

Install in Special information

Some points for implementation as per the societies act. Relevant only is noted here

And some routine procedures

Our Association was registered under the co-operative Societies Registration Act.

Registration number: 2/1935-1936

1. The Memorandum, Rules, are filed as per the Societies registration act, when registered as well when they were amended and recasted.
2. The Rule and Bye-laws book shall be printed or Typewritten
3. **Registration of any Amendment is mandatory**
4. Management and Administration:-
 - A) (Society office) Association office
 - B) Register of the names, occupations and addresses of all the members (Rule no: 14)
 - C) Register is kept open –for inspection for members during the office hours.
5. Committees:-
 - a) The names, addresses, and their occupations should be sent to the Registrar's office as soon as they are elected /nominated. Any change in the committee should be filed in the Registrar's office immediately.
 - b) The office bearers and the committee members should not hold the office at a stretch without being elected.
6. Accounts: to be audited by a qualified auditor. The financial statement should be placed before the general body for approval and adoption

To be submitted to the Registrar: Income and expenditure, Balance sheet, & Audit report
16. .Bill
7. Accounts to be maintained: Rule 18
7. Rule: 19: Offence: And **a declaration that the society is functioning that year**
8. Rule no 22: Suit to recover the association money/property;
9. Rule: 23: Even the arrears of subscription - suit to recover
10. Rule: 29: Minutes of the Proceedings
11. Rules: 26.27 & 28: Meetings and Resolutions
- 12 .Rule 34 and Section 44 (i) Removal of the defunct societies

As per the societies act: We have to maintain

Registers:

A) 1. Daily cash register, should show, daily receipts, Payments, and the balance at the end of each day

2. Accounts books: General & Building

3. Receipts Books: in duplicate: issue with details and with counter foils

4. Vouchers

5. Chalang

B). For Deposits and shares

C). Separate one for service Tax

D) Register of Registers

As usual we have to maintain

E. Petty Cash Register

F. Ledgers: 1. Consolidated accounts of items of receipts and expenditure

2. Separate account of items of Receipts

a) Member wise

b) Item wise

G) Monthly statement of Accounts registers

H) For donations & Sponsorship

(i) All the above should be written promptly

(ii) Receipts should be prepared and delivered to the Payer

iii) A voucher-- should be duly signed by the payer at the time of payment

-- should be countersigned by the Finance Secretary and to be filed immediately in voucher files.

Other than that we have to maintain

14. Meeting Attendance register

15. Minutes book: a) Managing committee

b) General body

c) For Regular meetings

16. Complaints and Suggestions

17. Inventory

18. Local delivery note book

19. Rent & Amenities Register _ Auditorium & Meditex hall etc.

20. Membership Details Register

21. HFC Details Register
22. Electrician Attendance register
23. Service Tax Register
24. Salary payment register

25.Diary note book

Letter head to be printed

Files: To be maintained

1. Bills
2. Vouchers file : for a) contingents and b) other expenses ; should have serial numbers and should be filed chronologically
3. HFC Receipts
4. Statement from banks
5. Rent Agreement and details-of shopping complex
6. Security deposits of Tenants –counterfoils
7. HFC Correspondences
8. Membership applications
9. Miscellaneous: Telephone, Water, Electricity Bills etc.
10. F.D Receipts
11. Other Deposit receipts. : Electricity, Telephone, Sharers
12. Life membership Certificates.
13. Membership List distribution
25. Daily subscription collection books
26. Staff attendance register
27. Security attendance register

Some important points to Note:

- a) There should be separate Receipt books for the following : with serial number and counter foil.
 - (i) Donations ; (with details of 80G exemption of I.T should be printed in it)
 - (ii) Subscriptions
 - (iii) Rent and Security Deposits – from Tenants
 - (iv) Miscellaneous

b) All vouchers should be serially numbered.

- c) The bills and vouchers produced by the party for payment should be scrutinized for: a) amount b) work c) quality and quantity
 d) whether done in accordance with the specifications given and as per the rules and the agreement.

