

# **I.M.A. ACADEMY OF MEDICAL SPECIALITIES**



## **CONSTITUTION**

(As amended up to December 1997-2018)

### **INDIAN MEDICAL ASSOCIATION (H.Qr.s.)**

(Registered under the Societies Act XXI of 1860)

Mutually Affiliated with the British & Nepal Medical Associations

I.M.A. House, Indraprastha Marg, New Delhi-110002

**IMA ACADEMY OF MEDICAL SPECIALITIES**  
**RULES & BYE-LAWS**  
**(as amended up to 31<sup>st</sup> December, 1997)**

**I. OBJECT**

The objects of the IMA Academy of Medical Specialities shall be as given hereunder:

- (A)** To acknowledge talent, expertise and experience in all specialties, medical and surgical, including basic medical sciences;
- (B)** To formulate policies and make suggestions and recommendations in the matter of medical education and training, in particular encouraging continuing educational activities;
- (C)** To promote teaching, training and Continuing Medical Education of its members on an ongoing basis;
- (D)** To devise ways and means to encourage group studies, co-operative activities, research projects in both the methodology of educational techniques and field research into diseases/disease complexes, etc.
- (E)** To compile, educational material, including publication of literature, periodicals, bulletins and books.

**II. MEMBERSHIP**

1. The Academy shall have the following categories of membership:

- (a) Life Members:** Members of IMA possessing (i) Postgraduate qualifications recognized by the Medical Council of India or (ii) any post-graduate qualification awarded by National, Foreign Institutions or Academies as approved by the Governing Council of Academy, shall be eligible for enrollment under this category.
- (b) Associate Life Members:** Members of IMA (i) possessing any post-graduate qualification awarded by a Foreign Institution/Academy not recognized by the Medical Council of India; or (ii) who are actively engaged in a particular recognized speciality for a period of not less than 15 years; or (iii) who are solely engaged in practice of a recognized speciality for a period of 15 years or more and duly certified by at least two Fellows of the Academy, shall be eligible for enrolment under this category.
- (c) Ordinary Members/Ordinary Associate Members:**  
Ordinary members and Ordinary Associate members will be those who are eligible for enrolment as Life Member or Associate Life Member respectively but pay the membership fee on annual basis as prescribed by the Governing Council from time to time.
- (d) Overseas Members:** Overseas members shall be those members who are living outside India and fulfill the eligibility clause for either Life Membership or Associate Life Membership.
- (e) Honorary Members:** Honorary Members shall be those on whom membership is conferred by the Academy Honoris Causa. The number of such members shall not exceed 10 at any given time.

**2. Membership Fee:**

The fees of Life Membership, Associate Life Membership, Ordinary Membership, Ordinary Associate Membership and Overseas membership shall be as may be prescribed by the Governing Council from time to time.

**Note:** The Governing Council has unanimously approved the following fees:

- (a)** Life membership/Associate Life Membership Fee for those resident in India effective 1<sup>st</sup> January 1997 will be Rs. 1,000/-.
- (b)** For Overseas members (effective from 1-10-1988) – U.S. Dollars 250.
- (c)** For Ordinary Member/Ordinary Associate Member for those resident in India – Rs. 100/- per annum (effective from 1.10.1989).

### **3. Annulment of Membership:**

In case a member of Academy, whether Life Member, Associate Life Member, Overseas member, Ordinary Member or Ordinary Associate Member, ceases to be the member of the IMA at any time, his/her membership of the Academy, whether Ordinary or Life, shall be annulled.

### **III. ACADEMY FELLOWSHIP:**

- 1) Academy Fellowship may be conferred on Life Members of the Academy who meet the requirements as prescribed in the Bye-laws and fulfill such other criteria specially laid down by the Governing Council for the selection of Fellows.
- 2) There shall be three categories of Fellows, namely-
  - (a) Founder Fellows:** whose total number shall be 75 only from all specialities and/or shall not exceed 10% of Life Membership of the Academy, elected from amongst Life Members as on 30<sup>th</sup> September, 1982;
  - (b) Fellows:** whose total number shall not exceed 1/3<sup>rd</sup> of the total membership of the Academy at any time and they should be Life Member of the Academy. New Life member is eligible to become a fellow in the same year of convocation conducted by IMA AMS H.Qrs once in a year. , Certificates can be issued after convocation only along with absent fee.
  - (c) Honorary Fellows:** Such Fellowship may be bestowed on eminent persons who have excelled themselves in Medical and Allied Sciences, to recognise their exceptional merit without any payment of Fellowship fee but their number should not be more than two persons per year.

