

## **Rules And Byelaws Of IMA HBI GUJARAT STATE Chapter**

### **1. Preamble :-**

The healthcare delivery system in India is in transition. In a country where large percentage 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 IMA HBI GUJARAT Chapter. IMA will strive to improve quality of services and ensure better patient safety.

### **2. Aims And Objectives :-**

- a.** To assist and equip all health care clinics / institutions to provide quality healthcare to people by facilitating accreditation.
- b.** To facilitate all healthcare clinics / institutions to play their effective role in public health.
- c.** To represent and safeguard the interest of all health care clinics / institutions and their personnel irrespective of their affiliation.
- d.** To monitor and intervene in all legislations regarding hospitals being considered by the Parliament or State legislatures.
- e.** To represent and negotiate on behalf of the hospitals, issues of concern to hospitals, with Governments and other appropriate local, state, national and international authorities.
- f.** To develop, adopt and endorse standards and protocols for hospital services.

### **3. Method :-**

For the attainment and furtherance of these objects, the Chapter shall follow the methods as laid down by I.M.A. HBI Headquarters and shall abide by them and support the policies and activities of I.M.A.

And

- a.** Hold periodical meetings and conferences of the members of the Chapter and the Medical Profession in general.
- b.** Arrange from time to time, Congress, Conferences, Lectures, Discussions and Demonstrations on any aspects of the Medical and Allied Sciences.
- c.** Publish and circulate a journal, which shall be the official organ of the branch of a character specially adapted to the needs of the medical profession in Gujarat and which shall undertake publicity and propagate work of the Chapter through its columns and publish other literature in accordance with the objects of the Chapter.
- d.** Maintain a library and Chapter's office in the office of IMA GSB.
- e.** Publish from time to time translation and other papers embodying medical research conducted by the members or under the auspices of the Chapter.
- f.** Encourage research in Medical and allied sciences with grants out of the funds of the Chapter by establishment of scholarships, prizes or rewards in such other manner as may from time to time be determined by the Chapter,

- g.** Conduct an educational campaign among the people of Gujarat in the matter of public Health and sanitation by co-operating whenever necessary with different public bodies working with the same object.
- h.** To provide medical manpower and to organize medical relief operations during Epidemic, Natural calamities and other emergencies.
- i.** Consider and express its views on all questions and laws of the state, Indian Republic, or proposed legislation affecting public health, the medical profession and medical education, and initiate or watch over or take such steps and adopt such measures from time to time regarding the same as may be deemed expedient or necessary.
- j.** Purchase, take on lease of or otherwise acquire, hold, manage, let sell, exchange, mortgage or otherwise dispose of movable or immovable property of every description and all rights or privileges necessary or convenient for the purpose of the Chapter and particular and land, building, furniture, household or other effects, utensils, books, newspapers, periodicals, instruments, fittings, appliances, apparatus, conveyance and accommodation and when deemed necessary or desirable in the interest of the Chapter sell, dispose, let, hire out, mortgage, transfer or otherwise dispose of the same.
- k.** Erect, maintain, improve or alter and keep in repair any buildings for the purpose of the Chapter.
- l.** Borrow or raise money in such manner as the Chapter may think fit and collect subscription and donations for the purpose of the Chapter,
- m.** Invest any money of the Chapter not immediately required for any of its objects in such manner as may from time to time be determined by the Chapter.

#### **4. Jurisdiction :-**

As of IMA Gujarat State Branch

#### **5. Affiliation :-**

Any healthcare clinic / institution fulfilling following conditions can avail affiliation.

- a.** Health care clinic / institution should offer modern medicine services only.
- b.** Health care clinic / institution 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 IMA HBI Gujarat State Chapter and the respective local subchapter from time to time.

