

**MEMORANDUM  
RULES & BYE LAWS  
of  
THE ALLAHABAD MEDICAL ASSOCIATION**



**ALLAHABAD MEDICAL ASSOCIATION  
PRAYAGRAJ**

**Amended  
in  
1933, 1958, 2004, 2008 & 2022**

**Amended Rules & Bye-Laws of  
The Allahabad Medical Association 2022**

**NAME**

1. The name of the association is the Allahabad Medical Association here in after called the Association.

**OFFICE**

2. The Registered office of the association shall be at 29 Stanley Road in Allahabad.

**AFFILIATION**

3. This Association shall be a constituent unit of the Indian Medical Association, Uttar Pradesh State Branch, with its Parent Body represented in the Indian Medical Association.

**OBJECT**

1. 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.
2. To maintain the honour and dignity and to uphold the interest of the Medical Profession and to promote co-operation amongst the members thereof.
3. To work for the abolition of compartmentalization in medical education, Medical Services and registration in the country and thus to achieve equality among all the members of the profession.

**METHOD**

- (A) Hold Periodical meetings and conferences of the members of the association and the medical profession in general.
- (B) Hold Special meeting of members and arrange for Indoor and Outdoor games.

- (C) Maintain E-Library, IT Advancement and Audio Visuals on medical and Allied subjects.
- (D) Publish Periodicals and literatures on medical, general or allied subjects for the profession and public.
- (E) Organize community health services and preventive immunization especially of children to improve the health of the community in general and to eradicate diseases.
- (F) Organize Medical relief in time of epidemics and emergencies, alone, or in co-operation with the person or organizations interested in the matter and to run Blood Bank, Oxygen Bank and Ambulance Services to help the sick and suffering.
- (G) Conduct health education and First-aid training programme among the public with regard to public health and sanitation.
- (H) Consider and Express the views of the association on all questions including legislative measures affecting the profession, public health, medical education and to initiate or take such steps or adopt such measures from time to time regarding the same as may be considered necessary or expedient.
- (I) Effect, maintain, improve or alter and keep in repair any building for the purpose of the Association.
- (J) Borrow or raise money from Bank, financial institution or others by mortgaging properties (present/proposed) of the association in such manner and on such terms and conditions as the association may think fit and collect subscriptions and donations for the purposed of the association.
- (K) The association may build hospital, hospice, old age home, guest house and halls or any other structure/ similar activities for betterment of association and

welfare of members of society/AMA Members which may be let out on rent. The entire amount of money so received shall be spent on community services after deducting expenses by way of taxation, maintenance and administrative management.

(L) Welfare of the members

### **LIABILITIES FOR DEBTS**

None of the members of association, past or present, shall in any way be individually liable for debts of the association, central, state or local.

### **EXECUTIVE COMMITTEE (COUNCIL)**

The management of the affairs and property of the association shall be carried out by the executive committee of the association.

### **MEMBERSHIP OF ALLAHABAD MEDICAL ASSOCIATION**

Section-1(a) - **Eligibility** :- Any person possessing medical qualification as defined in the Indian Medical Degrees Act (MBBS/Modern medicine) (Act VII 1916)/ NMC/State medical council and duly registered, either permanent or provisional, under the Indian Medical Council Act as current at the times in any one of State Medical Councils in India, will be eligible for Membership.

1(b) Upon receiving the application for membership along with the requisite membership fee, the proposal for membership would be placed before the executive committee meeting of the Association at its next meeting. If accepted, the membership proposal would be forwarded to the IMA Central office through the required channel (IMA

UP State) and full membership would commence only after the membership is accepted by IMA Central office and intimation to this effect is received by the Allahabad Medical Association. However, till such intimation is received the member will enjoy all the rights and privileges of a member and will be entitled to attend meetings, participate in scientific seminars etc, but will not be eligible to vote or hold office till the confirmation of membership is received from IMA Central office.

