

IMA Lucknow Blood Bank Rules And Bye-Laws

Constitution and Bye-Laws governing of IMA Lucknow Blood Bank of Indian Medical Association Lucknow, situated at 1, River Bank Colony Lucknow.

Article-I The Indian Medical Association Lucknow, branch of Indian Medical Association(IMA) will establish a Blood Bank at its premises situated at 1, River Bank Colony Lucknow. The name of the Blood Bank will be "Indian Medical Association Lucknow Blood Bank". This Blood Bank will be a constituent of Indian Medical Association Lucknow and will be governed by the rules and bye-laws of the Association and of the IMA Lucknow Blood Bank Committee established by the Indian Medical Association Lucknow.

Article-II AIMS & Objectives:

- Section-1** To make available blood or its component to needy patients on demand by a qualified Doctor.
- Section-2** Blood will be supplied on, "No Profit No Loss basis".
- Section-3** Free blood may be distributed to really needy & poor patients. For that special benevolent fund may be created for it.
- Section-4** Blood Bank will follow the motto of "Always Striving for "EXCELLENCE".
- Section-5** Encourage Voluntary Donors and Voluntary Institutions and Voluntary Organizations'.

Article III METHOD:

For the purpose of attainment and furtherance of these objectives the blood bank will:-

- Section-1** Will reconstruct/renovate the halls south to main auditorium. Will purchase equipments and apparatus required for establishment of the blood bank.
- Section-2** Keep in view further expansion, improvement of facilities, procurement of latest and sophisticated apparatus and equipment, to equip the laboratory better and better.
- Section-3** Consideration will be given to introducing latest and sophisticated tests for detection of HIV, HBsAg and HCV etc.
- Section-4** Introducing latest technologies, Instruments and other aids required for efficient running of the blood bank.
- Section-5** In fixing charges for blood, consideration for present expenses, and future development of replacement of apparatus cost will be taken.

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Article-IV Management and control:

Section-1 Management and Control of the Blood Bank shall vest in the Committee duly constituted as the Bye-Laws of the Indian medical Association Lucknow (IMA Lko) may provide.

Section-2 To help the Committee in day to day management of the Blood Bank, the committee will have the power to appoint the staff members on terms decided by the Committee and ratified by the Executive of Indian Medical Association Lucknow. These will include salaried Medical and Para-Medical Staff and other members required for efficient running of the Blood Bank. They may also incorporate members of the District Administration or retired members of the judiciary as may be considered helpful in the running of the Blood Bank.

Section-3 The Committee shall consist of the following 25 members:

- (a) **Seven Member** nominated by the President in consultation with the executive committee. These members should have been members of Indian Medical Association Lucknow continuously for the previous five years to be eligible for nomination, The tenure of these members would be for one year and they will cease to be members of the committee once the new executive takes office after election to the new session each year. They will however be eligible for re-nomination.
- (b) **The President, Hony. Secretary, and Finance Secretary** of Indian Medical Association Lucknow will be automatic co-opted members of the Sub-Committee for a period of one year, the same as their tenure.
- (c) **Eleven permanent members:**
1. Dr. A.M. Khan, Chairman
 2. Dr. G.P. Singh, Director
 3. Dr. J.D. Rawat, Secretary
 4. Dr. P.K. Gupta
 5. Dr. Shradha Singh
 6. Dr. Javed Ahmad Khan
 7. Dr. Nidhi Niranjana
 8. Dr. Manish Tandan
 9. Dr. Abhishek Shukla
 10. Dr. Sumit Seth
 11. Dr. Pranjal Agarwal
- (d) **Four permanent invitee members**
1. Dr. Rukshana Khan
 2. Dr. Tulika Chandra
 3. Mr. Manoj Ruhela (Lion Club)
 4. Mr. B.N. Seth



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NB: In case the President, Secretary or Finance Secretary are permanent member of the committee, the president, in consultation with the executive committee will nominate one member in the place of president/ secretary /finance secretary (which ever is applicable) to the committee. These members should have been members of Indian Medical Association Lucknow continuously for the previous five years to be eligible for nomination. The tenure of these members would be for a maximum period of one year and they will cease to be members of the committee once the new executive taken office after elections to the new session each year. They will however be eligible for re-nomination.

Section-4 The term of Chairperson, Director and Secretary will be five year for smooth functioning of Blood Bank. After initial five years the selection/nomination will be by process of selection/nomination by the permanent members. Chairperson, Director and Secretary will be entitled for re-selection/ nomination.

Eligibility:

1. He/ She should be life member of IMA for at least five years.
2. He/ She should be one of the permanent members of the committee.

Section-5 That by reason or death/resignation of any annual member, of the committee the president of IMA Lko shall nominate a member in his place provided he fulfills the criteria laid down. The tenure of these members would be for one year and they will cease to be members of the committee once the new executive takes office after elections to the new session each year. They will however be eligible for re-nomination.