#### **6. Affiliation Fee :-**

The clinic / institution can affiliate to HBI Gujarat State (and thereby HBI HQ) only through the local IMA HBI Subchapter only. IMA HBI Subchapter will collect affiliation fee as decided by it from time to time and pay HBI Gujarat & HQ share to Gujarat State Chapter. The IMA HBI Gujarat State Chapter will pay part of this affiliation fee (as decided from time to time) to HBI HQ on behalf of its affiliated clinic / institution and issue affiliation certificate.

#### **7. Affiliation Procedure :-**

Duly filled in application form, along with the prescribed affiliation fee, should be forwarded to the Secretary of IMA HBI Gujarat State Chapter. The affiliation fee is payable in the name of "IMA HBI Gujarat State" by demand draft / at par cheque. On receipt of the duly filled in application form and the fee, the IMA HBI Gujarat State Chapter will arrange for inspection of the clinic / institution. Upon satisfaction of the details, the affiliation will be sanctioned by the Managing

Committee of the IMA HBI Gujarat State Chapter. The IMA HBI Gujarat State Chapter reserves the right of admission without assigning any reason.

#### **8. Office Bearers :-**

The office bearers of the IMA HBI Gujarat State Chapter will be as follows...

- a. Chairman,
- b. Secretary,
- c. Treasurer, and
- d. Joint Secretary

The office bearers will be elected by members of General Body Of IMA HBI Gujarat State Chapter through the same election procedure like other office bearers of IMA Gujarat State for a term of two years. All the office bearers shall be life members of IMA and should represent clinic / institution with affiliation to HBI Gujarat State. Chairman shall have held post of office bearer of IMA HBI Gujarat State.

#### **9. Management Of IMA HBI Gujarat State Chapter :-**

The management of the IMA HBI Gujarat State Chapter will be vested with a body designated as the “**Managing Committee Of IMA HBI GUJARAT STATE**”

- a. President of IMA Gujarat State - shall preside over the IMA HBI Gujarat State Chapter
- b. President Elect of IMA Gujarat State
- c. Secretary of IMA Gujarat State
- d. HBI HQ Office Bearers From Gujarat
- e. Representatives to the ‘Council of States of HBI’ of HBI HQ (As per clause No.10)
- f. HBI Gujarat State Office Bearers
- g. Immediate Past Chairman Of HBI Gujarat State,
- h. Vice-chairman Of HBI Gujarat State - Two In Number (One Preferably Lady),
- i. Zonal Joint Secretaries - Four In Number
- j. District Coordinators Of HBI Gujarat State – The Vice-chairmen, Zonal Joint Secretaries,

District Coordinators will be nominated by HBI Gujarat State Chairman for the period of his tenure.

#### **10. Representative To The “Council of States of HBI” Of HBI HQ :-**

The representatives to the ‘Council of States of HBI’ of HBI HQ shall be elected by General Body Of IMA HBI Gujarat State Chapter through the same election procedure like other office bearers of IMA Gujarat State for a term of one year. Representative/s shall be elected to the ‘Council of States of HBI’ as per rules and regulations of IMA HBI HQs. S/he shall be life member of IMA and should represent clinic / institution with affiliation to HBI Gujarat State.

#### **11. Functions Of The IMA HBI Gujarat State Chapter :-**

- a. To monitor and intervene in all the legislations regarding hospitals being considered and enacted by the Parliament of India and the Gujarat State Assembly.
- b. To work in close tandem with Government of India and State and local Governments on all issues concerning the clinics / hospitals.
- c. To work with all related institutions and authorities to bring in appropriate standards in clinics / hospitals and facilitate accreditation.
- d. To maintain a data bank regarding all data emanating from the clinics / hospitals

- e. To represent and negotiate on behalf of the clinics / hospitals with Governments and other national and international authorities.
- f. To conduct training programs for enhancing the knowledge and skill of all human resources related to clinics / hospitals
- g. To develop, adapt or endorse standards and protocols for clinics / hospitals and their services.
- h. Any other functions as decided by the Managing Committee from time to time.