### **IV. Hony. Professorship:**

Professors of IMA possessing, eligibility criteria should be followed, (i) Postgraduate qualifications recognised by the Medical Council of India (ii) Who have completed 25 years in PG or Diploma are only eligible for Professorship and number of publications and teaching experience to be taken into consideration. IMA Hqrs Formed Accreditation Committee on 5<sup>th</sup> February 2017. Professorships selections will be decided by National IMA Accreditation Committee only. Once in a year all the application forms for professorship shall be forwarded to Hqrs for IMA Accreditation Council. Hence candidates are requested to send one copy to IMA Hqrs, New Delhi, one copy send to IMA AMS Hqrs, Hyderabad.

#### **Formation of IMA Accreditation Council.**

The members will be:-

1. National President – Ex Officio
2. Honorary Secretary General, IMA – Ex Officio
3. Chairman, IMA Accreditation Council
4. Five Zonal Vice Chairmen, IMA Accreditation Council
5. Chairman, IMA Academic Research & Medical Establishment Wing
6. Chairman, IMA AMS Hqrs
7. Hony. Secretary IMA AMS Hqrs
8. Dean, IMACGP Hqrs
9. Hony. Secretary IMA CGP Hqrs
10. Hony. Director, IMA AKN Sinha Institute,
11. Chairman, IMA Hospital Board of India,
12. Chairman, IMA Knowledge Wing
13. Nominee, NABH,

14. Nominee, NBE,
15. Nominee, ICMR,
16. Nominee, Ministry of Health
17. Nominees, Health Universities.

## **V. IMA AMS COURSES:**

IMA AMS conducting only Speciality Courses. These courses are not recognized by MCI, These courses are to improve their Knowledge and skills in their respective fields the duration of course is one year.

### **Following is the list of AMS Courses:**

1. Infertility
2. Fluorescein Angiography
3. Laser Photocoagulation in Retinal problems
4. Excimer, Laser & Lasik Surgery
5. Phacoemulsification
6. Training in Noninvasive Cardiology, Echocardiography and TMT
7. Critical Care in Cardiology
8. Advanced Micro-Surgery of Ear
9. Functional Sinus Endoscopy
10. Laser in ENT
11. Rhinoplasty
12. Joint Replacement
13. Arthroscopy
14. Spine Surgery
15. Upper GI Endoscopy - a. Basic b. Advanced
16. Laparoscopy - a. Basic b. Advanced
17. Rheumatology
18. Preventive Cardiology (FPC)

All Speciality Courses shall be conducted by State IMA AMS only. Non Speciality courses shall be conducted by State IMA CGP only. All State Chairmen & Secretaries of IMA AMS to conduct various Speciality Courses by taking help from IMA AMS Hqrs and register the courses in the IMA AMS Hqrs office. Send 40% course money towards Hqrs share, 40% to Hospitals share, the rest of 20% money for the course expenditure, save some money and increase AMS activities in State Level and Branches level. Update State doctors with latest knowledge and skills in their respective fields. The fellowship course certificates will be issued by IMA AMS H.Qrs only during convocation. Chairman & Secretary of IMA AMS H.Qrs signatures are compulsory on the certificates.

## **VI. ORGANISATIONAL SET UP:**

### **1. Academy Headquarter:**

The Academy shall have its Headquarters at IMA Headquarters, IMA Building, Esamia Bazar, Koti, Hyderabad.

### **2. President of Academy:**

The National President of IMA shall be the President of IMA Academy of Medical Specialities and shall decide all such matters as may be referred to him by the Governing Council.

### **3. Governing Council:**

The Academy shall be governed by a Governing Council comprising of the following:

A. Elected Member (to be elected by Central Council)

**“A” Elected Members:**

- (i) Chairman, IMA AMS (to be elected by the Members of the Central Council) by Postal Ballot.
- (ii) Vice-Chairman, IMAAMS ) To be elected
- (iii) Hony. Secretary, IMA AMS ) at the Central
- (iv) Three Hony. Joint ) Council  
Secretaries, IMA AMS (Two) ) Meeting  
At Hqrs. and one at the  
Place of Chairman.
- (v) Editor and Executive Editor, IMA AMS publications.