#### **Section-2 - Classification of members :-**

- (a) **Life Members :-** Members desirous of becoming life members will be required to pay life memberships fee as fixed by the state branch for the particular year plus local branch subscription..
- (b) **Couple Members :-** Where both husband and wife are members of the association shall be known as couple members.
- (c) **Associate Members :-** Doctors who are members of other local branches of I.M.A. can be enrolled as associate members of this branch. They will enjoy all the privileges of membership except that of voting or holding office in this Branch. The Branch shall not send H.F.C. on their behalf.
- (d) **Attached Members :-** The Medical personnel of Armed Forces of India, who are eligible to membership of the association will become direct members attached to the headquarters and shall be called - Attached Members.

The power of rejecting the application is vested in the executive committee but in the event of a dispute or a controversy the matter shall be finally decided by the general body at a general or a special meeting of the association called for the purpose.

## TERMINATION OF MEMBERSHIP

Membership shall terminate

- i) On leaving the territorial limits of the association on a permanent basis.
- ii) On ceasing to be an active member of the medical profession and for taking up another profession as one's means of livelihood.
- iii) **By resignation :-** A member at any time may resign his membership of the association by informing the secretary in writing of his intention to do so and on his paying all his dues to the association.

**By Transfer of Membership :-** Any member on change of his residence from one station to another station may apply to the secretary for transfer of his membership from this branch to the branch of his new station.

The secretary on such request shall notify to the branch concerned about his transfer of membership as also to the Indian Medical Association through the U.P. State Branch. (This privilege will not be accorded to those who have not paid their dues in full)

- iv) **For non-payment of dues :-** Any member of the association whose payment of dues falls 6 (six) months in arrears shall be requested by the secretary, in writing, to pay the total amount within one months of receiving the notice and if the member fails to pay the same within the specified time, he or she shall cease to be a member and be removed from the register, provided that the executive committee may at its discretions, extend the time for payments of arrears in suitable cases on an application for extension by the member concerned before the expiry of the aforesaid specified period. Provided further that the member concerned shall be

eligible for re-admissions on payments of the amount of arrears due from him.

The members who are in arrears of their dues, at the time to election period of association shall not be entitled to exercise their right of voting and shall not be eligible for election of any office or membership of the executive committee.

- v) In case disciplinary committee recommends termination of membership of any member, the same will be forwarded to UP State/IMA H.Q.

vi) Death

vii) Suspension :

Membership may be suspended on the ground of undesirable conduct as under:

- (a) Prejudicial to the interest of the association.
- (b) To bring medical profession in disrepute
- (c) On the ground of conviction in a court of justice of any crime entailing moral turpitude.
- (d) abusing language/ defamation/ maligning member or association on social media or any other platform.
- (e) Any other Anti IMA activity considered by UP State/ IMA H.Q. on ground for suspension

Member will be served maximum three notices in 30 days in which he/she must submit his/ her explanation in writing or as instructed by disciplinary committee, constituted by AMA Executive committee. Disciplinary committee should give decision within 45 days of issuance of first notice. .

On the basis of recommendation of disciplinary committee president will take further action.

Suspended member will not be entitled to any privilege



of AMA member during the suspension period

### **Membership Privileges:-**

- a) All branch members shall automatically become members of the I.M.A. and will enjoy all the privileges arising there of and in particular.
- b) They will be supplied with a free copy of the journal of I.M.A. (JIMA), state journal and local branch bulletin as and when published.
- c) All members should have the right to attend and participate in all discussions and all meeting, lectures and demonstrations etc. organized by the association from time to time.
- d) All members shall have the right to vote in all election and propose candidates for the same, according to the rules and By-laws of the I.M.A. provided their subscriptions are not in arrears. (Read along with "Membership, Section 1(b))
- e) The members of AMA who are employed by AMA or hold office of profit in AMA will not be eligible for contesting. They will have voting right as per norms of IMA H.Qs.
- f) Welfare of members: Shall be considered from time to time
- g) Formation of contributory benevolent fund for welfare of members subject to feasibility as permitted by law.

