



**MEDICAL LABORATORY
OWNERS ASSOCIATION**

**RULES &
REGULATIONS**

**MEMORANDUM OF ASSOCIATION
RULES AND REGULATIONS:**

1. NAME OF THE SOCIETY:

MEDICAL LABORATORY OWNERS ASSOCIATION

2. ADDRESS & REG. OFFICE:

Address of the Association shall be the address of the sitting President:

Door No.55/1007
Sahodharan Ayyappan Road
Kadavanthra
Ernakulam
Kochi-682020
Email Id:

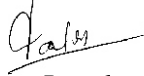
(To be handled by President, Secretary, Treasurer or person/s authorized by them)

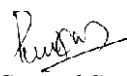
3. AREA OF OPERATION :

All states in the Republic of India

4. AIMS AND OBJECTS :-

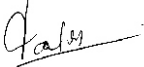
- a. To create friendship and fellowship among the Laboratory Owners in the Republic of India.
- b. To upgrade the Quality of the Laboratory Services in order to provide uniform standards of services to the clients
- c. To create awareness among the Laboratory Owners about the importance of the human service undertaken through laboratory services
- d. To implement a recognized code of ethics for the laboratory personnel

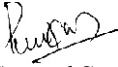

State President
Mr. T.A. Varkey


State General Secretary
Mr. R.K. Prakash


State Treasurer
Mr. A. Gireesan

- e. To liaise with the government for the effective upkeep of the Medical Laboratories and the professional working there
- f. To promote social and cultural harmony among the Laboratory owners and laboratory personnel.
- g. To develop interaction between the members and to maintain good rapport with the clients, employees, professionals and the general public. To mediate and settle disputes or controversy between the members of the Association or arbitrate in the settlement of disputes between parties. The parties should abide by the judgment or Award of the association.
- h. To do all such other acts which may directly or indirectly help the cause of the private laboratories and its personnel and the furtherance of the declared objectives of the association
- i. In order to implement and establish the objectives the Association shall acquire properties, buildings and assets and to alter, modify add to or demolish any such building
- j. To conduct awareness classes, seminars, discussions etc., so as to promote the interest of the members of the Association
- k. To create a sense of social responsibility to give quality service to the society
- l. To involve in the common objectives, rights and welfare of the people covered by the area of operation of the society
- m. To ensure quality service at competitive rate from the suppliers to enable the Association to provide hassle free service to the customers
- n. Subject to the decision of the Committee, take appropriate


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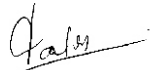

State Treasurer
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decisions for the betterment of the interest of the members of the Association.

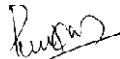
- o. To run Medical Laboratories & connected teaching institutions.
- p. To help co-members in case of emergency.

5. MEMBERSHIP:

- a. The membership is open to labs registered with local body like Panchayath, Municipality or Corporation. The owners of Medical laboratories represented by its Proprietor, Partner or Director.
- b. The member lab shall have all required licenses from the competent
- c. The lab shall have a proper waste disposal system as envisaged by IMAGE or a system approved by the Pollution Control Board.
- d. It is mandatory for every lab to use Quality Controls to maintain the quality of the results
- e. The application of the lab for membership in the prescribed form shall be submitted to the District committee.
- f. The membership committee appointed by the District committee shall examine the Laboratory and recommend on the membership and submit a report to the district committee for approval.
- g. State committee also can verify, take decision and recommend to the District committee on the membership where the District committee cannot take a decision on the membership of a particular lab owner.