**“B” Ex-Officio Members:**

- (i)** National President, IMA
- (ii)** Hony. Secretary General, IMA
- (iii)** Dean/Hony. Secretary, IMA CGP
- (iv)** Hony. Editor/Hony. Secretary, JIMA
- (v)** Hony. Finance Secretary, IMA

**“C”** Representatives of State Chapters (who will be Fellows of the Academy):

- (1) One representative from each State Chapter having membership of 100 or more.
- (2) Two representatives from each State Chapter having Membership of more than 500.

**4. Nomination of Additional Persons:**

The Chairman of the Governing Council shall have the power to nominate upto two suitable persons to any meeting of the Council and may additionally co-opt two others from unrepresented Speciality, who shall be members of the Academy.

**5. Meetings:**

The Governing Council shall meet at least twice a year and shall formulate policy matters, plan for the future activities, take stock of the progress of on-going activities and do all such matters as they are advised by the Working Committee/Central Council of IMA.

**6. Quorum:**

Quorum of the Meeting shall be one-third of its total membership.

**VII. COMMITTEES OF THE ACADEMY:**

**(1)** The Academy shall have the following Committees to make recommendations to the Governing Council and implement policies of the Academy as laid down by the Governing Council:

- (a) Academies & Research Committee; and
- (b) Administrative & Finance Committee.

## **VIII. ACADEMIC AND RESEARCH COMMITTEE:**

### **1) Functions:**

The Academic and Research Committee shall devote itself to devising and designing the research projects, compiling research bibliography and implementing research programmes in addition to the regular activities specially designed to promote the Continuing Education of the members of the IMA Academy of Medical Specialities and to extend the benefit to the profession.

### **2) Composition**

The Academic and Research Committee shall be composed of the following:

#### **Chairman**

- 1) Chairman, IMA AMS;

#### **Members:**

- 2) Vice – Chairman, IMA AMS;
- 3) Hony. Secretary General, IMA (Ex –Officio);
- 4) Chairman, IMA Standing Committee for Medical Education (Ex-Officio);
- 5) Dean of Studies, IMA College of General Practitioners (Ex-Officio);
- 6) Honorary Secretary, IMA Academy of Medical Specialities – Member Convener.
- 7) Thirteen Members selected by the Governing Council from amongst the Fellows of the Academy to represent Specialities as laid down hereunder:

(a) Medical & Allied Sciences	:	2 Members
(b) Surgery & Allied Sciences	:	2 Members
(c) Obstetrics & Gynaecology	:	1 Member
(d) Basic Sciences	:	1 Member
(e) Community Medicine	:	1 Member
(f) Anesthesiology	:	1 Member
(g) Radiology	:	1 Member
(h) Paediatrics	:	1 Member
(i) Eye & ENT	:	1 Member
(j) Pathology & Allied Sciences	:	1 Member
(k) Family Medicine	:	1 Member

### **3) Nomination and tenure:**

The Committee shall be nominated by Governing Council and shall have a tenure of three years. Vacancies arising during the tenure for any reason shall also be duly filled up by the Governing Council for the remaining portion of the tenure.

### **4) Working Group:**

The Chairman of the Academy shall nominate a working Group comprising 4 Members of the committee, which shall meet once or twice a year to prepare designs of the Academic and Research activities to be undertaken.

## **IX. ADMINISTRATIVE AND FINANCE COMMITTEE Functions:**

- a. The Administrative and Finance Committee shall be the Executive Committee of the Academy looking to all administrative matters and fiscal aspects of projects etc. and shall be responsible for raising funds and making them available for academic and research activities.
- b. The committee shall keep the records and allocate the funds for the projects.

## **Constitution:**

- c. The following shall constitute the Committee:

### **Chairman:**

1. Chairman, IMA AMS

### **Members:**

- 2) Vice Chairman, IMA AMS;
- 3) Hony. Secretary General, IMA (Ex-officio);
- 4) Editor (IMA AMS Publications)
- 5) Executive Editor (IMA AMS Publications);
- 6) Honorary Finance Secretary, IMA (Ex-Officio);
- 7) Hony. Secretary, IMA AMS (Members Convener)

## **X. CO-OPTION:**

- a. The Chairman of these Committees shall have powers to co-opt up to a maximum of two suitable persons to their respective committees.