### **MEETINGS**

The association shall have

- (A)** Executive committee meeting to be held usually once in a month at which the agenda of business shall usually be -
  - i) Reading and Confirmation of the minutes of the last meeting.

- ii) Consideration of letters and circular from H.Q. and state branch.
- iii) Consideration of proposals put forward by the members.
- iv) Monthly reports of various community services of this branch.
- v) Any other matter or business with the permission of the chair.
- vi) Agenda to be circulated prior to the meeting.

In addition to the above the following items shall be put on the agenda of the first meeting of every new session. (a) Presentation of the new budget and its approval (b) drawing the year's academic, community service, social and cultural programme by Honorary Secretary assisted by the project secretaries.

**(B) Annual Executive Meeting:-**

To be held in September every year at which the agenda of business shall be -

- i) Presentation of Annual report by outgoing Honorary Secretary
- ii) Presenting of Annual Accounts by outgoing Finance Secretary.
- iii) Declaration of Elections for the next session and appointment of Election officer by the president approved by executive at least 3 weeks prior to the election date in election year.
- iv) AGBM will be held within one week of annual executive meeting.

**(C) Annual General Body Meeting:-**

To be held in September every year at which the agenda of business shall be -

- i) Presentation of Annual report by outgoing Honorary Secretary
- ii) Presenting of Annual Accounts by outgoing Finance Secretary.
- v) Declaration of Election.
- vi) AGBM will be held within one week of annual executive meeting.

**(D) Extra ordinary meeting :-**

May be convened by the Honorary Secretary with the approval of the president whenever necessary.

**(E) Scientific and Clinical Meeting/ Special Meeting**

Such a meeting can be called at a short notice if an emergency arises.

**(F) Requisitions meeting:-**

Shall be convened on written request of at least 1/10 of total number of members on the roll of the time in which only the item given in the notice can be considered. It will be obligatory on the part of President/ Vice president to convene the meeting within two (2) weeks of receiving such requisition notice, and after confirmation of signature of the members requesting for requisition meeting. In the event of items given in notice, if related directly/ indirectly towards the conduct of the incumbent president, the senior vice president shall convene the meeting and preside over it. A meeting so convened shall have an advance notice of ten(10) days.

**(G) Annual Election**

To be held within three weeks of declaration of Election at the Annual Executive /General Body meeting. This meeting would be convened by the Honorary Secretary

and presided over by the President of the association. Holding elections to elect members of the council will be the sole agenda of this meeting and the elections would be conducted by the Election officer appointed at the Annual Executive

### **QUORAM**

Shall be as follows :

- (A) For ordinary general meeting – 10% of members on roll.
- (B) For Council meeting : one third of the elected members of executive council.
- (C) For requisition meeting - 1/3 of the members on the roll at the time.
- (D) Rule of the UP State will be followed if quorum not complete. for meetings other than requisition meetings.

### **PROPOSALS**

Members willing to make a proposal at any of the meeting of the association shall send the same duly seconded in writing to the Honorary Secretary at least two clear day before the meeting at which it is to be considered (the day of submission of the proposal and the day of the meeting not to be considered).

### **RE-OPENING OF A QUESTION**

An issue once decided by the general body shall not be re-opened until after 180 days from the date of decisions.

### **ORDINARY MEETING**

Notice shall be circulated at least 4(four) days before the date of the meeting amongst the members,

mentioning the Agenda.

The association shall – for other meetings, emergency and extra ordinary as also for the cancellation of a meeting circulate a notice or if time is short members may be notified through the local news papers or by telephone message mobile SMS/ email/ official website of AMA/AMA App and such a notice be deemed as valid complete notice.

### **EXTRA ORDINARY MEETING**

The notice shall be circulated at least one day before the meeting to all the members or the members may be notified through telephone, newspaper mobile SMS/ email/ official website of AMA/AMA App and such a notice be deemed as valid complete notice.