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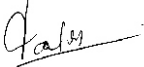
State General Secretary
Mr. R.K. Prakash

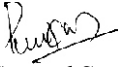


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6. REGISTRATION & MEMBERSHIP FEE:

- a. A onetime registration fee of Rs.1500/- shall be paid at the time of registration of the laboratory to the association.
- b. In addition, a membership fee of Rs.1000/ shall be collected every financial year from April to March.
- c. In a district a lab owner has more than one lab shall pay only Rs. 1500/- as a registration fee. Membership fee shall depend on the number of labs in the same district.
- d. Member Owner having more than one lab in a district shall pay additional Rs 600 for each lab as the annual membership fee.
- e. Any person, who is lawfully owning or heading private medical laboratories, X-ray, ECG or any other allied health sciences Laboratory independently or in Private Hospital, is eligible for admission to the association.
- f. Any person desirous of becoming a member shall be willing to abide by the rules and regulations of the association.
- g. The District Executive Committee shall have the right to reject any application without assigning any reason what so ever.
- h. A member of a parallel Owners Association shall not be eligible for the admission to the Association.
- i. Live member having membership in the parallel owners association, the MLOA membership shall be terminated without any notice.
- j. The Association shall nominate reputed scientists and prominent personalities in the medical laboratory


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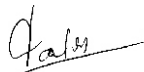

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profession as Honorary Members. Those members shall not to be eligible for voting. No membership fee or membership subscription will be collected from such honorary members. Term of honorary membership is for one year. The state executive committee has to approve such members.

- k. Any member expires, the ownership can be transferred to the dependent on receiving the letter from the dependent.
- l. Any member who closes down or otherwise stop functioning his Laboratory shall cease to be a member automatically.
- m. Any member acting not accordance or contrary to the declared objects and rules of the association shall be excluded from membership of the Association.
- n. Existing Membership to be renewed within 2 months of starting the financial year and closes by 31st December every year for the corresponding year.

7. DISTRICT GENERAL BODY :

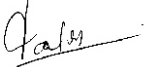
- a. There shall be District General body in every district consisting of all the registered members of that District. The District General body shall elect the District Executive Committee consisting of President, Vice President, Secretary, Joint Secretary, Treasurer and District executive committee members. Total members shall be limited to 25. District General body shall take appropriate decision on the election of officer bearers.

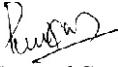

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- b. DISTRICT EXECUTIVE COMMITTEE shall consist of minimum 15 members and maximum 25 members.
- c. District executive shall meet once in a month with 7 days' prior notice via Post under certificate of posting or Email or Whatsapp with proper agenda. Any proposal from members regarding the agenda shall inform the President 2 days in advance.
- d. The secretary shall present the monthly report and get the approval.
- e. Treasurer shall present the monthly expenditure and get the approval.
- f. After getting approval from the District Executive committee of the report and accounts shall be sent once in 3 months to State Secretariat.
- g. The Quorum of the District General body shall be 1/3rd of the total live members of the Association and Quorum of the District Executive shall be 1/3rd of the District Executive members. If the Quorum is not fulfilled, the President can adjourn the meeting and conduct the meeting after 30 minutes. However, emergency meeting can be convened with lesser notice in the case of both meetings if 50% of members eligible to get notice agree to it. In case of voting simple majority is considered.
- h. The list of the live members of the association shall be published before 15 days of the General Body.
- i. Notice of the General body meeting shall be circulated to the members in 15 days in advance by post under certificate of posting or Email or Whatsapp. If the Executive member cannot attend the meeting, he/she


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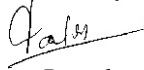
- shall get leave approval from the President or Secretary.
- j. Executive committee members who absent without prior permission from the committee, themselves for three consecutive times in the Committee shall automatically cease to be an Executive Committee member.
 - k. The Executive committee holds the power to nominate new members in the place of members who ceased their Executive membership.
 - l. The District committee can have area or regional committees based on the requirement.

8. STATE GENERAL BODY:

- a. The General body shall have the supreme control over all the affairs of the Association and its decisions shall be final.
- b. The General Body shall delegate such and duties as may be necessary from time to time to the State Council and Office Bearers.
- c. The General Body shall meet at least once in a year. The quorum of the General Body shall be 50% or 1/3rd of the total live members of the Association. In case of voting simple majority is considered.
- d. The list of the live members of the association shall be published before 15 days of the General Body.
- e. The State General Body shall elect State Council.