Section-6 In case of vacancy arising out of death or resignation of the any permanent member of the committee, the vacancy will be filled by selection/nomination of the member at the subsequent annual general body meeting of the IMA Lko. Till such selection/nominaion takes place, the president will have the power to nominate an additional member from the elected executive committee.

Section-7 That it shall also be open to the managing committee to declare a vacancy if any annual member absents himself without information to the secretary from 5 consecutive meetings of the managing committee. The vacancy so created will be filled as per the provisions of Section 5& Section6.

Section-8 That the committee shall meet at least twice every year and at such other times as may be determined by the Chairman on his own accord or on the request of 2/3rd members of the sub-committee.

Section-9 That the Quorum for the meeting of the managing committee shall be by 2/3rd except in an adjourned meeting where no quorum will be necessary.



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- Section-10 That at every meeting of the managing committee the decision shall be by majority of votes of the members present and the Chairman shall have a casting vote when the votes are equally divided.
- Section-11 That all the funds shall be kept in an account of a Nationalized Bank, Lucknow, or remain with the Secretary not beyond 4 days for managing the necessary work of the blood bank and to meet day to day expenses needs. The Account will be jointly operated by Chairman, Director and Secretary of IMA blood bank Lucknow.
- Section-12 That the Secretary of IMA blood bank Lucknow shall be in-charge of the Blood Bank funds and accounts and shall receive and disperse all money on behalf of the Blood Bank and obtain due receipts and vouchers for the payments. The financial power of the Secretary shall be determined by the Managing Committee.
- Section-13 That the funds of the Blood Bank not immediately needed will be invested in fixed deposit in a nationalized Bank of Lucknow say Allahabad bank KGMC branch Lucknow.
- Section-14 That the Secretary shall be responsible for maintaining the accounts which will be duly audited by the auditor (Chartered Accountant appointed by the IMA blood bank Lucknow) annually.
- Section-15 The permanent member cease to be permanent member in case he/she is found guilty of anti IMA Lucknow/anti IMA Blood Bank Lucknow activity.

Section-16

The duties of permanent member of blood bank will be

- Will raise the funds to establish and uplift the Blood Bank.
- Will monitor day to day services of the Blood Bank.
- Will arrange voluntary donations
- Will organize Blood donation camps.

ARTICLE-5 AUDIT & ACCOUNT:

- Section-1 Account shall be maintained by Blood Bank Staff.
- Section-2 The Account will be jointly operated by Chairman, Director and Secretary of IMA blood bank Lucknow. The Secretary IMA blood bank Lucknow shall have the responsibility of the maintenance of IMA blood bank Lucknow account.
- Section -3 Every year Audit of Accounts will be done as ordered by Executive Committee.
- Section-4 Cash will be kept in a specified nationalized Bank of Lucknow. Larger payment will be made by Cheques/RTGS/IMPS only. The cheque Books and Account will be jointly operated by Chairman, Director and Secretary of IMA blood bank Lucknow.

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18. Auditor:

- (3) External Auditor: A Chartered Accountant and Auditor shall be appointed or re-appointed annual but the Executive Committee for auditing the accounts of the association.

19. Duties of Office Bearers:

(i) The President

- (a) Shall preside over all general meeting and meetings of the Executive Committee.
(b) Shall regulate the proceedings of the meeting, interpret the rules and regulations and decide doubtful points.
(c) Shall in addition to his ordinate vote have a casting vote in case of equality of votes.

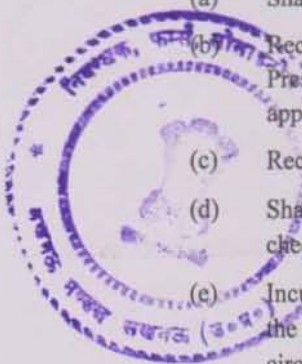
(ii) Vice President

In the absence of the President one of the Vice-President shall carry out all the duties of the president as laid down in para (i) above.

Note: In the absence of the President and the Vice-Presidents, a member shall be elected as Chairman of the meeting and on him shall devolve all the powers of the President for the duration of that meeting.

(iv) The Secretary: The Secretary shall be the chief Executive Office of the Association and shall perform the following duties:-

- (a) Shall summon and attend all meetings.
(b) Record the proceeding of such meetings in a book which shall be signed by the President/Chairman of the meeting and can be seen by the members by appointment.
(c) Receive all money on behalf of the Association and issue receipts for the same.
(d) Shall have general supervision of accounts, pass all bills for payment and sign cheques along with the Treasurer.
(e) Incur, expenditure on his own responsibility to the extent of Rs 5,000/- and with the permission of the President upto Rs 10,000, If under any specific/special circumstances, the Secretary has made expenditure with prior action, shall get it approved and rectified in the next Executive/General Body meeting.
(f) Shall be incharge of the office and conduct all correspondence.
(g) Shall get prepared by the Treasurer an annual statement of accounts duly audited by Auditors for adoption at the annual meeting.
(h) Shall prepare a budget and get it passed by the Executive Committee at the beginning of each financial year,
(i) Shall be ex-officer member of all committees.
(j) Shall maintain an up-to-date register of members of the Association.



