCH

All the funds and properties of the Goa State Branch shall stand vested in the name of "Indian Medical Association , Goa State Branch" All bank accounts of the Goa State Branch shall be operated, on behalf of the Goa State Branch, by the Honorary State Treasurer and one of the following:-

- i) The State President
- ii) The Honorary State Secretary

The funds & the Income of the Trust/Society shall be solely utilized for the achievement of its objectives & no portion of it shall be utilized for payment of the Trustees/Members by way of profit, Interest, dividends etc.

A. INCOME

The funds of the Goa State Branch shall be derived from the following sources:-

- i) Subscription from various categories of members.
- ii) Special contributions or donations raised directly or through the branches.
- iii) Income derived from any publication of the Goa State Branch.
- iv) Interest on deposits
- v) Rent
- vi) Such other sources as may be authorized by the State Executive.

B. TYPES OF FUNDS

There shall be:-

- i) General Account
- ii) Reserve Fund
- iii) Special Fund
 - iii) a) Life Membership Fund
 - iii) b) Oration Fund

i) General Account:-

This Account shall be used by the State Executive to defray all ordinary expenses, rent, salaries and such other expenses as may be incurred in the process of carrying out the normal work of the Association. It shall further provide for scientific investigation and publication as authorized, and also for conference, prizes, scholarships, and such other purpose as the State Executive may consider advisable in the furtherance of the objects of the Goa State Branch.

ii) Reserve Fund:-

There shall be a reserve fund of the Goa State Branch. At least twenty-five percent of the surplus each year shall be credited to this fund. The Reserve Fund shall only be drawn upon by a special resolution of the State Executive passed by a two-thirds majority vote.

iii) Special Fund:-

The State Executive as empowered by the General Body shall have the power to create a special fund earmarked for a specific purpose and shall make suitable rules for the management of the same. The said fund shall bear the name "Indian Medical Association, Goa State Branch..... (Name of the fund)" And shall be operated by the Honorary Treasurer with the President/Secretary as described above.

iii) a) Life Membership Fund:-

Life Membership Fees collected by Local and State Branches shall be kept in a separate account and shall be invested separately within the provisions of the Societies registration rules.

The membership amount so invested shall under no circumstances be withdrawn or spent. In case a member changes the Branch, the original amount received by the Branch shall be paid to the new Branch which the Member has joined. This shall apply to Local as well as State Branches. On transfer of Membership, the member shall have all rights of the new branch he has joined, including voting and holding office. However, if there is any extra charge for any hospitality, it will be the members' option to join it or not.

iii) b) Oration Fund:-

This shall be a fund generated by a sum donated by each member, and set aside for this purpose in an independent "Oration Fund" All new members shall also be required to pay this sum on joining the Goa State Branch. The said sum at present Rupees One Hundred and fifty only, shall be reviewed from time to time by the State Executive Committee.

C. EXPENDITURE

No member, individually or as part of a committee shall incur any expense on behalf of the Goa State Branch, except with the prior written authority of Secretary, or Treasurer stating the approximate amount to be incurred, and the purpose. Such expenditure incurred as a result of any activity under the banner of the Indian Medical Association, shall be available for subsequent auditing.

D. APPROPRIATION OF THE SURPLUS

The Goa State Branch shall not make or declare any profits out of the income/ expenditure of the Goa State Branch. In the event of there being an excess of income over expenditure, twenty-five percent of this surplus shall be transferred to the Reserve fund and the balance to the Special, or any other Fund, to meet the said objectives of the Goa State Branch.

E. INVESTMENT CLAUSE

The funds of the Trust/Society shall be invested in the modes specified under the provisions of Section 13(1)(d) f.w.s. 11(5) of the I.T. Act, 1961 as amended from time to time.

8. ANNUAL CONFERENCE

A. GENERAL RULES

- a) There shall be organized a Goa State Medical Conference which shall be named the "(Number of the Conference)th GIMACON", every year, or as the State Executive may decide, under the auspices of the Indian Medical Association, Goa State Branch, at a suitable place and time to be decided by the State Executive in consultation with the Host Branch. Branches shall have the privilege of inviting the conference by rotation. The conference shall be held in the last week of September or the first week of October every year.
- b) The President of the Indian Medical Association, Goa State Branch for the year shall be the Chairman of the Conference.
- c) The expenses for the Conference shall be borne wholly by the Local Branch inviting the Conference. The State Executive shall not be responsible for any part of the expenses.

- d) The Delegate fee, which shall be synonymous with the Conference Registration Fee, shall be as prescribed by the State Executive Committee from time to time. Twenty-five percent of this fee shall be credited to the fund of the Goa State Branch or any other amount that shall be so assigned by the General Body.
- e) The Delegate Fee, shall be determined by the Conference Organizing Committee in consultation with the State Executive.

B. CONFERENCE ORGANIZING COMMITTEE

- a) The Local Branch Inviting the Conference shall form the Organizing Committee of the Conference, with the current State President as the Chairman.
- b) The Organizing Committee shall make the arrangements for the boarding and lodging of the members attending the Conference, if so desired by them, on previous intimation, and payment for the same, when required, at rates fixed by the organizing Committee.
- c) The Organizing Committee, in consultation with the State President and the State Secretary, shall make the arrangements for the papers for the scientific sessions.

C. DELEGATES

All Medical Practitioners possessing qualifications as laid down in the Rules and By-laws shall be entitled to attend the Conference as Delegates of the Conference, on the terms hereinafter laid down by the State Executive.