**12. HBI Gujarat State General Body Meeting :-** The General Body meeting of the IMA HBI Gujarat State Chapter will be held during annual conference of IMA Gujarat State. Whenever necessary, the Secretary shall, in consultation with the Chairman, ascertain the opinion of the General Body through circular.

**13. Powers and Duties Of HBI Gujarat State General Body :-**

- a. It shall receive, discuss, amend and approve the reports and accounts presented by the Secretary and Treasurer of the IMA HBI Gujarat State Chapter for the period between two consecutive IMA HBI Gujarat State Chapter General Body 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 IMA HBI Gujarat State Chapter by taking appropriate decisions in the best interest of the IMA HBI Gujarat State Chapter and be responsible to the IMA Gujarat State Council.
- c. It shall receive, discuss and approve the amendments to the Rules and Byelaws of the IMA HBI Gujarat State Chapter 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 General Body of IMA HBI Gujarat State Chapter along with the agenda. The Rules and Bye-laws cannot be amended in an extraordinary meeting. The amendments are subject to the approval of IMA Gujarat State State Council, IMA HBI HQ, CWC and Central Council of IMA HQ.

**14. Managing Committee Meeting :-**

The Managing Committee meeting of the IMA HBI Gujarat State Chapter will be held preferably once in three months. The meetings will be convened by the Secretary of the IMA HBI Gujarat State Chapter 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 emergency extraordinary Managing Committee meeting with a short notice of one day. Whenever necessary, the Secretary shall, in consultation with the President, ascertain the opinion of the Managing Committee through circular.

**15. Powers and Duties Of The Managing Committee:-**

- a. It shall receive, discuss, amend and approve the reports and accounts presented by the Secretary and Treasurer of the IMA HBI Gujarat State Chapter for the period between two consecutive meetings of Managing Committee of IMA HBI Gujarat State Chapter 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 IMA HBI Gujarat State Chapter by taking appropriate decisions in the best interest of the IMA HBI Gujarat State Chapter and be responsible to the General Body of IMA HBI Gujarat State and IMA Gujarat State Council.
- c. It shall receive, discuss and approve the amendments to the Rules and Byelaws of the IMA HBI Gujarat State Chapter 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 Managing Committee of IMA HBI Gujarat State Chapter along with the agenda. The Rules and Bye-laws

cannot be amended in an extraordinary meeting. The amendments are subject to the approval of IMA Gujarat State HBI GBM, IMA Gujarat State Council, IMA HBI HQ, CWC and Central Council of IMA HQ.

**16. Powers And Duties Of The Chairman :-**

- a. The Chairman shall conduct all the meetings of the IMA HBI Gujarat State Chapter.
- b. The Chairman shall interpret the Rules and Byelaws of the IMA HBI Gujarat State Chapter. His/her interpretation shall be final and binding.
- c. The Chairman shall have a casting vote in addition to his/her ordinary vote in case of equality of votes.
- d. The Chairman shall, in consultation with the President of IMA Gujarat State, nominate any life member of IMA to a vacancy in the Managing Committee 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, the invitees shall not have voting rights.

**17. Powers And Duties Of Vice Chairman :-**

- a. They shall assist the Chairman in his/her work.
- b. One Vice Chairman, to whom the Chairman Elect has given written authority, shall exercise the powers of Chairman Elect in his/her absence. In absence of such authority, the Managing Committee shall elect a member to conduct that particular meeting.

**18. Powers And Duties Of The Secretary :-**

- a. The Secretary shall carry out the day to day functioning of the IMA HBI Gujarat State Chapter and will implement the decisions taken by the Managing Committee.
- b. S/he shall be overall in charge for affiliation of clinics / institutions to the IMA HBI Gujarat State Chapter and collection of affiliation fees.
- c. Shall represent the IMA HBI Gujarat State Chapter 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 IMA HBI Gujarat State Chapter 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 Treasurer duly audited by a Chartered Accountant and submit the same to the Managing Committee Of IMA HBI Gujarat State, General Body of IMA HBI Gujarat State, State Council of IMA Gujarat State, CWC, and Central Council for ratification.
- g. Shall maintain a correct and update register of all affiliated clinics / institutions.
- h. Shall prepare annual report of activities and submit the same to Managing Committee Of IMA HBI Gujarat State, GBM of IMA HBI Gujarat State, State Council of IMA Gujarat State, CWC, and Central Council for ratification.

