



## IMA Hospital Board of India

### Rules and Byelaws

(As approved and passed by 205<sup>th</sup> CWC at Delhi on 23.04.2011 and 72<sup>nd</sup> Central Council at Bengaluru on 27-29 December 2011.

including amendments approved and passed by

- [1] 206<sup>th</sup> CWC at Chandigarh on 19.11.11 and 72<sup>nd</sup> Central Council at Bengaluru on 27-29 December 2011
- [2] 212<sup>th</sup> CWC at Thirupathi on 07.12.14 and 75<sup>th</sup> Central Council at Ahmedabad on 27-28 December 2014.
- [3] 216<sup>th</sup> CWC at Chennai on 12<sup>th</sup> and 13<sup>th</sup> November 2016 and 77<sup>th</sup> Central Council at Amritsar on 27-28 December 2016.)
- [4] 218<sup>th</sup> CWC at --- on --<sup>th</sup> and --<sup>th</sup> ----- 2017 and 78<sup>th</sup> Central Council at Mumbai on 27-28 December 2017.)
- [5] 220<sup>th</sup> CWC at Indore on 17<sup>th</sup> and 18<sup>th</sup> November 2018 and 79<sup>th</sup> Central Council at Bengaluru on 27-28 December 2018.)

#### 1. Preamble

The healthcare delivery system in India is in transition. In a country where 87% of healthcare expenditure is outside the Government system it is important to have institutions to give direction to the growth and activity all players. Over the sixty plus years of independence, the leadership in healthcare delivery has been slowly and steadily passing into the hands of entrepreneurs of all backgrounds. It is important to moor the industry strongly on the ethics and dynamics of the medical profession. To achieve the political objective of maintaining the benign influence of the medical profession on the healthcare industry, IMA steps in with the initiative of Hospital Board of India. IMA will strive to improve the quality of services and ensure better patient safety.

#### 2. Aims and objectives.

1. To assist and equip all healthcare institutions to provide quality healthcare to people by facilitating accreditation.
2. To facilitate all healthcare institutions to play their effective role in public health.
3. To represent and safeguard the interests of all health care institutions and their personnel irrespective of their affiliation.

#### 3. Jurisdiction: Union of India

#### 4. Affiliation: All health care institutions can avail affiliation. The following conditions apply

- a. Health care institutions should offer modern medicine services.
- b. Health care institutions should be sponsored by a life member of IMA who should represent the particular institution either in administrative or professional capacity.
- c. Affiliation accrues by forwarding a formal application form with an affiliation fee as determined by the board of directors from time to time

**Affiliation fee (One Time):- [5]**

No. Of Beds	HBI HQ	State Chapter	Local Subchapter	Total Fee
1 - 25	Rs.2500	Rs.1500	Rs.1000	<b>Rs.5000</b>
26 - 50	Rs.3750	Rs.2250	Rs.1500	<b>Rs.7500</b>
51 - 100	Rs.5000	Rs.3000	Rs.2000	<b>Rs.10000</b>
101 - 200	Rs.7500	Rs.4500	Rs.3000	<b>Rs.15000</b>
>200 Beds	Rs.17500	Rs.10500	Rs.7000	<b>Rs.35000</b>

**5. Repealed - [5]****6. Office bearers: [5]**

There shall be a chairman and a secretary who will be appointed by IMA National President on constitution of the board for a term of two years. Thereafter they, along with the Finance Secretary of IMA HBI, will be elected from the Central Council of IMA through the same election procedure like other office bearers of IMA for a term of two years. The Secretary and Finance Secretary of IMA HBI shall be life members of IMA through Maharashtra State Branch of IMA. In addition, there shall be four Joint Secretaries representing North, South, West and East zones and two Vice Chairpersons. The Chairman, Secretary, Finance Secretary, two Vice Chairpersons and the four Joint Secretaries should represent hospitals with affiliation to HBI. Two Vice Chairpersons and the four Joint Secretaries will be nominated by the National President in consultation with the Chairman HBI. One of the Vice Chairpersons will preferably be a woman.

**7. Board of Directors:[5]**

On constitution of the Hospital Board of India there shall be a board of seven directors nominated by IMA National President. Their term of office would be two years. A new board of seven directors will be nominated by IMA National President for a term of 2 years every two years in consultation with Chairman HBI. The Chairman of the board shall preside over the board of directors and the Secretary shall be its convener. The National President and Honorary Secretary General shall be ex officio members of the board. The National President is the head of the Hospital Board of India and will guide its functioning. The board shall meet at least twice in a year.

**8. Council of States:**

The representatives of the council of states would be Chairman & Secretaries of IMA HBI State Chapters. Where there is no HBI chapter in a particular State, President & Secretary shall represent that State till the HBI Chapter is formed. The council shall meet at least once during the annual conference of IMA.

**9. Functions of the Board:**

- a. To monitor and intervene in all the legislations regarding hospitals being considered and enacted by the Parliament of India and the state legislatures.
- b. To work in close tandem with Government of India and state and local Governments on all issues concerning the hospitals.

