

ANNEXURE 20

Constitution, Rules & Bye Laws of IMA Women Doctors Wing
(As presented at 176th Meeting of the Working Committee)

- (A) There shall be a Women Doctors' Wing of Indian Medical Association as per decision of Central Council of I.M.A. in its meeting held at Vijayawada on 26th and 27th December, 1994.
- (B) This Wing of Women Doctors shall be a part of I.M.A. and shall work under the guidance of Working Committee/Central Council of IMA given from time to time.

PART I - MEMORANDUM

I. Name:

The name shall be Indian Medical Association Women Doctors' Wing, hereinafter called the Wing.

II. Head Office:

The Headquarters of the Wing shall be in IMA Headquarters at New Delhi. The Executive Headquarters shall be at the place of the Chairperson elected from time to time.

III. Objects:

The objects of the Wing are :-

- (1) To bring together the Women members in medical profession under the banner of Indian Medical Association.
- (2) To maintain the honour and dignity of the women doctors and their welfare.
- (3) To cooperate with other bodies in all matters related to or connected with the upliftment of Women Doctors in India regarding their education, social status and service conditions.
- (4) To encourage women in India to opt for advance medical and allied sciences in all their different branches and to promote the improvement of health of women and children in India.
- (5) To involve Women Doctors in all the multifarious activities carried out by IMA, to ensure their participation in organising an effective health care delivery system or restructuring the same to meet the National Health needs.
- (6) To organise seminars and meetings to discuss the problems of Women Doctors particularly their service conditions and conditions to practice as well as to improve their professional knowledge and skill and administrative capabilities.
- (7) To encourage Women Doctors to take keen interest in community welfare activities, particularly education, health camps,

immunization centres and baby show etc.

IV. methods :

For the attainment and furtherance of these objects, the Wing may :-

- (1) Occasionally review medical education from the point of view of Women Doctors and recommend changes in curriculum and infrastructure of health care delivery.
- (2) Bring to the notice of IMA Headquarters/State Hqrs. about the problems faced by the Women Doctors.
- (3) Give its recommendations to the IMA Headquarters/ State Hqrs. for taking necessary action for safeguarding the interests of the women doctors.
- (4) Undertake publicity of the Women Doctors Wing, through some pages in the journal of the IMA allotted from time to time for the Women Doctors Wing.
- (5) Publish from time to time transactions and other papers embodying medical researches conducted by the members or under the auspices of the Women Doctors Wing.
- (6) Encourage research in medical and allied sciences with grants or out of the funds of the Women Doctors' Wing by the establishment of scholarships, prizes, rewards and in such other manner as may from time to time be determined upon by the Women Doctors' Wing.
- (7) Create or assist in creating State Chapters for any of the purpose aforesaid.
- (8) Do all such other things, as are cognate to the objects of the Women Doctors' Wing or are incidental or conducive to the attainment of the above objects.
- (9) Have a representation in all the policy making committees/bodies concerning the women and child welfare.
- (10) Have two members from the Wing to the Family Welfare Standing Committee of the I.M.A.

PART-II – RULES

Definition :

The I.M.A.	-	The Indian Medical Association Headquarters
The Wing	-	The I.M.A. Women Doctors Wing
The Council	-	The Governing Council of the Wing

1. Members:

- 1.1 The members of the Wing must be the women members of I.M.A. subscribing to the Memorandum of the Wing on a prescribed form prepared by I.M.A. Headquarters.
- 1.2 The Members shall be entitled to receive all general notices sent out by the Wing to its members to attend and to participate in the activities of the Wing. Any Woman and Life member of I.M.A. may be enrolled as a member of the Wing on being a life member of the Wing. Her membership of the Wing shall however, automatically cease with cessation of her membership of I.M.A. due to any reason.

2. Entrance Fees and Subscriptions :

- 2.1 Every woman Life member of I.M.A. may be admitted to membership of the Wing and shall be required to pay an admission

fee of Rs. 30/- which will be shared equally by the State Chapter and Executive Headquarters.