Bonafide Medical Students, shall also be entitled to attend, with or without payment of fees, at the discretion of the Organizing Committee, as Student Wing delegates..

D. VISITORS

The Following may attend the Conference as Visitors:-

- a) Prominent public men who are specially invited by the Organizing Committee to attend the Conference without payment of any fees, as Distinguished Visitors.
- b) Medical and Scientific personnel who wish to take part in the scientific session without payment of delegate fees, at the discretion of the Organizing Committee.

E. PROGRAMME OF THE ANNUAL CONFERENCE

I) The Inaugural Function

This shall include the following:-

- a) Address by the President of the Conference Organizing Committee.
- b) Presentation of the Annual Report by the State Secretary of activities since the last Conference. This will incorporate the previous secretary's report from the last conference to December and the current secretary's report from January to the current conference.
- c) Address by the Chairman of the Conference Organizing Committee.

- d) Inauguration of the Conference.
- e) Felicitation ceremony for members selected by the Felicitation committee (**Guidelines as Attached at Appendix 4**)
- f) Presentation of awards to Best Branch, Best President and Best Secretary, of the previous Association Year (**Guidelines as Attached at Appendix 3**)
- g) Address by the President Elect.
- h) Address by the Chief Guest and /or the Guest of Honor.

This programme may be further extended/modified at the discretion of the Organizing Committee in consultation with the State Executive.

II) The Oration

There shall be, during the Annual Conference, and after the Inaugural Function, an Oration entitled "The Indian Medical Association, Goa State Oration".

A speaker shall be chosen by a special committee, the "Oration Committee" and invited to deliver the Oration.

The committee to select the speaker shall be constituted by the Organizing Committee, and shall include the State President, the State Secretary, and representatives from the Local Branches. Names may be proposed by the Local Branches, or members, and these shall be conveyed to the Organizing Secretary at least six months before the date of the Conference. The Oration Committee shall select a speaker by a simple majority vote, with the Chairman having the casting vote in case of tie.

All expenses related to the speaker for the Oration shall be met from the funds generated by a sum donated by each member, and set aside for this purpose in an independent "Oration Fund"

The Oration Committee, having selected the speaker, shall convey the name to the Organizing Committee, who shall then be responsible for all matters relating to the speaker and the Oration.

III) The Scientific Session

The Scientific Session shall consist of scientific papers on any topic that may be considered to be of scientific/academic interest to the Goa State Branch. Such papers shall be in two groups. The first group shall be invited papers from eminent persons in such specialties as the Organizing Committee may feel important and relevant to the Indian Medical Association at that time. All expenses related to all such speakers shall be borne by the Organizing Committee.

The second group of papers shall be collected in the form of a call for papers which shall be issued to all Local Branches, as soon as the date and venue of the Annual Conference have been decided and circulated by the Host Branch to the Sister Branches.

In the event of the number of such papers received being in excess of those that can be accommodated within the stipulated time, the "Oration Committee" shall be requested to select the required number of papers on the basis of merit, academic content, originality and relevance to the Indian Medical Association.

IV) The General Body Meeting

During the course of the Annual Conference and preferably before the Valedictory function, there shall be held the Annual General Body Meeting. The Agenda for the meeting shall be circulated to all members of the Goa State Branch at least six weeks before the Conference.

During the General Body Meeting, the Secretary's Annual Report of the previous Association year shall be ratified, and the Annual report from the last AGB presented for discussion and ratification. The Treasurers audited Annual Statement of Accounts for the previous financial year, shall also be presented.

9. AMENDMENTS TO THE CONSTITUTION/RULES/BY-LAWS:

Amendment Clause: No amendments to the Trust deed/Memorandum of Association/By-laws/Rules and Regulations shall be made which may prove to be repugnant to the provisions of the sections 2(15), 11,12,13, & 80G of the Income-tax Act, 1961, as amended from time to time. Further no amendment shall be carried out without the prior approval of the commissioner of income tax.

Amendments to this Constitution/Rules/By-laws may be proposed by any Local Branch or by twenty-five percent of the members jointly, or by the President in consultation with the Secretary, or by three members of the State Executive.

The Proposal shall be conveyed to the State Secretary, who shall then include it on the agenda of the next Business meeting of the State Executive. The proposal shall be discussed and voted on by the State Executive. If rejected, The Local Branch, or the Members making the proposal collectively, shall be so informed as soon as possible.

The Local Branch or the members may then present the proposal to the next Annual General Body meeting for discussion, Such a proposal shall be passed by a minimum of two-thirds of the membership of the Association under the Goa State Branch, attending the General Body meeting, and voting.

If the State Executive accepts the proposal, the decision shall be circulated to all Branches for information and discussion.

The Branches shall then convey their approval, or otherwise, of the proposal. If all Branches accept the proposal, then the State Executive may act on the proposal pending final formal approval by the General Body.

If there is an objection to the proposal by any Local Branch, then the proposal shall be presented to the Annual General Body meeting for discussion and approval by a minimum of two-thirds of the membership of the Association under the Goa State Branch attending the meeting and voting.

In any event the proposal shall be put on the agenda of the AGB for this purpose, by the Executive Committee at its Annual meeting.

(Flow Chart Attached at Appendix 5)

PART III BY-LAWS OF THE INDIAN MEDICAL ASSOCIATION GOA STATE BRANCH

A. OFFICE BEARERS

1. Description of Posts

The following office bearers shall be elected for the proper management of the activities of the Goa State Branch.