**19. Powers And Duties Of The Treasurer :-**

- a. The Treasurer shall maintain day-to-day accounts of the IMA HBI Gujarat State Chapter.
- b. S/he shall submit a statement of the audited annual accounts and quarterly accounts to the Managing Committee Of IMA HBI Gujarat State, GBM of IMA HBI Gujarat State, State Council of IMA Gujarat State, CWC, and Central Council for ratification.

c. S/he shall jointly operate the bank accounts of the IMA HBI Gujarat State Chapter and sign the cheques and other instruments along with the Secretary.

**20. Powers And Duties Of The Joint Secretary :-**

- a. S/he shall assist the Secretary in his/her work.
- b. Shall exercise the powers of Secretary in his/her absence.

**21. Powers And Duties Of The Zonal Joint Secretaries :-**

- a. They shall work to promote the affiliation and efficiency of the IMA HBI Gujarat State Chapter.
- b. They shall inspect the hospitals in respect of all matters relating to the affiliation and running of the IMA HBI Gujarat State Chapter.
- c. They shall report the deficiencies noted in the implementation of the IMA HBI Gujarat State Chapter from time to time to the Secretary of the IMA HBI Gujarat State Chapter.

**22. Powers And Duties Of The District Representatives :-**

- a. They shall work to promote the affiliation and efficiency of the IMA HBI Gujarat State Chapter.
- b. They shall report the progress in the implementation of the IMA HBI Gujarat State Chapter decisions from time to time to the Secretary of the IMA HBI Gujarat State Chapter.
- c. They shall hold separate charge of specific activities as assigned to them by the Chairman or the Managing Committee.

**23. Accounts And Audit :-**

- a. A separate bank account shall be opened in any nationalized bank and shall be jointly operated by 1) either Chairman or Secretary and 2) the Treasurer of the IMA HBI Gujarat State Chapter.
- b. The financial year of the IMA HBI Gujarat State Chapter shall be from 1st April to 31st March.
- c. The Managing Committee OF IMA HBI Gujarat State will approve the accounts submitted by the Treasurer quarterly and annually duly audited by the Chartered Accountant.
- d. The audited accounts of the IMA HBI Gujarat State Chapter passed by its Managing Committee have to be ratified by the GBM of IMA HBI Gujarat State, State Council of IMA Gujarat State branch.

**24. Appellate Body :-**

If any affiliated clinic/ institution is aggrieved by the decision of the Managing Committee of the IMA HBI Gujarat State Chapter, the clinic / institution can file an appeal before the appellate body namely Executive Committee of IMA Gujarat State Branch within a period of 90 days. Such an appeal should be addressed to the President of IMA Gujarat State Branch. The decision of Executive Committee Of IMA Gujarat State shall be final and binding.

**25. Office Of The IMA HBI Gujarat State Chapter :-**

- a. The office of the IMA HBI Gujarat State Chapter shall be situated in the office of the IMA Gujarat State Branch.
- b. The IMA HBI Gujarat State Chapter will employ as many employees as necessary in different categories.
- c. The IMA HBI Gujarat State Chapter can enter into a contract with any professional agency in carrying out its objectives.

**26. Power To Form Local Subchapters of IMA HBI Gujarat State Chapter :-**

Wherever possible the IMA HBI Gujarat State Chapter will form local sub chapters under the local branches of IMA. All local subchapters will be under the jurisdiction of the IMA HBI Gujarat State Chapter and IMA Gujarat State branch. The district coordinator of that district and representative sent by the subchapter to General Body of HBI Gujarat State will be ex-officio members of Managing Committee of all the subchapters and their names shall be displayed on letter head of subchapters.