- 2.2 All the members of the Wing will be Life members of the Wing, the Life Membership fees for the time being shall be Rs.450/- payable alongwith admission fee at the time of enrolment. The disbursement of Life Membership fee shall be :-

2/3rd to Executive Hqrs. of the Chairperson of the Wing.
1/3rd to the State Chapter.

- 2.3 IMA Hqrs. shall be paid Rs. 250/- annually by each State Chapter.

3. Governing Council :

- 3.1 The Governing Council of the Wing shall consist of -

(a) Ex-officio Members

1. National President of I.M.A
2. Hony. General Secretary of I.M.A.

(b) Elected Members :

(To be elected in the Annual General Body Meeting of the Wing):-

1. One Chairperson.
2. Four Vice-Chairpersons.
3. One Hony. Secretary of the Wing at its Executive Headquarters at the place of the Chairperson of the Wing.
4. Two Hony. Joint Secretaries, one of whom shall be from the place of Chairperson and the other at IMA Hqrs.
5. One Hony. Treasurer at its Executive Headquarters at the place of Chairperson of the Wing.

(c) Representatives of the States- To be elected by the State Chapters in proportion of one representative for 50 to 100 members, 101-200 one representative and thereafter one representative for every 200 members or part thereof.

4. State Chapters:

- 4.1 A State Chapter can be formed if the State has enrolled minimum 50 members. If less number of members exist in any State, they shall be direct members of the Executive Headquarters till such time the State Chapter is formed and the State Chapter share of the subscription and Admission fee shall be transferred to the State Chapter after the formation of such Chapter.
- 4.2 Each State Chapter shall pay to the Wing an annual fee of Rs. 300/- as the Wing Membership besides their share of Life Membership fees, out of which Rs. 250/- will be paid to the I.M.A. Hqrs. by the Executive Hqrs. of the Wing.

5. Finances :

- 5.1 The income of the Wing shall be derived from :

(a) Subscriptions from the members of the Wing at a rate

as decided from time to time by the Central Council of I.M.A. on the recommendations of the Governing Council of the Wing/Working Committee.

- (b) Funds raised through programmes arranged by the Wing.
- (c) Donations received by the Wing.
- (d) Advertisements for the souvenirs and other publications of the Wing.

5.2 All accounts pertaining to the Wing recommended by the Governing Council shall be placed for approval before the Central Working Committee/Central Council through IMA Finance Standing Committee.

5.3 The Wing shall prepare its budget and maintain their expenditure within their budgetary provision. The budget prepared by the Hony. Treasurer in consultation with the Chairperson and the Hony. secretary at the Executive Hqrs. and recommended by the Governing Council, shall be placed before the IMA Finance Standing Committee, Central Working Committee and Central Council.

5.4 Separate Bank accounts shall be maintained at the Executive Hqrs. which shall be operated in such manner as laid down in the Bye-laws.

5.5 IMA Hqrs. shall also maintain a separate Bank account to be operated by Hony. General Secretary etc. like other Hqrs. accounts.

5.6 The Wing shall be financially independent of the IMA and IMA shall have no liability of expenses, debts or losses incurred by the Wing or vice-versa.

5.7 Any State Chapter hosting the All India Conference/ Convention of the Wing shall pay Rs. 5000/- alongwith its application to the Wing.

6. Working of the Wing :

6.1 The Chairperson of the Wing elected from time to time shall function from her Executive Headquarters. As and when gradually Chapters are formed in different States, there shall be formed a Governing Council with elected representatives from each Chapter and the Governing Council will meet atleast once in a year, preferably at the time of Convention\Conference and give guidelines and policies for functioning of the Wing. The elected members of the Governing Council from the State Chapters shall be on the basis of strength of the Chapter i.e. upto 100 members -one, 101 to 200 members - two, thereafter, for every additional 200 members -one.

6.2 The National President of I.M.A. shall be the President of the Wing and shall guide and control the affairs of the Wing. The National President of I.M.A. whenever is present in any meeting and/or function of the Wing, shall preside. The Hony. General Secretary of I.M.A. shall, from time to time, guide and help the Executive Hqrs. of the Wing, in running the office.