- a) The President
- b) Three Vice-Presidents
- c) One Honorary State Secretary
- d) One Honorary Joint Secretary
- e) One Honorary Treasurer
- f) One Honorary Joint Treasurer
- g) All office bearers of the IMA Goa State Branch shall be Life Members of the IMA Goa State Branch

These office bearers shall be confirmed at the Annual General Body Meeting and shall assume office at a formal handing over ceremony at the end of the Association year. They shall hold office for one year, which shall correspond with the Association year. The Vice - Presidents shall be elevated in order of seniority to the post of President.

No one in receipt of a salary or honorarium from the funds of the Goa State Branch can be elected as an office bearer of the Goa State Branch.

2. Duties and Powers of the Office Bearers:-

- a) The President:-
 - i) Shall be the Chairman of all meetings of the State Executive and an ex-officio member of all other committees.
 - ii) Shall guide and control the activities of the Goa State Branch.
 - iii) Shall preside at the Annual Conference.
 - iv) Shall regulate the proceedings of the meetings and conference, interpret the rules and regulations and adjudicate on doubtful points.
 - v) Shall in addition to his ordinary vote, have a casting vote in case of equality of votes.
 - vi) The term of office of the President shall be one year, which shall correspond with the Association year.
 - vii) The President shall assume office following a formal Handing Over ceremony at the end of an Association Year.

- b) The Vice -Presidents:-
- i) There shall be three Vice-Presidents except in the year of adoption. Future elections shall be held for the post of third Vice-President, and by seniority, he/she shall be elevated to the post of second Vice-President, first Vice- President and President in successive years in order of seniority.
 - ii) Shall be chairman of meetings of the State Executive in the absence of the President.
 - iii) Shall help in the organization of the Branches by touring and addressing Medical Associations, etc.
- c) The Honorary State Secretary:-
- i. Shall be in charge of the State Office
 - ii. Shall conduct all correspondence
 - iii. Shall have general supervision of accounts, pass all bills for payments and sign cheques.
 - iv. Shall get prepared by the Honorary Treasurer an unaudited quarterly and audited annual statement of accounts by the Auditor for presentation to the State Executive.
 - v. Shall prepare a budget for presentation at the Annual Meeting of the State Executive.
 - vi. Shall organize, arrange and convene meetings, conferences, lectures and demonstrations.
 - vii. Shall attend meetings of the State Executive and other committees if and when formed and keep records of proceedings thereof.
 - viii. Shall be the ex-officio member of all committees.
 - ix. Shall maintain a correct and up-to-date register of all members of the Goa State Branch.
 - x. Shall organize the Goa State Branch by encouraging the establishment of Local Branches where they do not exist and by creating a general interest in the Indian Medical Association.
 - xi. Shall prepare the Annual Report and present it at the Annual Meeting of the General Body through the State Executive.
 - xii. Shall prepare, solely for the purpose of submission to the Registrar of Societies, an Annual Audited Statement of Accounts and Annual Report both of which shall correspond to the last financial year from April of the previous year to March of the current year. This shall be submitted as soon as possible after the AGB
 - xiii. Shall be responsible of maintaining the minutes and other record of all meetings of the State Executive.
 - xiv. The Honorary Joint Secretary shall assist the Honorary State Secretary in this work. He/She/They shall attend the meetings of the State executive and other Committees where specified.
 - xv. The term of office of the Honorary Secretary shall be one year corresponding with the Association year.

(The duties of the State Secretary are summarized in the State Secretary's calendar attached at Appendix 6)

- d) The Honorary Treasurer:-
- i) Shall receive all moneys of the Goa State Branch and deposit them in a bank approved by the State Executive to the credit of the Goa State Branch.
 - ii) Shall be responsible for the disposal of bills when payment is sanctioned by the Honorary State Secretary on his written orders.
 - iii) Shall be responsible for the collection of the Subscriptions and/or contributions from all members of the Goa State Branch either directly or through the Local Branches.
Shall be responsible for the keeping up-to-date the accounts of the Goa State Branch, with all the accounts books posted upon date.
 - v) Shall get all accounts audited by the Auditor or the Goa State Branch.
 - vi) Shall prepare the Annual Statement of accounts and a Balance sheet showing the financial position of the Goa State Branch, get it audited by the Auditor sanctioned at the meeting of the State Executive and put it before the State executive Through the Honorary State Secretary for adoption.
 - vii) Shall prepare a statement of accounts to be put before the State Executive Committee.
 - viii) Shall be responsible for the collection of renewal subscriptions three months prior to the date of renewal of membership.
 - ix) The term of office of the Honorary Treasurer shall be one year corresponding to the Association year.

3. Election of office bearers:-

- a) The Annual Election shall be held for the post of third Vice-President except in the year of adoption.
- b) The Honorary State Secretary shall invite proposals on or before 30th June every year, for the following:
 - i) The post of third Vice-President, which shall be filled from a Local Branch by Local Branch Elections held by rotation in the following order:-
 - Margao
 - Curchorem, Quepem, Sanguem
 - Tiswadi
 - Bardez
 - Bicholim
 - Ponda
 - Mormugao

The Local Branch shall have the privilege of conducting this election and carrying the result to the State Secretary.

In the event of new Local Branches being formed, they shall be added onto this list, so that the rotation continues uninterrupted, or as determined by the State Executive.