## **XI. ACADEMY OFFICE-BEARERS:**

### **(1) The Academy shall have following Office-Bearers:**

- 1) Chairman, IMAAMS
- 2) Vice-Chairman, IMAAMS
- 3) Hony. Secretary, IMAAMS
- 4) Three Hony. Joint Secretaries, IMAAMS
- 5) Editor, IMAAMS Publications
- 6) Executive Editor, IMAAMS Publication

### **Ex-Officio:**

- 1) National President, IMA
- 2) Hony. Secretary General, IMA
- 3) Hony. Finance Secretary, IMA

**(2) Election and Tenure:** All Office-bearers of the Academy shall be elected at the Central Council Meeting except the Chairman who shall be elected by the members of the Central Council by postal ballot, and shall hold charge for a period of one year. They shall however, be eligible for re-election.

**(3) Eligibility:** Only Life members of the Academy shall be eligible to hold any office of the Academy or to be a member of the Governing Council of any of the Committee of the Academy. This rule shall, however, not apply to those who serve as Ex-Officio.

## **XII. FINANCES:**

- 1) The finance of the Academy shall be derived from:
  - (a) Membership and Fellowship fee;
  - (b) Allocation of funds from IMA General Funds.
  - (c) Interest, donation etc.;
  - (d) Such other sources and fund raising activities as decided from time to time by the Governing Council of the Academy or the Board Management of a State Chapter or of a Branch Chapter as the case may be, and approved by the working Committee of IMA.

### **XIII. BUDGET AND ACCOUNTS**

#### **a. Budget:**

The Budget prepared by the Academy Headquarters and recommended by the Governing Council shall be submitted for approval to the Working Committee of IMA through Finance Standing Committee.

#### **b. Accounts:**

Accounts shall be maintained at academy Headquarters duly audited annually. The audited accounts adopted by the Governing Council of the Academy, Shall be submitted for approval to the Working Committee of IMA through Finance Standing Committee.

#### **c. Bank Accounts and their Operation:**

There shall be maintained separate Bank Accounts in the name of IMA Academy of Medical Specialties at the Headquarters and these shall be operated in such manner as laid down in the Bye-laws.

### **XIV. STATE CHAPTER/BRANCH CHAPTER – GOVERNANCE OF:**

State Chapters and Branch Chapters shall be established and be governed as provide under the Bye-laws.

#### **Procedure for Membership:**

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

#### **Organisation of State Chapters**

- (6) A State Chapter shall be established in each State, if there are 100 or more Life Members of the Academy in that State.
- (7) The State Chapter shall be governed by the office-Bearers and the Governing Council of the State Chapter elected by the members of the IMAAMS. State Chapter in accordance with the stipulation given in the rules and Bye-laws of the Academy, for a term of two years.



**(8) Functioning of the State Chapters:**

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

- (9) Each State Chapter shall have Academy & Research Committee and Administrative and Finance Committee which shall have the closest of liaison with the Committees at the Headquarters level. The membership of these Committees at the State level shall be on the same basis as at the Headquarters.

**Organisation and Functions of Branch Chapters:**

- (10) A Branch Chapter may be established if there are 20 or more Life Members of the Academy in the Branch and shall function under the jurisdiction of the relevant State Chapter in accordance with the Rules & Bye-laws of the Academy.

- (11) The Branch Chapter shall be governed by its elected Office-Bearers and the Governing Council duly elected by the membership of the Academy Branch Chapter.

- (12) Each Branch Chapter shall comply with the policies of the Academy as laid down by the Governing Council of the Academy and Board of Management of the State Chapter from time to time and shall restrict its activities within the local jurisdiction of the Branch, unless instructed by the Board of Management of State Chapter for an activity project on a regional basis.

**(13) Bye-laws of State Chapters/Branch Chapters:**

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

**(14) State Chapter Fee:**

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

**(15) Fellowship:**

**Eligibility:** Nomination for Fellowship of the Academy shall be of Life Members who comply with the following minimum requirements:

- a. Life Membership of IMA
- b. Life Membership of the Academy:
- c. Practice in the speciality of at least 10 years.
- d. Academic achievement, professional distinction, publication of Scientific Papers, research and teaching experience etc.
- e. Uninterrupted continuance of Membership/Life Membership of IMA after election/selection as Fellow, failing which, the Fellowship shall be liable to be withdrawn.
- f. All other requirements which may be prescribed by the Governing Council from time to time for the guidance of the Credential Committee.