- c. To work with all related institutions and authorities to bring in appropriate standards in hospitals and facilitate accreditation.
- d. To maintain a data bank regarding all data emanating from the hospitals
- e. To represent and negotiate on behalf of the hospitals with Governments and other national and international authorities.
- f. To conduct training programmes for enhancing the knowledge and skill of all human resources related to hospitals.
- g. To develop, adapt or endorse standards and protocols for hospitals and their services.
- h. Any other functions as decided by the board of directors from time to time.

#### **10. Meeting of Board of Directors:**

The meeting of the Board will be held at least once in three months. The meetings will be convened by the Secretary of the Board in consultation with the Chairman. Not less than 15 days' notice will be provided. However the Secretary, in consultation with the Chairman, can convene an extraordinary meeting with a short notice of 1 week.

#### **11. Functions and Duties of the Board of Directors:**

- a. It shall receive, discuss, amend and approve the reports and accounts presented by the Secretary and Treasurer of the Board for the period between two consecutive board meetings as well as the annual report and audited accounts. The quorum of the meeting will be 50% of its total strength.
- b. It shall manage the Hospital Board of India taking appropriate decisions in the best interest of the Board and be responsible to the Central Council of IMA.
- c. It shall receive, discuss and approve the amendments to the Rules and Byelaws of the Board brought forward by the Secretary or any other member from time to time with a due notice of three weeks and circulated among all the members of the board along with the agenda. The Rules and Bye-laws cannot be amended in an extraordinary meeting. The amendments are subject to the approval of the Central Council of IMA after being ratified by the central working committee.

#### **12. Functions and Duties of the Chairman:**

- a. The Chairman shall conduct all the meetings of the board. In the absence of the Chairman, Board of Directors shall elect a member to conduct that particular meeting.
- b. The Chairman shall interpret the Rules and Byelaws of the Board. His interpretation shall be final and binding.
- c. The Chairman shall have a casting vote in addition to his ordinary vote in case of an equality of votes.
- d. The Chairman shall, in consultation with the National President of IMA, nominate any life member of IMA to a vacancy in the Board of Directors caused by death, resignation or otherwise.
- e. The Chairman can invite as special invitees, *bona fide* members of IMA and experts for taking part in the meetings. However, invitees shall not have voting rights.

#### **13. Duties of the Secretary:**

- a. The Secretary shall carry out the day to day functioning of the Board and will implement the decisions taken by the board of directors.
- b. He shall be in overall charge of affiliation of institutions to the Board and collection of affiliation fees.
- c. Shall represent the Board in legal matters and court cases personally and / or through lawyer appointed by him.
- d. Shall conduct all correspondence and be in charge of the Board office.
- e. Shall have general supervision of accounts, pass all bills for payment and sign cheques jointly with the Treasurer.
- f. Shall get prepared a quarterly and annual statement of accounts by the Hon. Treasurer duly audited by a Chartered Accountant and submit the same to the Board of Directors, Council of States, CWC, and Central Council for ratification.
- g. Shall maintain a correct and updated register of all affiliated institutions.
- h. Shall prepare annual report of activities and submit the same to Board of Directors, Council of States, CWC, and Central Council for ratification.

#### **14. Duties of the Treasurer :**

- a. The Treasurer shall maintain day-to-day accounts of the Board.
- b. He shall submit a statement of the audited annual accounts and quarterly accounts to the Board of Directors, Council of States, Central Working Committee and the Annual Central Council.
- c. He shall jointly operate the bank accounts of the Board and sign the cheques and other instruments along with the Secretary.

#### **15. Duties of the Directors:**

- a. They shall work to promote the affiliation and efficiency of the Board.
- b. They shall report the progress in the implementation of the Board decisions from time to time to the Secretary of the Board.
- c. They shall hold separate charge of specific activities as assigned to them by the Chairman or the Board of Directors.

#### **16. Accounts and Audit:**

- a. A separate bank account shall be opened in any nationalised bank and shall be jointly operated by the Secretary and the Finance Secretary.
- b. The financial year of the Board shall be from 1<sup>st</sup> April to 31<sup>st</sup> March.
- c. *The board will approve the quarterly accounts and the annual audited accounts submitted by the Finance Secretary.*
- d. The audited accounts of the Board passed by the Board of Directors has to be ratified by the Council of States, the CWC and the Annual Central Council of IMA.

#### **17. Appellate Body:**

If any affiliated institution is aggrieved by the decision of the Board of Directors, the affiliated institution can file an appeal before the appellate body namely Central Working Committee of IMA within a period of 90 days. Such an appeal should be addressed to the National President of IMA. The Central Working Committee's decision shall be final and binding.

#### **18. Office of the Board :**

- a. The HQs. office of the Board shall be situated in Mumbai, Maharashtra. However, the Secretary shall be entitled to a Secretariat at his place..
- b. The Board will employ as many employees as necessary in different categories.
- c. The Board can enter into a contract with any professional agency in carrying out the objectives of the Board.

#### **19. Saving Clause:**

- a. The services of the Board shall be extended to all its affiliated Healthcare Institutions .
- b. 10% of the affiliation fee collected will be transferred to IMA Headquarters every year.

#### **20. Dissolution of the Board:**

If it becomes impossible to carry out the objectives of the Board, the Board shall be dissolved by decision of 3/4 majority of votes in the Central Council of IMA. This decision taken by the Central Council of IMA shall be final, legal and non-negotiable. The Central Council of IMA shall meet the liabilities and debts and recover the assets.