- ii) The post of Honorary Joint Secretary and Honorary Joint Treasurer shall be filled from the same Local Branch as the Second Vice-President, by Local Branch elections. They shall assume office as Honorary Joint Secretary and Honorary Joint Treasurer when the second Vice-President is elevated to first Vice-President. Further more they shall be elevated to Honorary Secretary and Honorary Treasurer respectively after one year, when the first Vice-President is elevated to President.
- iii) Post of Representative to the Central Working Committee from the same branch as the first Vice-President, to assume office at the handing over.
- iv) Post of Editor from the same branch as first Vice-President.
- c) The Proposals shall fulfill the following criteria of eligibility:-
 - i. Indian Medical Association membership of the candidate should be of good standing for at least three years without a break.
 - ii. The consent of the candidate must be obtained.
 - iii. A certificate of working as an Office Bearers at Branch level will be desirable.
- d) The Editor shall be appointed by the President, in consultation with the State Executive.

4. The Handing Over/ Installation Ceremony

- i) There shall be organized an IMA Goa State Executive Handing Over / Installation Ceremony at the end of the Association year, preferably in the first week of January.
- ii) It shall be organized by the Local Branch from where the in-coming State President and Secretary hail. The responsibility of the entire organisation of this function shall rest with the incoming State President in collaboration with the incoming State Secretary. The organizing committee shall be formed from the Local Branch, with the incoming State President as its Chairman.
- iii) All the expenses towards this program should be borne by the Local Branch.
- iv) The installation ceremony should preferably be followed or preceded by a CME program
- v) The delegate fee for the program shall be decided by the organizing committee and approved at the business meeting of the State Executive Committee.
- vi) The program for the Installation Ceremony shall include:-
 - Welcome address by the President of the Organising committee (preferably the Local Branch President)
 - Report of the Association Year by the Out-Going State Secretary and Announcement and presentation of the awards for the Best Branch, Best President, Best Secretary for the previous Association year. **(Guidelines attached at Appendix -3)**
 - Presentation of the un-audited annual statement of accounts for the previous Association Year by the Out-Going State Treasurer
 - Address by the out-going President.

- Installation of the In-Coming committee.
 - Address by the In-Coming President.
 - Address by the Chief Guest if applicable.
 - Vote of thanks by the Organising Secretary (preferably the Local Branch Secretary)
- A CME programme may be schedule as decided by the organizing committee.

B. THE AUDITOR

- a) An Auditor shall be sanctioned by the State Executive every year at its Annual Meeting for auditing the accounts of the Goa State Branch. He shall be a Registered Chartered Accountant. The audited accounts of the financial year shall be presented at the Annual State Executive Committee Meeting by the President.
 - a) i) Accounts Clause: There shall be maintained all accounts of the Trust/Society regularly. The accounts shall be duly audited by the Chartered Accountant. Every year, the Accounts shall be closed by 31st March.
- b) He shall audit the accounts at the end of each financial year or more often, if decided by the State Executive, and shall certify their correctness.
- c) He shall give suggestions for the proper keeping of accounts as required.
- d) He shall also audit any other activity that has been conducted under the Goa State Branch banner.

C. THE LEGAL ADVISOR

Legal advisors shall be sanctioned at the Annual State Executive Meeting. The involvement of the legal advisor in the affairs of the Goa State Branch shall be need based, and on the recommendation of the State Executive.

D. DISPUTES

If at any time, any Member or Local Branch desires to refer any dispute of the Goa State Branch for arbitration, the State Executive Committee shall serve the function of Arbitrator.

If the dispute involves any Member or Members of the State Executive, then the State Executive shall function as Arbitrator without that Member or Members.

If the dispute involves the State Executive as a whole then the dispute shall be referred to the Headquarters for arbitration.

The State Executive, in acting as Arbitrator, shall give equal opportunity to both parties to file their representation, and to be heard in person if necessary.

The State Executive shall, if a hearing is conducted, provide opportunity for both parties to question each other, on any matter relating to the dispute.

The State Executive shall continue to function as Arbitrator till the dispute is settled, even if the term of office expires.

The decision of the State Executive shall be binding on all parties subject to ratification by headquarters if such ratification is deemed necessary by the Rules and Bye- laws.

E. DISSOLUTION CLAUSE

In the event of dissolution or winding up of the Trust/Society, the assets remaining as on the date of dissolution shall under no circumstances be distributed among the Trustees/members of the Managing Committee/Governing body but the same shall be transferred to another charitable Trust,/Society whose objects are similar to those of this Trusts/Society and which enjoys recognition u/s 80G of the Income Tax Act, 1961, as amended from time to time.

APPENDIX-1
INDIAN MEDICAL ASSOCIATION
GOA STATE BRANCH
STUDENTS WING

There shall be a Students Wing of the Indian Medical Association Goa State Branch, as per decision of AGB in its Meeting on 30th September 2007. This wing shall be a part of the IMA Goa State Branch, and shall work under the guidance of a Coordinator from the Medical College faculty appointed by the Goa State Branch, with the Tiswadi Branch functioning as the local/parent branch.

PART- I
MEMORANDUM

Name:

The Name shall be Indian Medical Association, Goa State Branch Students Wing.

Office:

The office of the Wing shall be the Tiswadi Branch office at 2nd Floor, Ashiquee Square, St. Inez, Panaji, Goa.