Calendars:

1. Payments : Should have :

Annual	Monthly	Bimonthly
I. a) Property tax	a) Service tax	a) Electricity
b) Urban land tax	b) Electrician Payment	b) Telephone
c) Auditor fees	c) Website	c) Water
d) Income Tax		
e) Building Insurance		
f) Locker rent		
II. HFC	c) HFC : New Members & Life members	
CFC		

2. Hall Booking & Our meetings

Memo book for staff

Agenda of the managing committee meeting should be as follows:

Notice

The managing committee meeting of the Coimbatore Branch of IMA will be held on ___ the month, 2014, at time, pm at Meditex Hall . You are cordially invited.

Date: _____, Day Time : p.m.

Venue : Meditex Hall Dinner : pm onwards

Agenda

1. Meeting called to order by the President
2. President’s introductory remarks.
3. Secretary’s report.
 - a) activities
 - b) Circulars/Intimations from the State and/or Central IMA

c) other matters if any

- 4 To confirm the minutes of the proceedings of the last managing committee
- 5. To note and approve the actions taken on the proceedings of the last managing committee meeting and to consider the business arising there from
- 6. To note the membership positions as on date
- 7. To approve the grants, and ratify the bills and the expenses.
- 8. Treasurer’s report: To consider and adopt the statement of accounts for the month of
- 9. To consider, approve and adopt the internal auditor’s report for the Month of... (previous month)
- 10. Reports of the following committees:
 - a).
 - b),
 - c) ,
 - etc.
- 11. To decide about the date of the next managing committee meeting.
- 12. To propose and pass a vote of thanks to the members of the managing committee and other sub-committees
- 13. To consider any other subject brought with the permission of the president/chair.

Coimbatore -641001

Dated : -.....-2014

X.....

Honorary Secretary

To,
The Manager ,

Dear Mr Venkat,

Please print the following in the Monthly and Other meeting notices to be sent to the members .

“Please visit our Web Site: < [www. imacoimbatore.com](http://www.imacoimbatore.com) >

to know our IMA., the privileges of IMA membership, the welfare schemes, the facilities, the academic activities , how IMA protects you professionally ,how it helps you and your patients etc. etc Let your Patients also visit this website to know the Facilities available and some common problems. .

We appeal to our members to procure at least one advertisement for the website from the Pharmaceutical companies and Nursing Homes.”

Budget for the year 2013-'14

To appoint the following for the year 2014:-

The Auditors (both Internal and External)

The Legal Advisors

Resolutions:

4. To amend the rule no: 15 (ii) to elect the Hony. Treasurer during the month of March every year in accordance with the financial year.

5. To amend the bye law no 23(3) to have representation of members in the managing committee from to 1/75 instead of 1/25

Open Session

Welcome Address: Dr. xxxxxxxxxxxxxxxxx, President

Inaguration: Dr. xxxxxxxxxxxxxxxxxxxxxxx

Installation of New Office Bearers

Presidential Address

Tea

Group Photo

Scientific Session

Inaguration: Dr.....

Introductory Address Dr : Newly Elected , President

Lecture: Dr:xxxxxxxxxxxxxxxxxxxxxxxxxxxx

Subject

Lecture Dr:xxxxxxxxxxxxxxxxxxxxxxxxxxxx

Subject

Vote of Thanks Dr.xxxxxxxxxxxxxxxxxxxxxxxxxxxxx Newly Elected: Hony .Secretary

National Anthem

Family Get together

Dinner

President Hony.Secretary

Dated :

(You can insert the timings)

From Dr.M.Suryanarayanan

13.01.2014 3.32 p.m.

General Meetings

Emblem

The Coimbatore Branch of Indian Medical Association.
92 Syrian church Road, Coimbatore – 641 001
cordially invite for

.....
.....

Date :.....

Tme :

Venue: IMA Auditorium

..... P.M IMA Prayer

.....P.M Welcome Address by the President

.....P.M Hony. Secretary's Report

.....P.M. Subject

Speaker:

..... P.M. Subject:

Speaker:

.....P.M. Vote of thanks :

Tea/Dinner

N.B. Meeting attendance hours will be accumulated and will be accredited to the CME credit hours certificate.

X.....
President .

X.....
Hony.Secretary

X.....
Hony. Finance Secretary