**Procedure for Nomination for Fellowship:**

- (16) Nomination for Fellowship of the Academy shall be made on a prescribed form (to be supplied by the Academy Headquarters) Duly filled in all respect:

- a. By at least two Fellows of the Academy; or
- b. By the Governing Council of State Chapter or of a Branch Chapter where existing or
- c. By state Working Committee of IMA in a State where no State Chapter is established, or
- d. By the Governing Council of the Academy.

- (17) **Fellowship Fee:** All nominations for Fellowship shall be accompanied by fellowship Fee of Rs. 5000 (US \$ 400 for Overseas members) effective 1<sup>st</sup> January 1998 in full payable in the name "IMA Academy of Medical Specialties" as onetime payment.
- (18) **Credential Committee:** There shall be Credential Committee appointed by the Governing Council/Chairman of the Academy to scrutinise the nominations received and make selections for Fellowship by interviews. The Hony. Secretary General, IMA shall be the Ex-Officio member of the Committee and Hony. Secretary IMAAMS shall be member-convener.
- (19) **Selection/Election of Fellows:** The Credential Committee shall scrutinize all nomination received complete in all respects and make selections for conferring the Fellowship specialty wise. The Committee shall have the right not to include any speciality for conferring Fellowship if suitable Life Members with minimum requirements are not available. The selections made by the Credential Committee for award of Fellowship shall be submitted to the Governing Council of the Academy.
- (20) The Members of the Academy on whom Fellowship of the Academy has been conferred, may suffix the abbreviation FIAMS against their name but no member of the academy shall suffix the abbreviation 'MIAMS' against his name to denote his membership of the Academy.
- (21) **Annulment of Fellowship:** The Governing Council of the Academy, May at its discretion, Annul the Fellowship conferred on member of the Academy.
- For any of the reasons specified in Bye-law 24(b) of the IMA Rules and bye-laws; or
  - For any action of Fellow which may be deemed to be highly prejudicial to the honour and dignity of the profession; or
  - On the Fellow ceasing to be member of IMA.

**Finance and Accounts:**

- (22) **Sharing of Fees:** The Membership fee in respect of members from the State Chapter/Branch Chapter conferred Fellowship of the Academy, shall be shared amongst the Academy Headquarters, State Chapter and the Branch Chapter as under:-

Academy Headquarters Share	-	40%
State Chapter's Share	-	30%
Branch Chapter's Share	-	30%

**XV. IMA AM\$ FDs:**

HFC share of Hqrs Rs. 400 (40%) in that 12% towards administration charges, rest of amount should be fixed every year. According to the constitutional rules, only the interest part of the FDs of the particular institution only utilized for the office expenditure and other expenditure. In any crisis arises the deposited amount should not be withdrawn without taking permission of the CWC & Finance Committee.

- (23) **Operation of Accounts:**

The accounts of the Academy Headquarters/State Chapter/Branch Chapters shall be operated jointly by the followings:

**Academy Headquarters:**

- Hony. Secretary, IMAAMS/Hony. Secretary Gen., IMA (any one of the Two and
- Hony. Finance Secretary, IMAAMS

**State Chapters:**

1. Hony. Secretary, State Chapter, IMAAMS/Hony. Secretary. Of the State Branch of IMA (any one of the two), and
2. Hony. Treasurer, State Chapter of IMA AMS/Chairman Branch Chapter.

**Branch Chapter:**

1. Hony. Secretary, Branch Chapter, IMAAMS/Hony. Secretary, IMA Local Branch (any one or two) and
2. Hony. Treasurer, Branch Chapter of IMAAMS/Chairman Branch Chapter.

**XVI. Eligibility for Travelling Allowance for attending the Governing Council meeting:**

All the members of Governing Council- IMA Academy of Medical Specialties vide the list enclosed herewith shall be eligible for travelling allowance at minimum rates prevalent within 7 days of issue of the notice of Governing Council Meeting.