Objects:

The Objects of the Wing are:-

- a) To sensitise the students in Medical Colleges of modern medicine about the IMA and its activities with an aim to enroll them as IMA members in future.
- b) To help and guide them regarding future career prospects in Medicine, and related employment avenues.
- c) To help and guide them to intervene as and when any problems arise during their undergraduate education career
- d) To identify talents among young medicos and to help them to develop and achieve their goals.
- e) To involve them in various CME's, conferences, medical camps, social, cultural activities and national health programs.

Methods:

- a) The State Branch will appoint the Local Branch where Medical College exists as the parent branch, and will appoint a Coordinator from the medical faculty, to achieve above objects.
- b) The Coordinator should be an active member of IMA, preferably a faculty member, with access to the Institution and students.
- c) The Coordinator will:-
 - i) Maintain liaison with the Principal, student council/unions, and any active (non-political) group.
 - ii) Complete the institutional membership form for IMA Student Wing of that college.

- iii) Form an active group with the President and Secretary of the Wing as its leaders.
- iv) Bring to the notice of IMA State / Local Branch the problems faced by the Students.
- v) Do all such other things as are cognate to the objects of the Student are incidental or conducive to the attainment of the above objects.

PART –II
RULES & BYE LAWS OF IMA STUDENTS WING

Members:

Membership shall be in the form of Institutional Membership which includes all medical students of the medical college/s in Goa.

Office- Bearers of the Students Wing:

1. Elected
The following will be the elected office bearers of the Wing;
 - a) President : To be elected from amongst students of the final year
 - b) Two Vice Presidents : To be elected from the students of the final year
 - c) Secretary : To be elected from the students of the fourth/final year
 - d) Treasurer : To be elected from amongst the students of the fourth/final year
 - e) Hony. Jt. Secretary : To be elected amongst the students of the fourth/final year
 - f) Representative on State Executive : One (Open seat)
 - g) Two class representatives of each class elected to represent the class in the Executive Committee of the Student Wing of the College.
2. Ex- Officio Office Bearers:
 - a) President of the Local/ Parent Branch of the IMA
 - b) Secretary of the Local/Parent Branch of the IMA
 - c) Coordinator duly nominated by the State Branch of the IMA

All the above will form the Executive Committee of the Indian Medical Association, Goa State Branch Students Wing.

State Committee of Students' Wing

This shall consist of:

- A. Ex- Officio Members:
 - a) State President
 - b) State Secretary
 - c) State Treasurer
 - d) IMA Students Wing Coordinator
 - e) The President and Secretary of Students Wing
 - f) State Representative of the Students Wing

Terms of Office and Election of Office Bearers:

- a) The term of the office of all Office-Bearers shall be for a period of one year, corresponding with the Academic year.
- b) The Election of Office Bearers shall be held before the Annual General Body Meeting of the IMA Goa State Branch at a special meeting called for the purpose.

Electoral College:

All the medical students enrolled as members of the Wing shall have the right to vote in the election of the office bearers of this Wing.

Duties of the Office Bearers:-

1. President:

The President shall be the over all in-charge of the Wing and shall administer in consultation with the Executive Committee of the Students Wing.

2. Vice-President:

Each Vice President will help the President in the activities of the Wing and one of them, by consensus of the Executive Committee shall conduct the business of the Wing in the absence of the President. In case of resignation or demise of the President, one of the Vice Presidents elected for the purpose by the Executive Committee, will function as President for the remaining term.

Finances

The income shall be derived from:-

- a) The annual allocation of funds by the IMA Goa State Branch
- b) Contributions / donations to the IMA Goa State Students Wing
- c) Fund raising by organizing activities towards the welfare of the wing

Accounts shall be maintained by the President / Secretary along with Treasurer. The accounts shall be properly maintained and submitted before the Annual General Body Meeting. After approval and adoption by the General Body of the Students Wing, the accounts shall be submitted to the IMA Goa State Secretary for auditing and inclusion in the accounts of the IMA Goa State Branch.

Power and functions of the Executive Committee at local level

1. The Executive Committee shall have overall administrative control of the Wing.
2. The Executive Committee shall review the activities of the Wing and render advice for its smooth running.

3. The Executive Committee shall formulate policies and recommend the same to the State Executive Committee of the IMA Goa State Branch for approval.
4. The Executive Committee shall send a quarterly report of the activities of the Students Wing to the State Branch which in turn shall compile the Annual Report to be forwarded to IMA HQ for inclusion In the States Annual Report.
5. The Executive Committee shall appoint sub-Committees and ad-hoc Committees for furtherance of the objects of the Students Wing
6. The Students Wing Executive Committee shall have powers to change and alter by-laws subject to confirmation and ratification by the Annual General Body of the Wing and subsequent approval of the Executive Committee of the IMA Goa State Branch.

Privileges of Membership:

1. To participate in activities of Students Wing
2. To Contest and vote in elections for office bearers of Students Wing.
3. To attend scientific, cultural and social activities of the affiliating Branch /IMA State/IMA HQ.
4. To organize the Annual General Body meeting and Annual Convention
5. Concessional registration fee for the members of the Students Wing to attend the Local Branch, State and IMA H.Q. Conferences/CMEs
6. To organize Inter College sports and other allied activities.
7. To organize career counseling for the young medical graduates.
8. To stay in IMA HQ House in India as per IMA rules.
9. Concessional fee for becoming a Life Member of the IMA after full registration with Medical Council.
10. IMA parent branch and other IMA local branches will coordinate and help in organizing activities for the Students Wing, and encourage participation in the activities of the parent branch.