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- (k) Shall prepare an annual report on the working of the Association and submit it to the Executive Committee before 31st of March of each year and after approval by it to be submitted to the Annual General Meeting along with a statement of accounts as laid down in Sub-clause (iii) (g) above.
- (l) Shall keep an imprest of such amount as may be sanctioned by the President.

(iv) The Joint Secretary:

- (a) The Joint Secretary general shall carry out the duties of [he Secretary in the absence of the latter and such other duties as the Secretary may delegate to hi in from time to time.
- (b) The Joint Secretary general shall carry out the duties of the Secretary in the absence of the latter and such other duties as the Sec re tan may delegate to him from tune to time.
- (c) The Joint Secretary Budding shall look after the building, and related matters
- (d) The Joint Secretary library and social work shall look after the library and welfare activities of the association.

(v) The Treasurer:

- (a) The treasurer shall receive all money and deposit them in a Bank of Post-Office approved by the Executive Committee to the credit of an account kept in the name of the Association.
- (b) All payments sanctioned by the Executive Committee shall ordinarily be made by cheque signed by both the Secretary and die Treasurer of the Association.
- (c) The Treasurer shall present a three monthly statement of account to the Executive Committee.
- (d) He shall in consolation with the Secretary present at the Executive Committee meeting not later than 3^C1 of March each year a Balance Sheet showing financial position of the Association and a Statement of The Receipt and Expenditure during the previous year.
- (e) No expenditure of any substantive nature will be incurred by the outgoing Executive on 31st March, after the account for the current budget expenditure/Balance sheet has been prepared except in the Emergency and then also with the permission of Executive Committee.

20. The Meetings:

- (i) Annual General Meetings. An annual general meeting shall be held each end of the term. The Secretary shall place before it a report on die working of the Association and the Audited Account for the past year. The annual elections of all office bearers shall take place at this meeting. Amendments to the bye laws of the association as made by the Executive Committee shall be put up for ratification before the Annual General Meeting.
- (ii) Ordinary general Meetings of the Associations shall, as far as possible every three month and more often if needed considered necessary by the Secretary. Resolution send by the members may be consider at these meetings provided they have been notified in writing to the Secretary at least seven days before the meeting.
- (iii) A special General Meeting can be held for any special proposed either by the Secretary in consolation with the President or by fifteen members applying to the President in writing which shall be within three weeks of the requisition having been received by the secretary. No other business shall be transacted at such special General Meeting.

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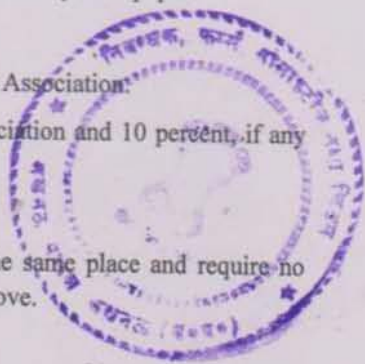
(v) The Executive shall meet as often as the Secretary considers necessary.

21. Notice:

- (i) Notice of meeting shall be issued by the Secretary to all members present in the station.
- (a) Annual General Meeting - 3 weeks previous to the day of the meeting.
- (b) Special General Meeting - 7 days previous to the day of the meeting.
- (c) Ordinary General meeting - 4 days previous to the day of the meeting, except in emergency when the President can call a meeting of the Executive Committee at even shorter notice.
- (a) Executive Committee Meeting - 32 days previous to the day of the meeting, except in emergency when the president can call a meeting of the Executive Committee at even shorter notice.
- (ii) Voting at the meeting shall ordinarily be by show of hands unless a ballot is demanded.
- (iii) The non-receipt of a notice by any members or members shall not invalidate the proceedings of meeting.
- (iv) The news of the Annual General Meeting be sent to the local daily newspapers.

22. Quorum:

- (i) For Annual and Special General Meeting 60 the members of the Association.
- (ii) For Ordinary General Meetings- 40 the members of the Association and 10 percent, if any elections are to be at such meeting
- (iii) Executive Committee Meetings- seven members.
- (iv) Meeting adjourned want of quorum can be reconvened at the same place and require no quorum provided a due notice was given as laid down in rule 21 above.



23. General Rules:

- (i) No proposals for or of changes in the rules will be considered at any meetings of the Executive Committee unless due notice has been given in the Agenda for the meeting.
- (ii) Any additions to, modifications or repeal of the rules shall be considered to have come into force only after the proceedings of the meeting of the Executive Committee at which they were passed have been confirmed at the subsequent meeting of the Executive Committee and final approval at the next General meeting.
- (iii) If any point is not covered by the above rules, then the India Medical Association rule on the point will apply and shall be binding. In the absence of either, the decision of the Executive Committee shall be final.

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