### **THE COUNCIL (EXECUTIVE COMMITTEE)**

**The council will consist of following members as under -**

The President  
The President Elect  
Four Vice Presidents  
The Honorary Secretary  
One Joint Secretary  
Two Assistant Secretary  
The Honorary Finance Secretary  
One Joint Finance Secretary  
The E- Library/IT Secretary  
The Scientific Secretary  
The Social Secretary  
The Editor  
The Public Relation Officer (P.R.O.)  
The Sports Secretary  
40 Elected Executive Committee Members

**IMA AMS (Allahabad Chapter)**

1. Chairman
2. Vice Chairman
3. Jt. Secretary

**IMA CGP - Allahabd**

1. Assistant Director
2. Assistant Secretary

**HBI**

1. Chairman
2. Secretary

Elected members of IMA AMS and IMA CGP, HBI

Their term of office shall be for two year or until the period of next election.

**NOMINATED MEMBERS:**

The President, upon assuming office, may nominate members of the association to the executive committee as he may consider necessary for the smooth running of the association keeping in mind the objectives of the association. Such members will have to give their acceptance in writing and all the rules and regulations for the elected members of the council will be applicable for them as well. Their nomination will have to be accepted by the executive committee at its first meeting. The maximum number of such nominated members cannot exceed the total number of elected executive committee members. These nominated executive members will have all the rights, privileges and responsibility of council members but will not have voting rights in council meetings.

**Ex-Officio :-** . (N.B. Ex-officio members will not enjoy voting rights in executive meeting)

- i) The retiring secretary/ retiring finance secretary for

the previous year will be ex-officio members of the executive committee for the next session.

- ii) All the past presidents of the Association will be ex-officio members of the executive committee.
- iii) Any member of the association who is elected or had been elected as president of the U.P. State branch of the I.M.A. or of the H.Q. (Head Quarter) will be ex-office of the council.

### **ELECTION**

Election shall be held at the Election meeting of the association every two year. The election meeting will be held within the stipulated period following the executive/ general body meeting of the current session when election is duly declared.

Vacancies occurring in the office Bearer/ executive committee during the financial year shall be filled, if necessary by president/ executive committee.

### **DUTIES OF OFFICE BEARERS AND EXECUTIVE COMMITTEE**

#### **(A) Duties of the President :-**

- i) To preside over the meeting of the association.
- ii) To confirm the minutes of the last meeting and the account of the last month.
- iii) To guide and conduct the meeting in accordance with the rules and regulations passed from time to time.
- iv) To interpret rules and regulations, when ever necessary.
- v) To exercise his casting vote besides his own vote, in case of a tie.

- vi) To exercise a general supervision over the affairs of the association.

**(B) Duties of the President Elect :-**

The president elect will devote the whole year in closely watching the activities of the branch and preparing his agenda for the his tenure as president during the coming year. He will not preside the meeting in the absence of the president and this function will continue to be undertaken by the vice president in order of seniority. He shall automatically become the president of the branch.

- (C) Duties of the Vice Presidents :-** They shall exercise the function of the president in his absence and shall assist the president in his day to day working. The senior Vice - President shall preside the meeting in absence of president. Seniority will be decided according to membership of IMA

- (D) Duties of the Hony. Secretary :-** It shall be the duty of the secretary to keep the membership records up to date, maintain a record of attendance of all the meetings, record and preserve the minutes of each such meeting, attend to all correspondence coming from the U.P. State Branch, I.M.A., H.Q. and others or bodies of public opinion and remit the subscription/ contribution to the central fund when due and perform such other duties as pertain to his office.

- (E) Duties of the Joint Secretaries :-** Both joint and assistant secretaries will assist the secretary in functioning of I.M.A. activities as and when required. In the absence of the secretary the joint secretary in I.M.A. shall officiate.

- (F) Duties of Finance Secretary :-** It shall be the duty



of the Finance Secretary to have custody of all administrative funds of the Association, accounting the same to the executive committee quarterly or on demand and to the association at the annual general meeting and to arrange to collect all the association dues and to give all facilities for proper auditing of accounts to perform such other duties as legitimately pertain to his office. The Finance Secretary on leaving his office he shall hand over to his successor or in his absence to the secretary all funds book of accounts or any other property of the association in his possession.