7. Amendment to the Memorandum, Rules and Bye-laws:

7.1 These shall be considered at the annual Meeting of the Wing on proposal by the members/Governing Council

submitted to the Executive Head quarters office at least six weeks in advance and forwarded to the Central Working Committee/Central Council of the I.M.A. for approval.

8. Powers and functions of the Governing Council :

8.1 The Council shall have overall administrative control of the Wing.

8.2 The Council shall review the activities of the Wing and render advice for its smooth running.

8.3 The Council shall formulate policies and recommend the same to the Central Working Committee/Central Council of IMA for approval.

8.4 The Council shall decide the date and venue of the Conference of the Wing and advise and help the host State Chapter so as to make it a success.

8.5 The Council shall send the work report, audited statement of accounts to the Indian Medical Association Hqrs. for guidance from the Working Committee/Central Council, as prepared by the Hony. Treasurer of the Wing in consultation with the Chairperson and Hony. Secretary at the Executive Headquarters of the Wing.

8.6 The Council shall appoint sub-committees and ad-hoc Committees for furtherance of the objects of the Woman Doctors' Wing.

8.7 The Council shall have powers to change and alter bye-laws subject to confirmation and ratification by the Annual General Body of the Wing and subsequent approval of the Working Committee/Central Council of I.M.A.

9. Office bearers of the Wing :

9.1 The following will be the office bearers of the Wing:

- (1) One Chairperson
- (2) Four Vice-Chairpersons (one from each region)
- (3) One Hony. Secretary from the place of the Chairperson.
- (4) Two Hony. Joint Secretaries, one of whom shall be from the place of the Chairperson and one at IMA Headquarters New Delhi.
- (5) One Hony. Treasurer from the place of the Chairperson.
- (6) Four Hony. Asstt. Secretaries (one from each region) at the place of each Vice-Chairperson.

10. Term of office and election of Office-Bearers :

10.1 The term of office of all the office bearers shall be for two years.

10.2 The election of the office bearers shall be held during the annual General Body meeting of the Wing.

11. Duties of powers :

11.1 Duties of Chairperson :

- (a) The Chairperson shall be the overall incharge of the Wing and shall administer in consultation with the

Hony. General Secretary, IMA Hqrs. from time to time.

- (b) The term of her office will be of two years for the time being but she will be eligible for re-election for another one term.
- (c) She shall be an ex-officio member of the Working Committee/Central Council of I.M.A.
- (d) She shall have the power to co-opt maximum two women doctor members of the Wing, preferably from the States where the State Chapter has not been formed formally, for any meeting of the Governing Council, who will get T.A.

11.2 Duties of the Vice-Chairperson :

- (a) Each Vice-Chairperson will help the Chairperson in the activities of the Wing in the Region from which she has been elected. She with the help of Regional Asstt. Secretary shall organise Regional Conference every year preferably in the month of April/May.
- (b) One of them shall conduct the business/meeting in the absence of the Chairperson. In case of resignation or demise of the Chairperson, the senior of them will function as Chairperson for the remaining term.

11.3 Duties of the Secretary :

The Secretary shall be responsible for day-to-day administration of the Wing Executive Hqrs. in consultation with the Chairperson and shall represent the Wing in the Working Committee/Central Council of I.M.A. in absence of the Chairperson. He will be an Ex-officio member of the Central Council of IMA. In case of resignation or demise of the Secretary, the joint Secretary at the Executive Hqrs. will function as Secretary for the remaining term.

11.4 Duties of Hony. Joint Secretaries :

One of the Hony. Joint Secretaries located at the Executive Headquarters at the place of the Chairperson of the Wing, shall help the Secretary in the administrative work and conduct the business in her absence. The other Joint Secretary located at the IMA Headquarters at New Delhi shall be entrusted with the organisational affairs of the Wing and will keep liaison between the IMA Headquarters and the Executive Headquarters of the Wing.

11.5 Duties of Hony. Treasurer :

The Hony. Treasurer shall receive money in cash or by cheque and shall deposit to the bank account of the Wing. She will prepare accounts as well as budget and place before the Governing Council with the permission of the Chairperson. She shall maintain day to day accounts and apprise the financial position to the Hony. Secretary and the Chairperson from time to time.