All the Elected Members / Office bearers and the Ex-Officio Members shall be eligible for Travelling Allowance both ways at minimum rates prevalent within 7 days of issue of this notice of Governing Council Meeting.

For IMA AMS State Chapters having membership of more than 500 academy members, the Chairman and Secretary of IMA AMS State Chapter(or any two representatives from the State Chapter on producing on producing authorization letter duly attested by the Chairman of the concerned State Chapter) shall be eligible for Travelling Allowance both ways at minimum rates prevalent within 7 days of issue of this notice, out of which one way TA shall be paid by IMA AMS Hqrts and one way by IMA AMS State Chapters.

For IMA AMS State Chapters having membership 100 members and less than 500 academy members, only the Chairman of IMA AMS State Chapter (and alternatively, Secretary / one representative on producing the authorization letter duly attested by the Chairman of the concerned State Chapter) shall be eligible for Travelling Allowance both ways at minimum rates prevalent within 7 days of issue of this notice, out of which one way TA shall be paid by IMA AMS Hqrts and one way by IMA AMS State Chapters.

The host state of IMA AMS State organization shall provide one day accommodation to all the Governing Council Members attending the Governing Council Meeting.

National Chairman & National Secretary of IMA AMS Hqrs Rupees 1 lakh T.A. eligible for one year. If cross the 1 lakh they will paid personally.

**IMA ACADEMY OF MEDICAL SPECIALITIES (HEADQUARTERS) NEW DELHI  
GUIDELINES FOR RULES AND BYE-LAWS OF STATE CHAPTERS**

As per rule No. XI-Bye-law of the Constitution of IMA AMS Headquarters approved by the Central Council in its annual meeting held on Dec. 26-27, 1988 at Patna. These guidelines have been prepared to assist the State/Branch Chapters to draft their Constitution. This Constitution when approved by the State Council IMA State Branch may be forwarded to Hon. Secretary, IMA AMS Headquarters for approval.

**STATE CHAPTER**

**RULE NO. I.** State Chapter shall be established in each State if there are 100 or more life members of Academy in that State.

**RULE NO. II.** State Chapter shall be governed by a "Board of Management" comprising of followings:

(A) President IMA State Branch (Ex-Officio) will be the President of State Chapter. He Will decide on the matter referred to him by the Board of Management.

- (B)
1. Chairman, IMA AMS State Chapter
  2. Vice-Chairman
  3. Hon. Secretary
  4. Hon. Joint Secretaries-two
  5. Hon. Treasurer
  6. Editor of IMA AMS Publication (when approved by the Board of Management)

(C) **Ex-Officio:**

- Hon. Secretary State Branch
- Director of Studies State IMA CGP
- Hon. Treasurer State Branch

(D) **Representation from Branch Chapter:**

Branch Chapter shall nominate one representative to the Board of Management if its membership is 50 and above and two representatives if its membership exceeds 100.

(E) **Nominated Members:**

Chairman may nominate not exceeding 2 from unrepresented Specialities for a full term.

(F) **Co-opted:**

Chairman may co-opt for any meeting up to a maximum of two from amongst Life Members to assist the Board of Management.

(G) **Invited Members:**

Chairman may invite for any meeting up to a maximum of 2 members from amongst Life Members of Academy to assist the Board of Management. Members under E,F,G should preferably be Fellows.

N.B. Unrepresented Specialities means Specialities other than those of Office-Bearers and members of Board of Management.

### **III. Functions of Board of Management:**

- (i) Board of Management shall implement policies of Academy as laid down by the Governing Council from time to time and restrict its activities within the State unless instructed by the Governing Council to develop an activity/project on regional or all India basis.
- (ii) To plan, formulate, implement and monitor various policies and programmes for furthering the objects of Academy.
- (iii) To organize, assist and monitor functioning of Branch Chapters
- (iv) To form following Committees:
  - a) Academic and Research Committee
  - b) Administrative and Finance Committee

In addition to assisting the Board of Management in formulation, implementation and monitoring of various policies and programmes, these Committees will help in developing a closer liaison with similar committees established by IMA AMS Headquarters.

### **IV Election:**

Election of Office-Bearers barring Ex-Officio members will be conducted by the State Council in a Special meeting where members and Fellows of Academy will be present. Only Life Members will be eligible to hold the office.