- (G) Duties of Joint Finance Secretary:-** The joint Finance Secretary will assist the Finance Secretary in carrying out his duties of maintaining the accounts of the association and all other duties assigned to him in the capacity of Finance Secretary. In the absence of the Finance Secretary, the Joint Finance Secretary will officiate.
- (H) Duties of Scientific Secretary :-** To arrange scientific meetings, lectures and clinical demonstrations.
- (I) Duties of Social Secretary :-** To organize social and cultural programmes.
- (J) Duties of E- Library / IT Secretary :-** To maintain E-library of suitable books, on medical and allied subject, maintain and timely updation of AMA app, AMA website, Social network handling etc.
- (K) Duties of Sports Secretary :-** The sports secretary will organize sports and Athletic activities of the association.
- (L) Duties of P.R.O. :-** To act for the liaison between the association and the media, public, other organisation

and agencies.

**(M) Power and Duties of Executive Committee :-** The council of the association shall manage the affairs and property of the association. The council shall be the governing body of the association. It shall hold office for one year and shall have the power to make the Bye- Laws for the internal affairs of the association (Read along with “Amendment in Rules and Bye-laws” as mentioned in the following pages). They will be empowered to appoint, punish or dismiss the employees of the association. All decisions and changes in memorandum and Bye-Laws shall be subject to the approval of the members at the next general meeting. It is expressly declared that the council shall exercise the following powers and duties.

- i) To consider all matters and make necessary recommendation as far as possible before these are placed before the general body.
- ii) Generally to purchase, take on lease or in exchange on hire or otherwise acquire for the purpose of the association any movable or immovable property and to dispose of the same for the purpose of the business of the association.
- iii) To borrow or raise money.
- iv) To make transfer within the sanctioned budget.
- v) To hold its meeting as often as required.
- vi) Power and duties of IMA AMS, IMA CGP, HBI as per rules of IMA H.Q.

Note: Members must attend at least 50% of State and Central Committee meetings.

## **RIGHT OF MEMBERS**

Members shall have the following rights:

- (a) To vote personally by show of hand or ballot as decided by president, after confirmation of membership as per membership rules (Membership, Section 1 (b))
- (b) To make proposals.
- (c) To use the books and appliances of the association.
- (d) A member shall be expected to attend at least 50% of the meeting.

## **PROXY**

Voting at the meeting by Proxy is not admissible.

## **BYE - LAWS**

### **1. FINANCE :-**

Admission fee for life membership as applicable.

### **LIFE MEMBERS :-**

- i) Single Members
- ii) Couple Members

The amount to be paid only once by life members include the Branch, State and Head Quarters Share. The Branch Share from the life member should be deposited in Bank as fixed deposit and the interest shall be utilized for the Branch activities. The above amount may be enhanced subject to changes at H.Q. / State and Local Branch level from time to time.

### **2. ELECTION PROCEDURE :-**

- (A) **President and President Elect**

- i) Candidates must have been a member of association continuously for not less than 10 (ten) years.
- ii) (a) He should have held the office of the Honorary Secretary **or** Finance Secretary or Vice President of the association for one full session.
- (B) Vice President/ Honorary Secretary/ Finance Secretary
  - i) Candidate must have been a member of association for not less then seven (7) years.
  - ii) He should have held the post of elected executive committee member of association at least for one session

The executive committee members and other office bearers must attend at least 50% of the meeting and if they fail, they will not be entitled for any post in subsequent session.. President will choose election officer. For better election process, election officer may choose two colleagues to be confirmed by president.
- (C) One candidate will fight for one post only.
- (D) President cannot stand for election for any post in subsequent elections.
- (E) no outsider (Non AMA Member other than AMA staff) Shall be allowed to take part in conduct of AMA election unless permitted by president.