Meetings:

The Meetings of the Wing shall be:

1. Annual General Body Meeting at Local level.
2. Executive Committee meetings.
3. State Conference / Scientific Meeting.

Annual General Body Meeting: The Annual General Body Meeting of the Wing shall ordinarily be held each year before the Annual Conference of IMA Goa State Branch, so that the decisions of the Students Wing are presented to the State Branch AGB for consideration and approval.

APPENDIX - 2

GUIDELINES FOR AWARDS FOR BEST BRANCH, BEST PRESIDENT, AND BEST SECRETARY

BEST BRANCH AWARD

BRANCH	CMES (reported)	Membership growth	HFC Dates + Ex. Com Atten.	State Level CMES	IMA News/ Souvenir	Community Activities	Website Report (Conf. attendance)	State/HQ/ Theme Work (Reporting)	Extra Curricular Activities	Total	Rank
Bardez											
Bicholim											
CQS											
Margao											
Mormugao											
Ponda											
Tiswadi											

BEST PRESIDENT AWARD

BRANCH	Meetings	CMES	Attendance at ex com	AGB Attendance	Important Days	Community Activities	OTHERS	Membership addition	Extra Curricular Activities	Total	Rank
Bardez											
Bicholim											
CQS											
Margao											
Mormugao											
Ponda											
Tiswadi											

BEST SECRETARY AWARD

BRANCH	Meetings	CMES /Conf.	Attendance at ex com	State level CMES	Co operation with State	Community Activities	Correspondence and reporting to State	Membership addition	Extra Curricular Activities	Total	Rank
Bardez											
Bicholim											
CQS											
Margao											
Mormugao											
Ponda											
Tiswadi											

APPENDIX- 3

A. GUIDELINES FOR FELICITATION

CRITERIA FOR FELICITATION OF MEMBERS

1. The Individual proposed for Felicitation should be a Life member of the IMA Goa State Branch, and should have been a Life Member for at least five years. The membership of the branch should also be active for five years.
2. The number of people felicitated every year shall be restricted to three. The three names shall be selected from general pool of proposals made by various branches in the stated categories.
3. The person proposed for felicitation shall be an individual who has achieved a high standard of excellence in any one of the categories below. Furthermore a substantial portion of his work should have been carried out in Goa & of such a nature as to be of significant benefit to Goan society.

CATEGORIES FOR PROPOSALS

The work may be of one of the following categories:

(A) Academic/Professional Excellence:-

The individual should have made a significant contribution to Goan society through his or her chosen speciality, such that this contribution has been of immense value in the up- liftment of Goan society. The mere acquisition of letters, degrees, or university medals shall not qualify for felicitation by themselves, as the emphasis shall be on a programme of work done over a period of time.

(B) I.M.A. Contribution:-

This shall be in the form of work done as a member of the I.M.A. In this category, the following criteria should be fulfilled.

- i) Continuous and active membership of the I.M.A. for more than twenty five years.

And

- ii) Active participation at branch executive level for at least five terms.

And

- iii) Any one of the following:-
- a. Active participation at state executive level for at least three terms.
Or
 - b. Involvement with state level C.M.E. workshops as chairman or organising secretary on at least three occasions.
Or
 - c. Representations of the state at national conference on at least three occasions.
Or
 - d. An extra-ordinary personal contribution through work which has benefitted the IMA as an organisation.

Items a, b, c and d, as above, may be considered individually or in any combination.

(C) Social Work

A member whose contribution by way of social works in any sphere of benefit to Goa Society is recognised, and acknowledged by the IMA Goa State Members.

(D) Awards:-

An individual who has been the recipient of a national or international award which is of such standard as to be held in high esteem both at state as well as national levels. Political achievements shall not constitute qualification for awards.

All proposals shall be made on the prescribed proforma entitled 'PROPOSALS FOR FELICITATION'

All proposals shall be screened by a committee- "THE FELICITATION COMMITTEE"

B. GUIDELINES FOR FELICITATION COMMITTEE

(As laid down by the IMA State Executive Committee)

THE FELICITATION COMMITTEE shall consist of:-

- a) Chairman
- b) Secretary
- c) Three Members
- d) The IMA State President Ex Officio
- e) The IMA State Secretary Ex Officio.
- f) The President of the Branch hosting the conference Ex Officio.
- g) The Secretary of the Branch hosting the conference Ex Officio.

Every year:

- The Chairman shall retire at the conclusion of the meeting.
- The Secretary shall take over as Chairman
- A new Secretary shall be chosen by the members of the committee from amongst themselves. Every year, the new secretary should be selected from the longest serving member of the committee. If there are two or more members fitting this description, the committee should select one and the others to follow suit in the subsequent years.
- A new inductee into the felicitation committee should come from the same branch of the 3rd V.P. of that year; and that member should have held the office as State President, Secretary or Treasurer. This procedure shall be repeated yearly thereafter.
- The state secretary should brief the committee at the start of the meeting, on the procedure for felicitations and see that the format is strictly adhered to.