11.6 Duties of the Hony. Asstt. Secretaries :

The Hony. Asstt. Secretaries will assist their respective regional Vice-Chairperson in her duties.

12. Meetings :

12.1 The meetings of the Wing and its State Chapters shall be :-

- (1) Annual General Body Meeting
- (2) Ordinary Meeting
- (3) Special Meeting
- (4) Requisition Meeting

as per Rules and Bye-laws of IMA Headquarters.

12.2 Annual General Body Meeting :

The Annual General Body Meeting of the Wing shall ordinarily be held each year at the venue of the Annual Conference of the Wing or at a place and date decided by the Governing Council.

- (a) Atleast six weeks notice shall be given to the members of the Wing stating date, place, time and agenda of the business to be transacted.
- (b) The quorum of the meeting shall be 25.
- (c) The resolutions to be moved at the annual General Body Meeting by individual members or by State Chapters shall reach the Hony. Secretary atleast four week before the meeting.

Ordinary Meeting :

- 12.3 The Ordinary Meeting shall be convened immediately after the Annual General Body Meeting to confirm the minutes of the Annual General Body Meeting.

Special Meeting :

- 12.4 The Special Meeting shall be convened by the Hony. Secretary on the instructions of the Governing Council.

Requisition Meeting :

- 12.5 The Requisition Meeting shall be called by the Hony. Secretary in consultation with the Chairperson on requisition from atleast 50 members of the Wing, within 30 days of the receipt of the requisition to consider the specific item of agenda as demanded by the requisitionists. No other matter will be transacted at this meeting. The quorum of the meeting shall be 25 members who signed the requisition.
- 12.6 All formalities regarding the requisition meeting shall be followed as per IMA Rules & Bye-Laws. In any matter of dispute, the Chairperson's ruling shall be final but in case of an election dispute at any level, it shall be decided by the National President, IMA as per Rules and Bye-Laws of IMA.

13. Travelling allowances :

- 13.1 Travelling Allowance will be paid according to the guidelines of IMA. Ordinarily a two way II AC/First class rail fare shall be paid to the Governing Council members for attending the Council meeting and to other members of the Wing for attending meetings of special committees appointed by the

Governing Council.

13.2 The Travelling allowance shall be paid in the following manner :

- (a) Ex-officio Member-to be paid by IMA Hqrs.
- (b) Elected and Co-opted members - to be paid by the Wing Executive Hqrs.
- (c) State Chapters representatives to be paid by State Chapters.

13.3 No T.A. will be paid for attending the General body or any other meeting.

13.4 A two way II AC/First class rail fare shall be paid to the Chairperson or her substitute for attending the Central Working Committee and Central Council meeting out of the Funds of the Wing.

13.5 One way II AC/First class rail fare shall be paid to the Hony. Secretary of the Wing or her substitute for attending the Central Council meeting out of Funds of the Wing.

PART III BYE-LAWS

1. Names and areas of Regions of the Wing :

1.1 The names and areas of the four Regions of the Wing shall be as under :-

Northern Region : Chandigarh, Delhi, Haryana, Himachal Pradesh, Jammu & Kashmir, Punjab and Uttar Pradesh.

Southern Region : Andhra Pradesh, Karnataka, Kerala, Pondicherry and Tamil Nadu.

Eastern Region : Assam, Bengal, Bihar, Manipur, Meghalaya, Orissa, and Tripura.

Western Region : Goa, Gujarat, Madhya Pradesh, Maharashtra and Rajasthan.

2. Formation of State Chapters :

2.1 A State Chapter can be formed after registering minimum 50 members. The State Chapter shall be bound and adhere to the Memorandum, Rules and Bye-laws of the Wing in force from time to time. Until a State Chapter is formed, members may enrol themselves as Direct Members of Executive Hqrs. and they will automatically be transferred to State Chapter when the same is formed, along with the State Chapters share of fees.

2.2 Each State Chapter shall submit an Annual Return of the members of their rolls to the Hony. Secretary of the Wing by 31st July each year.