## **ELECTION**

### **1. Notification :-**

The Election officer shall notify the date of election, last date of nomination and withdrawals etc. at least 10 days in advance of the election date.

2. Election for all post including executive committee members will be held by prior nomination sent duly proposed and seconded (in clear name with signature).
3. **Scrutiny:-**  
Nomination so received shall be scrutinized by the election officer, who shall declare the nomination when found valid and the same will be put on the notice board of this office.
4. In case of contest the voting should be held by secret Ballot.

### **WITHDRAWAL**

A Candidate so informed may withdraw his candidature in writing to election officer before the election.

President will nominate central council and state council members . Central and state council members will not be part of executive member of local branch.

### **ELECTION DISPUTE :**

In case of any dispute over election results, the members would be bound to follow the rules and bye-laws , IMA UP State, regarding the same as may be in place at that time.

1. During counting any objection from any candidate or his observer will be considered by the EO and will be disposed off then and there.
2. After finishing the counting of votes, the election officer will compile the results and shall announce the result immediately.
3. If any dispute occurs after declaration of results they

should be addressed to state tribunal within 7 working days.

### **AMENDMENT IN RULES AND BYE-LAWS**

Any amendment in Rules and Bye-Laws can only be considered at a special executive committee meeting convened by the executive committee or requisitioned by 1/10<sup>th</sup> of the members on the roll at that time. The details of the proposed amendment(s) and the date of convening of the executive committee meeting shall be circulated by the Honorary Secretary to all the members of the executive committee at least 15 days in advance. At this special executive committee meeting, in the presence of required quorum, the proposed amendment(s) shall be considered passed if 3/5<sup>th</sup> of the members present vote in favour of the proposed amendments. The amendment thus passed shall come into force only when it is confirmed by at least 3/5<sup>th</sup> the members on the roll by voting in favour of the proposed amendments at a special requisition general body meeting convened exclusively for this purpose. This special general body meeting can be held after an advance notice of at least 15 days, and the date of the meeting and the proposed amendments must be circulated to all members on the roll in these 15 days by the Honorary Secretary on the official website.

If in the said second special requisition meeting 3/5<sup>th</sup> the of the members are not present the proposed amendment of rules and Bye-Laws will be posted on official website to all members of the Branch for their comments in writing, to the office, within 15 days from the date of publication on website..

If no comments are received there after, or it is opposed by the less than 2/5<sup>th</sup> of the member on the roll,

the proposed amendments shall be considered as passed. If opposed by more than 2/5th members, they will not be passed.

### **PERMANENT COMMITTEES OF ALLAHABAD MEDICAL ASSOCIATION.**

The following two permanent committees of the Allahabad Medical Association shall function:

#### **(A) ALLAHABAD MEDICAL ASSOCIATION BLOOD BANK (AMA BLOOD BANK) COMMITTEE**

The AMA Blood Bank, established in April 2003 at 29 Stanley Road, Allahabad, will be governed and run as per the rules and bye laws of AMA Blood bank committee.

#### **(B) BUILDING COMMITTEE**

The building committee will be governed and run as per the rules and bye laws of Building committee.

### **FINANCE AND FISCAL MATTERS**

**Section - 1** The Honorary Secretary and Finance Secretary respectively shall deposit all funds and money of the association in a reputed Bank named by the executive committee.

**Section - 2** i) All Bills Pertaining to Secretarial expenses shall be paid usually by cheque and by Honorary Secretary and the Finance Secretary.

ii) All Bills of the I.M.A. Building Committee and Blood Bank Committee/ others will be signed by the Honorary Secretary and Finance Secretary.

iii) Finance secretary will present major income and expenses finance report in every executive meeting.

**Section - 3** The Fiscal year of the association shall be the same as the association year.

**Section - 4** Yearly Audit of the accounts of the association shall be carried out by an auditor (viz. Chartered Accountant) duly appointed by the association, and the Finance Secretary will ensure that necessary records are made available to the auditor in due time. All government dues shall be deposited in time and it will be the joint responsibility of the Honorary Secretary and Finance Secretary to ensure the same.