THE PROCEDURE FOR FELICITATION

- A) The State Secretary shall call for proposals, in the prescribed proforma, 90 days before the conference from all branches.
- B) These proposals shall reach the Secretary, 60 days before the conference in the prescribed format.
- C) The State Secretary shall convey the proposals to the Felicitation Committee Chairman, who shall then convene a meeting within 15 days. If the proposals should include the name of any member of the committee, then the committee shall proceed without that member taking part in the deliberations or decision making process.
- D) The committee shall deliberate on the proposals and convey their decision to the State Secretary within 15 days, who shall then place their names before the State Executive for the final ratification.
- E) The State Executive shall formally ratify the proposed names and convey the same to the conference organising committee for further action in liaison with the proposers.

C. THE PROPOSAL FORM

**INDIAN MEDICAL ASSOCIATION GOA STATE BRANCH
PROPOSAL FOR FELICITATION**

Name: _____

Age: _____ Date of birth: _____

Address: _____

Qualifications: _____

IMA Membership No: _____ Year of joining _____

Branch: _____

Any criminal record Yes /No

A) Medical Service Details

i) Years in Medical Service: _____

ii) Types of Medical Service: _____

iii) Specialty: _____

iv) Special Contributions: _____

B) IMA Contributions:

i) Membership Period: _____

ii) Branch Level Contribution: _____

iii) State Level Contribution: _____

C) Social Work Details: _____

D) Awards: _____

E) Has the member been felicitated by the IMA Goa state at any State Conference Yes/No

Secretary IMA _____ Branch

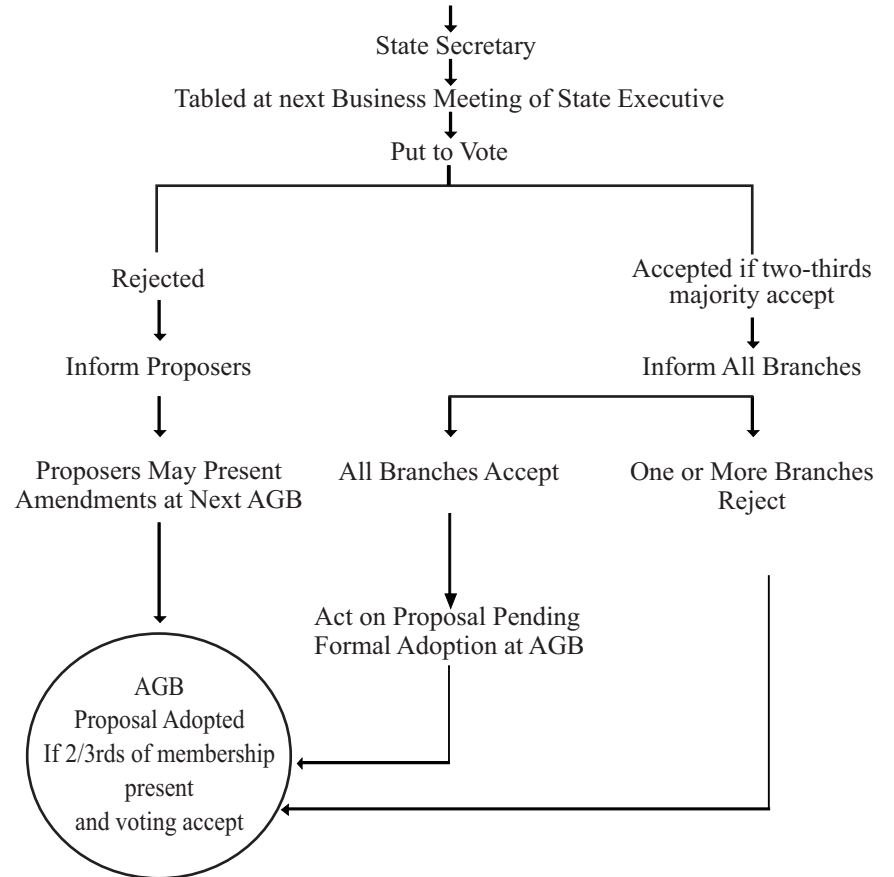
APPENDIX-4

PROCEDURAL FLOW CHART FOR AMENDMENTS TO THE CONSTITUTION

Amendment Clause: No amendments to the Trust deed/Memorandum of Association/Bye-laws/Rules and Regulations shall be made which may prove to be repugnant to the provisions of the sections 2(15), 11,12,13, & 80G of the Income-tax Act, 1961, as amended from time to time. Further no amendment shall be carried out without the prior approval of the commissioner of income tax.

AMENDMENTS MAY BE PROPOSED BY

- **Local Branch**
- **25% of Membership**
- **President in Consultation with secretary.**
- **3 Members of State Executive Comm.**



APPENDIX- 5

HONORARY STATE SECRETARY'S CALENDAR

GENERAL GUIDELINES

- A) Notice for the Executive Committee meetings.
- Send by any legally acceptable form of electronic media, such as e-mail, that may be available, **OR** by post for those who wish to continue to receive the notices in this manner.
 - One month prior to the meeting, with date, time, venue and agenda for the meeting.
 - Additions, amendments to the agenda to be received two weeks before the meeting and additionally circulated to the members.
- B) Notice for Annual Executive Committee meeting and Annual General Body Meetings to be sent six weeks prior of the meeting with date, time, venue and agenda for the meeting. Any amendments to the agenda to be notified to the Secretary four weeks before the meeting and these amendments to be circulated additionally two weeks before the meeting.
- C) Writing the minutes of the meeting: -Avoid mentioning the names in reporting the discussions; record only the final outcome of discussion and most relevant points.