### **V Tenure:**

Tenure of Office-Bearers and members of the Board of Management barring Ex-Officio members will be for a period of three years. Any vacancy falling vacant due to retirement/resignation/demise will be filled for the remaining period only.

### **VI Functions of Academic and Research Committee:**

This Committee will be constituted by the Board of Management to devise and design research projects, compile research bibliography and implement research programmes, in addition to regular research activities to promote CME Programme among IMA AMS members particularly and profession as a whole.

**Composition:** Academic and Research Committee shall comprise of the following:

- |    |                                      |                    |
|----|--------------------------------------|--------------------|
| 1) | Chairman, IMA AMS State Chapter      | Chairman           |
| 2) | Vice-Chairman, IMA AMS State Chapter |                    |
| 3) | Hon. Secretary, IMA State Chapter    | Secretary-Convener |
| 4) | Director of Studies, IMA AMS         | Member             |
| 5) | Hon. Secretary, IMA State Branch     | Member             |
| 6) | Editor, IMA AMS Publication          |                    |

Thirteen Members selected by the Board of Management from amongst Fellows and Members of Academy to represent various Specialities as laid down here under:

- |    |                             |           |
|----|-----------------------------|-----------|
| a) | Medical and allied Sciences | 2 Members |
| b) | Surgery and Allied Sciences | 2 Members |
| c) | Obstetrics and Gynaecology  | 1 Member  |
| d) | Basic Sciences              | 1 Member  |
| e) | Community Medicine          | 1 Member  |
| f) | Anesthesiology              | 1 Member  |
| g) | Radiology                   | 1 Member  |
| h) | Paediatrics                 | 1 Member  |
| i) | Eye & ENT                   | 1 Member  |
| j) | Pathology & Allied Sciences | 1 Member  |
| k) | Family Medicine             | 1 Member  |

**Tenure:** The tenure of Academic and Research Committee will be one year. Vacancies arising for any reason shall be filled by Board of Management for remaining period only.

**Working Group:** The Academic and Research Committee will be meeting once a year, Chairman will nominate a Working Group comprising of four members from amongst the members which can meet more frequently to assist the Board of Management in planning and designing various academic and research activities.

#### **IV. Administrative and Finance Committee:**

**Function:** Administrative and Finance Committee shall be the Executive Committee of the State Chapter looking into all administrative and fiscal aspects of various projects. It shall be responsible for raising funds for various courses.

**Constitution:** Following shall constitute the committee:

##### **Ex-Officio:**

- 1) Chairman, IMA AMS State Chapter Chairman
- 2) Vice – Chairman
- 3) Hon. State Secretary
- 4) Hon. Secretary, IMA AMS State Chapter
- 5) Hon. Treasurer, IMA AMS State Chapter
- 6) Editor, IMA AMS Publication if approved by Board of Management.
- 7) Senior Hon. Joint Secretary Convener

**Co-opted Members:** Chairman shall have the powers to co-opt upto a maximum of two members for each meeting of the Committee.

**Invited Members:** Chairman shall have the powers to invite upto a maximum of two members for each meeting of the Committee.

#### **V. Budget and Accounts:**

Budget shall be prepared by the Office-Bearers of the State Chapter which will be approved by the Board of Management and State Council of IMA.

Accounts will be maintained at State IMA AMS Hqrs and will be duly audited as per the rules of IMA State Branch.

Audited accounts will be presented to the Board of Management and State Council.

Bank Accounts: Bank Accounts/Accounts shall be maintained in the name of IMA AMS State Chapters. As decided by the Board of Management, these accounts will be operated by any two of the following:

##### **Chairman**

Hony. Secretary, IMA AMS State Chapter  
Hony. Treasurer, IMA AMS State Chapter  
Treasurer, IMA State Branch

#### **VI. Finances:** Finances of the State Chapter shall comprise:

- a) Share of membership and Fellowship fee collected by the Headquarters as per formula approved by the Governing Council and Central Council from time to time.

At present State Share constitutes 30% of the share collected from Members and Fellows by IMA AMS (Hqrs) in case there is no branch chapter, it will be 40% with a provision that extra amount will be reimbursed to Branch Chapter as and when it is established.

Amount thus collected will be deposited in Fixed Deposit and interest occurring there on will be only used for day to day activities of State Chapters, IMA AMS.

b) Branch Chapter Contribution to State Chapter as decided by the Board of Management.