### **AMA BLOOD BANK RULES AND BYE-LAWS**

Constitution and Bye -Laws governing of Blood Bank operated by Allahabad Medical Association at 29 Stanley Road, Allahabad, Blood Bank Committee.

**Article - I** The Allahabad Medical Association, Branch of Indian Medical Association has established a Blood Bank at its premises situated at 29 Stanley Road, Allahabad. The name of the Blood Bank is "Allahabad Medical Association Blood Bank". The Blood Bank is a constituent of Allahabad Medical Association and is governed by the rules and bye- laws of the Association and of the AMA Blood Bank Committee established by the Allahabad Medical Association.

**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** Absolutely free blood may be distributed to really needy 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** Give consideration for replacement of Instruments and apparatus.

**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, HBS 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 and replacement of apparatus cost will be taken along with AMC (Annual maintenance charge)

**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 Allahabad Medical Association 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 Allahabad Medical Association. 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 19 members:

- (a) Seven Members nominated by the President in consultation with the executive committee. These members should have been members of Allahabad Medical Association continuously for the previous five years to be eligible for nomination. The tenure of these members would be for two year and they will cease to be members of the committee once the new executive takes office after elections to the new session. They will however be eligible for re-nomination.
- (b) The President, Hony. Secretary, and Finance Secretary of Allahabad Medical Association will be automatic co-opted members of the Sub-Committee for a period of two year, the same as their tenure.

(c) **Seven permanent members:**

1. Dr. V.K. Gupta
2. Dr. Ashok Agarwal
3. Dr. Amitav Ghosh
4. Dr. Arun Kumar
5. Dr. Anil Shukla
6. Dr. Alok Khare
7. Dr. Anil K. Agarwal

(d) **Two permanent invitee members**

1. Mr. Raghu Sinha
2. Mr. Parmarth.

NB: In case the President, Secretary or Finance Secretary are permanent members of the committee, the President, in consultation with the executive committee will nominate members to the committee in their place. These members should have been members of Allahabad Medical Association continuously for the previous five years to be eligible for nomination. The tenure of these members would be for a maximum period of two year and they will cease to be members of the committee once the new executive takes office after elections to the new session. They will however be eligible for re-nomination.

**Section - 4 Election of Chairman of Sub-Committee:**

The committee so constituted shall elect a chairman at its first meeting of the session from the members of the committee for a period of

two year provided he fulfills the following eligibility criteria:

**(A) Eligibility:**

1. He should be a life member of IMA/AMA. for at least 10 years.
2. He should be one of the members of the committee.

**N.B.** The Chairman will be entitled to seek re-nomination at the end of his tenure.

**Section - 5 (a)** That by reasons or death/resignation of any annual member of the committee the president of AMA shall nominate a member in his place provided he fulfills the criteria laid down. The tenure of these members would be for two 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.

**6 (b)** In case of vacancy arising out of death or resignation of the permanent member of the committee, President will nominate the permanent member which will be confirmed by next executive meeting in majority, to be ratified in next GBM

**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 3 consecutive meetings of the managing committee. The vacancy so created will be filled as per the provisions of Section 5 (a).

- 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.
- 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 a Reputed Bank, Prayagraj or remain with the Finance Secretary and not beyond 4 days for managing the necessary work of the trust and to meet day to day expenses needs.
- Section - 12** The Account will be jointly operated by Hony. Secretary and Finance Secretary, of AMA.
- Section - 13** That the Finance Secretary of AMA 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 Finance Secretary shall be determined by the Managing Committee.
- Section- 14** That the funds of the Blood Bank not immediately needed will be invested in fixed deposit in a Reputed Bank of Prayagraj.
- Section - 15** That the Finance Secretary shall be

responsible for maintaining the accounts which will be duly audited by the auditor (Chartered Accountant appointed by the AMA), annually.