HONORARY STATE SECRETARY'S CALENDAR JANUARY

- Take over the office and the files from the previous committee.
- Go through the necessary files, especially of ongoing projects.
- Ask for minutes of the last executive committee meeting from predecessor.
- Transfer the Bank account for the State Branch to the present committee, with changes in the signatories.
- Look into the unfinished task of the preceding year, and carry forward the same.
- Send names of the State Committee, Local branch Committees to the HQ.
- Prepare tentative Budget for the State Program.
- Plan State Branches Program calendar for the year along with the State President.
- Declare programs for the year.
- Schedule time/date for visits to the local Branches.
- Send letters to all the Presidents and Secretaries of the branches requesting the following:
 - i) Fresh addressograph from all local branches with present addresses of all the members, Phone Numbers, E-mail, and qualification.
 - ii) Names of Local Branches representatives to the State Executive (asper the rules and bye- laws in the constitution)
 - iii) Articles for IMA news from members

- Send the names and addresses and photographs of the State office bearers for uploading onto the Website.
- Ask the branches to send the names, addresses and the photographs of the Branch office bearers for the Website.

FEBRUARY

Update of the State Branch Members Register with numbers, qualifications, new addresses, phone numbers, e-mail, Life Membership No.

1st Week:-

Update IMA Website With

- Addressograph
- Achievements by IMA Members at National level, State level, and Branch level.
- Announcements of future programs.

2ndWeek:-

- Issue notice of 1st State Executive Committee Meeting to be held in March (Notice to reach the members one month in advance)
- Ask the Organizing President to give dates, time, place for the Annual State Conference.

MARCH

2nd Week_1st State Executive Committee meeting

Take Follow up action as per the decisions at the meeting.

IMA News

- 1) Minutes of 4th Executive Committee meeting of the previous year.
- 2) Secretary's Annual Report.
- 3) Handing over ceremony and Installation ceremony -Report.
- 4) Annual Statement of Unaudited Accounts.

APRIL

1st Week:-

- Send the Announcement of the conference, detailed program, registration fees, accommodation fees for website. Facility for online registration for the conference to be provided.
- Issue of circulars to the concerned local branch inviting proposals for:
 - A) 3rd Vice -President
 - B) Hon. Jt. Secretary
 - C) Hon. Jt. Treasurer
 - D) C. W.C. Representative from the same branch as 1st V.P.
 - E) Editor from the same branch as 1st V.P.

(Proposals to reach State Office on or before 30th June)

MAY

1st Week:-

Invite National President for the Annual Conference

2nd Week:-

Issue notice of 2nd State Executive Committee Meeting in June (Notice to reach the Members one month in advance)

JUNE

1st week:-

Send circulars to all Local Branches inviting names for felicitation of IMA Members during the Annual State Conference, along with a copy of felicitation guidelines and the proforma.

Names of members to be felicitated to reach the state office by latest by the end of June.

2nd week:-

2nd State Executive Committee meeting

Take Follow up action as per the decisions at the meeting

JULY

- 1st week of July send names to Chairman Felicitation Committee
- Felicitation Committee Meeting within 15 days
- When final three names received after the Felicitation Committee Meeting, send the names of the Doctors to be felicitated at GIMACON to the Organizing Committee and inform the respective members selected.

AUGUST

1st week:-

- Send Notice for 3rd (Annual) State Executive Committee Meeting Six weeks before the date of the meeting.
- Circulate the resolutions to be discussed at the Annual State Executive Committee meeting to the Branches if needed. If no proposals or resolutions/amendments to constitution received, record so in minutes of the meeting.
- Send notice of AGB. (Six weeks before the AGB). This may be printed in IMA News 2nd issue if permitted by the State Executive
Amendments to the proposals to be received four weeks before the AGB.

SEPTEMBER:

- Conduct 3rd (Annual) State Executive Committee Meeting – at least two weeks prior to the AGB.
- IMA News - Minutes of 1st and 2nd Executive Meeting and Annual State Executive Committee Meeting and the minutes of the last AGB to be published, with Notice of the AGB, and Statement of Accounts.
- Program and other details of the conference.
- Prepare Secretary's Report for the State conference and IMA Souvenir.
- Organize the Annual State Conference.

OCTOBER:

- Follow up action after the Conference and carry out the decisions taken at the AGB.
- Send the Conference report and the photographs for updating the website.
- Remind the Secretary of the Branch hosting the conference about the share of the State from the delegate fees.
- Shall prepare, solely for the purpose of submission to the Registrar of Societies, an Annual Audited Statement of Accounts and Annual Report both of which shall correspond to the last Financial year from April of the previous year to March of the current year. This shall be submitted as soon as possible after the AGB

NOVEMBER:

1st Week:-

- Send notice for 4th State Executive Committee Meeting.
- Send letters to all local Branches to elect New Executive Committee for the incoming year and send names to the State office by November last week.

Last Week:-

- Send names of new State Committee and Local Branch Committee to HQ.
- Ask incoming State Committee to finalise details about Handing Over Ceremony/Installation of new Committee (to be declared in 4th Executive Committee Meeting in December)

DECEMBER:

- 4th State Executive Committee Meeting
- IMA News
- Minutes of 3rd Executive Committee Meeting
- Annual State Conference Report
- Send the announcement of Handing Over Ceremony for the website
- Annual Report Handing over ceremony
- IMA Newsletter
 - i. Annual report
 - ii Announcement of the Handing Over Ceremony
- Prepare Announcement of Awards

NOTES FOR FUTURE AMENDMENTS

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