**VII.** Fee from Branch Chapter holding Annual Seminar as decided by the Board of Management.

**VIII.** Any other funds raised by Branch Chapters/ State Chapters as per guidelines issued by the Governing Council.

### **Governing Council:**

Board of Management has the power to elect/select/nominate one representative to the Governing Council if its Life Membership is 100 or above, two representative if Life Membership exceeds 500. Governing Council will defray TA for attending its meeting only if Membership of State Chapter exceed 250.

# **GUIDELINES FOR RULES AND BYE-LAWS OF BRANCH CHAPTERS**

These guidelines have been prepared as provided in Rule No.XI of IMA AMS Constitution, approved by the Central Council in its meeting held on December 26-27, 1988, at Patna. They may be utilised for framing Constitution of Branch Chapters of IMA AMS which may be approved by the Board of Management and State Council of IMA and forwarded to IMA AMS Headquarters for approval.

## **BRANCH CHAPTER:**

1. **Rule I:** Branch Chapter shall be established in each Branch if there are 10 or more Life Members of the Academy in the Branch. A minimum number of 10 members are required to form a new AMS local Branch Chapter. This to be informed to Hony. Secretary IMA AMS H.Qrs before starting the Branch, then only eligible for HFC share.

**Rule II:** Branch Chapter shall be governed by the Management Committee comprising of following:

A) President, IMA Branch (Ex-Officio) will be the President of Branch Chapter. He will decide on the matter referred to him by the management committee.

B) a) Chairman, Branch Chapter	Chairman of IMA AMS Branch Chapter.
b) Vice - Chairman	
c) Hony. Secretary	
d) Hony. Joint Secretary	- One

C) **Ex-Officio:**

- 1) Hony. Secretary of Branch
- 2) Asst. Director of studies Branch IMA CGP (if there is sub-Faculty in the Branch)
- 3) Hon. Treasurer – Branch

D) Nominated Members – Chairman may nominate in unrepresented, Specialities amongst Office – Bearers.

(Unrepresented Specialities means other than Specialities of office-bearers).

## **Rule III. Functions of Management Committee:**

- (i) Management Committee shall implement policies of Academy as laid down by the Governing Council/Board of Management from time to time and restrict its activities within the Branch unless instructed by the Governing Council/Board of Management to develop an activity/project on regional or all India basis.
- (ii) To plan/formulate, implement and monitor various policies and programmes for furthering the objects of Academy.
- (iii) To design and implement various academic Branch activities.



**Election:**

Election of Office-Bearers barring Ex-Officio will be conducted by IMA Branch in a special meeting where Members and Fellows of Academy will be present. All Office-Bearers will be Life Members of Academy.

**Tenure:**

Tenure of Office-Bearers and members of Management Committee body barring Ex-Officio will be for three years. Any vacancy falling vacant due to retirement/resignation/demise will be filled for the remaining period.

**Budget and Accounts:**

Budget shall be prepared by the Management Committee of Branch Chapter which will be approved by IMA Branch.

Accounts will be maintained with IMA in the name of IMA AMS Branch Chapter in a separate account and will be duly audited as per Rule of IMA Branch.

**Bank Accounts:**

Bank Accounts/Accounts shall be maintained in the IMA AMS Branch Chapters. As decided by the Management Committee, these accounts will be prepared by any two of the following:

Chairman  
Hony. Secretary, IMA AMS Branch  
Hony. Treasurer, IMA AMS Branch

**Finances:**

Finances of the Branch Chapter shall comprise:

- a) Share of membership and fellowship fees collected by Headquarters as per formula approved by the Governing Council and Central Council from time to time. At present Branch Chapter Share Constitute 30% of the share of its Members and Fellows. When a Branch Chapter is established, amount laying with IMA AMS Headquarters, and State Headquarters will be transferred to the account of Branch Chapter. This amount will be deposited in the Fixed Deposit account and only interest will be spent for day-to-day activities of the Branch.
- b) Any other funds raised by Branch Chapters/State Chapters as per guidelines issued by the Governing Council.

Branch Chapter can be formed if the Life Members are 10 or more. If the Life Members are less than 10, it can be formed by enrolling members from surrounding branches (called henceforth as donor Branch). These members may return back to their branch if donor branch forms its own branch chapter or recipient branch can enroll 10 Life Members from its own members.