**Article - 5      AUDIT & ACCOUNT :**

**Section - 1**      Account shall be maintained by Blood Bank Staff.

**Section - 2**      Account shall be operated jointly by Hony. Secretary and Finance Secretary AMA and shall be responsibility of the Finance Secretary.

**Section - 3**      Every year Audit of Accounts will be done as ordered by Executive Committee.

**Section - 4**      Cash will be kept in a specified Reputed Bank of Prayagraj Payment will be made by Cheques only. The Cheque Books and Account will be operated jointly by Hony. Secretary and Finance Secretary AMA.

**BUILDING COMMITTEE RULES AND BYE-LAWS**

The building committee is responsible for the general maintenance and repair of I.M.A. building. It will also review the financial position of the building fund and set the donation rates for the use of the

I.M.A. Building if needed and also decide on any other matter related to AMA buildings. It will at least once a month and the account of the sub-committee will be jointly operated by the Honorary Secretary and Finance Secretary AMA.

**Section A:** The Committee shall consist of the following seventeen (17) members :

(a) Seven Members nominated by the President in consultation with the executive committee. These members should have been members of Allahabad Medical Association continuously for the previous five years to be eligible for nomination.

(b) The President, Hony. Secretary, and Finance Secretary of Allahabad Medical Association will be automatic co-opted members of the Committee for a period of two year, the same as their tenure.

**(c) Seven Permanent Members:**

1. Dr. Shardool Singh
2. Dr. C.R.Mandhyan
3. Dr. S.D. Verma
4. Dr. R.K.Gupta
5. Dr. L.S.Ojha
6. Dr. G.S.Sinha
7. Dr. V.K.Mishra

**Election of Chairman of Committee :**

The committee so constituted shall elect a chairman at its first meeting of the session from the members of the committee for a period of two year provided he fulfills the following eligibility criteria:

**Eligibility :**

1. He should be a life member of I.M.A. for at least five years.

2. He should be one of the members of the committee.

**N.B.** The Chairman would be entitled to seek re-nomination at the end of his tenure.

**Section – B (1)** That by reasons or death/resignation of any annual member of the committee the president of AMA shall nominate a member in his place provided he fulfills the criteria laid down. 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 takes office after elections to the new session each year. They will however be eligible for re- nomination.

**Section (B (2)** In case of vacancy arising out of death or resignation of the permanent member of the committee, the vacancy will be filled by election of the member at the subsequent annual general body meeting of the AMA. Till such election takes place, the president will have the power to nominate an additional member from the elected executive committee.

**Section - C** That it is shall also be open to the managing committee to declare a vacancy if any annual member absents himself without information to the secretary from 3 consecutive meetings of the managing committee. The vacancy so created will be filled as per the provisions of Section B (1).

**Section - D** 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 committee.

**Section - E** 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.

**Section - F** 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 - G** That all the funds shall be kept in a Reputed Bank, Prayagraj or remain with the Finance Secretary and not beyond 4 days for managing the necessary work of the trust and to meet day to day expenses needs. The Account will be jointly operated by Hony. Secretary and Finance Secretary, of AMA.

**Section - H** That the Finance Secretary of AMA shall be In-charge of the funds and accounts, and shall receive and disperse all money on behalf of the committee and obtain due receipts and vouchers for the payments. The financial power of the Finance Secretary shall be determined by the Managing Committee.

**Section - I** That the Finance Secretary shall be responsible for maintaining the accounts which will be duly audited by the auditor (Chartered Accountant appointed by the AMA), annually.

**Article - 5     AUDIT & ACCOUNT :**

**Section - 1** Account shall be maintained by the Finance Secretary.

**Section - 2** Account shall be operated jointly by Secretary and Finance Secretary AMA and shall be responsibility of the Finance Secretary.

**Section - 3** Every year Audit of Accounts will be done as ordered by Executive Committee.

**Section - 4** Collected money will be kept in a specified Reputed Bank of Prayagraj. Larger payment will be made by Cheques only. The Cheque Books and Account will be operated jointly by Hony. Secretary and Finance Secretary AMA.