**27. Saving Clause:**

- a. The services of the HBI Gujarat State Chapter shall be extended to all its affiliated members.
- b. The profit in the operation of the HBI Gujarat State Chapter belongs to IMA Gujarat State.

**28. Dissolution Of The IMA HBI Gujarat State Chapter :-**

If it becomes impossible to carry out the objectives of the IMA HBI Gujarat State Chapter, the IMA HBI Gujarat State Chapter shall be dissolved by decision of 3/4 majorities of votes in the Managing Committee, subject to ratification of the GBM of IMA HBI Gujarat State, State Council of IMA Gujarat State Branch. This decision taken by the State Council of IMA Gujarat State Branch shall be final, legal and non-negotiable. The State Council of IMA Gujarat State Branch shall meet the liabilities and debts and recover the assets.



INDIAN MEDICAL ASSOCIATION  
GUJARAT STATE BRANCH  
HOSPITAL BOARD OF INDIA



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APPLICATION FORM

FOR OFFICE USE

HBI IMA GSB No. \_\_\_\_\_

Date : \_\_\_\_\_

Regulars / Associate \_\_\_\_\_

Local Branch : \_\_\_\_\_ Zone : \_\_\_\_\_

To be filled in block letters

Name of the Hospital / Clinic \_\_\_\_\_

Surname

First Name

Father's/husband's Name

Dr. \_\_\_\_\_

Address : \_\_\_\_\_

\_\_\_\_\_

STD CODE No. Phone : (H) \_\_\_\_\_ (R) \_\_\_\_\_

Mobile : \_\_\_\_\_ E-mail : \_\_\_\_\_

Website : \_\_\_\_\_

Name of IMA local Branch : \_\_\_\_\_

IMA LM Number H.Q. : \_\_\_\_\_

Guj. \_\_\_\_\_ Local \_\_\_\_\_

Ownership Detail :

Individual Proprietorship

Partnership

Trust

Regd. Firm / Company

Others

Qualification : \_\_\_\_\_

GMC Reg. No. : \_\_\_\_\_ Addition Qualification No. : \_\_\_\_\_

Speciality \_\_\_\_\_

Speciality Association Membership \_\_\_\_\_ No. \_\_\_\_\_

Registration with Local Authority \_\_\_\_\_ No. \_\_\_\_\_

Type of Medical Establishment : \_\_\_\_\_

(Clinic, Dispensary, Hospital, Nursing Home, Day Care Centre, Radiology Centre, Pathology Laboratory, Collection Centre, Blood Bank, Polyclinic, IVF Centre, Industrial Health Centre)

FEES DETAILS :	
Admission Contribution	: _____
Local Chapter Contribution	: _____
State Chapter Contribution	: _____
HBI Afficiation Contribution	: _____
Total	: _____

Details of Cheque / Demand Draft : \_\_\_\_\_

(Subject to Realisation)

Cheque / DD Shouls be drawn in favor to "IMA GSB HBI"

Name of Bank :

Branch : \_\_\_\_\_ Dated : \_\_\_\_\_

Cheque / DD No. \_\_\_\_\_

Date : \_\_\_\_\_ Signature : \_\_\_\_\_

The Admission fees payable shall be as under :

A	Family Physician, Consultant and others treating Patients	Rs.
	purely on Outdoor basis, Radiology Centre & Pathology Laboratory	
B	Day Care Centre	Rs.
	Nursing Home, Hospital, Institution with Beds.	
	No. of Beds 1 to 10	Rs.
	No. of Beds 11 to 30	Rs.
	No. of Beds 31 to 100	Rs.
	No. of Beds 101 & more	Rs.
C	Blood Bank, Polyclinic, Health Centre	Rs.
	Collection Centre of Pathology Lab.(Per Centre)	Rs.
D	IVF Centre	Rs.
	Industrial Health Centre & Miscellaneous	Rs.