3. Name and area of the State Chapter :

3.1 A State Chapter shall be established in the area of jurisdiction of the State/Territorial Branch of I.M.A. and shall have its office in the State Headquarters of IMA.

4. Membership of the Chapter :

4.1 The Members of the State Chapter shall be those members of the Wing whose registered address are within the area of the State Chapter.

5. Rights of State Chapter members :

5.1 Members of the State Chapter shall be entitled to receive all notices sent by the State Chapter to attend, speak and vote at any General Body Meeting and generally to participate in the activities and programmes of the State Chapter.

6. Meeting of the State Chapter :

6.1 The Meetings of the State Chapter which all members of the State Chapter shall attend, shall be :

1. Annual General Meeting
2. Ordinary Meeting
3. Special Meeting
4. Requisition Meeting.

Annual General Meeting :

6.2 It shall be held each year before 31st July. At least fourteen days notice shall be given in writing to each members. Such notice shall include the date, time and place of the meeting and the agenda.

6.3 The quorum of the meeting shall be 10 (ten).

6.4 The business of the Annual General Meeting shall be :

- (a) Annual Report of the previous year.
- (b) Statement of Accounts of the year.
- (c) Election of office-bearers of the State Chapters namely :-

- (1) The Chairperson
- (2) Four Vice-Chairpersons
- (3) One Hony. Secretary
- (4) Two Hony. Joint Secretaries
- (5) One Hony. Treasurer
- (6) Four Hony. Asstt. Secretaries.

- (d) Resolutions brought forward by individual member/Chairperson's office/Governing Council.
- (e) Any other business with the permission of the Chairperson.

6.5 The Chairperson shall have a casting vote in case of equality of the votes.

6.6 In any matter of dispute, the Chairperson ruling shall be final.

6.7 The confirmation of the minutes of the Annual General meeting shall be made at the Ordinary Meeting following the Annual General Meeting.

6.8 It shall be called by the Hony. Secretary in consultation with the Chairperson. At least 14 days notice of such meeting shall be given to each member.

6.9 The quorum of the meeting shall be 10 (Ten).

Special Meeting:

6.10 It shall be called by the Hony. secretary in consultation with the Chairperson to consider specific agenda. No other item shall be considered in this meeting.

6.11 The quorum of the meeting shall be 10 (Ten).

Requisition meeting :

- 6.12 It shall be called by the Hony. Secretary in consultation with the Chairperson on receipt of a requisition from at least twenty five members of the Wing, within 30 days of the receipt of the requisition to consider the specific item of agenda as demanded by the requisitionists. No other matter will be transacted at this meeting.
- 6.13 The quorum of the meeting shall be 15 (Fifteen) requisitionists who signed.
- 6.14 A copy of the proceedings of all these meetings shall be sent to the Executive Hqrs. of the Wing as well as to IMA Headquarter Office.
- 6.15 The accidental omission to give notice to any member of the Wing shall not invalidate the proceedings of any meeting.

7. Managing Committee of the State Chapter :

7.1 The Managing Committee of the State Chapter shall consist of :-

(a) Ex-officio Members :

- (1) The President of the State Branch of I.M.A.
- (2) Hony. Secretary of the State Branch of I.M.A.

(b) Elected Members :

- a) The Chairperson of the Chapter

- b) Vice-Chairperson of the Chapter
- c) One Hony. Secretary of the Chapter
- d) One Hony. Joint Secretary of the Chapter
- e) One Hony. Treasurer of the Chapter.

7.2 All the office-bearers of the State Chapter shall act on behalf of the State Chapter and assist and work for all the activities taken up by the State Chapter, for that particular State or as directed by the Wing Executive Hqrs./IMA Headquarters. They will organise conference every year preferably in the month of February/March.

8. Bank Accounts :

8.1 The Bank Accounts of the State Chapter shall be operated by the Hony. Secretary or the Hony. Joint Secretary and the Hony. Treasurer or the Chairperson of the State Chapter.

9. **Rules and Bye-Laws not covered by these Memorandum, Rules and Bye-Laws, shall be guided by the Memorandum, Rules and Bye-Laws of I.M.A. Headquarters.**