9. POWERS OF THE STATE GENERAL BODY:

- a. State General body shall have the power to add, delete, verify, modify or waive any other rules or regulations or the bye-law of the association by a majority vote.


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- b. To adopt accounts of the last 1 year
- c. To appoint auditor for next 1 year
- d. To approve the elected members of the state council.

10. STATE COUNCIL

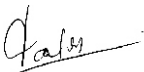
The State council shall consist of members of respective district executive committees from a district up to 100 members shall have 15 District Executive members. Further for every 50 members one additional member shall be proposed.

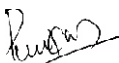
11. POWERS OF THE STATE COUNCIL:

- a. The State Council shall meet at least once in 6 months with 15 days notice.
- b. The State Council shall elect the State Executive consisting of the President, 4 Vice Presidents, General Secretary, 4 Secretaries, Treasurer, District Presidents, District Secretary and the 6 elected members
- c. Total strength of State executive shall be 45.
- d. The Quorum of the State Council shall be 1/3rd of the total State Council members. If the Quorum is not fulfilled; the President can adjourn the meeting and convene the meeting after 30 minutes.

12. POWERS OF THE STATE EXECUTIVE

- a. Shall meet once in 3 months with 10 days' prior notice via Post under certificate of posting or Email or Whatsapp with proper agenda. Any proposal from members


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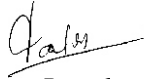

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regarding the agenda shall inform the President 5 days in advance.

- b. The report on the activities of the State Secretariat shall be presented in the State Executive in every 3 months
- c. The term of office of the State Executive shall be 1 year from the assumption of charge.
- d. The State Executive shall elect the members of the State Secretariat
- e. Secretary shall present the reports of the last 3 months and get the approval.
- f. Treasurer shall present the accounts of the last 3 months and get the approval.
- g. The Quorum of the State Executive shall be 1/3rd of the total State Executive members.
- h. Quorum is not fulfilled; the President can adjourn the meeting and conduct the meeting after 30 minutes.

13. STATE SECRETARIAT

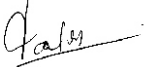
- a. There shall be a State Secretariat Constituted by the State Executive.
- b. The State Secretariat shall consist of State President, Immediate Past President, Four Vice- Presidents, General Secretary, Four Secretaries, Treasurer and Four elected members from the state executive. One member nominated by the State President Limited to 17 members.
- c. The day-to day activities of the Association shall be the responsibility of the State Secretariat.


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- d. The State Secretariat shall meet once in a month without fail.
- e. The Treasurer shall present the monthly expenditure before the State Secretariat every month for approval.
- f. The travel and related expenses of the office bearers of the State Secretariat in connection with their travel to attend the meetings of the Secretariat and for other activities connected with the Association shall be met from the funds of the State Committee.
- g. For the smooth and effective functioning of the association, the State Secretariat shall constitute Sub-committees. It is mandatory that State President and General Secretary are Ex-officio members of all sub-committees.
- h. In case of disciplinary action against any delinquent members, if any, the State secretariat shall be the authority to take final decision.
- i. The State Secretariat shall mediate in case of dispute, if any, between the Member of the association.
- j. Minimum one State Secretariat member shall attend the District executive committee meeting at least once in 3 months.
- k. State Secretariat shall have the power to verify the reports and accounts of the District on every 3 months.
- l. The report on the activities of the State Secretariat shall be presented in the State Executive in every 4 months.
- m. The time of office of the State Secretariat shall be One year from the assumption of charge.


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14. THERE SHALL BE FOUR ZONAL COMMITTEES.

- a. Northern** **b. Western Ghat**
c. Central **d. Southern**

a. The Northern Zone included revenue districts of

Kasargod
Kannur
Kozhikode
Wayanad

b. Western Ghat includes revenue districts of

Palghat
Trichur
Malappuram

c. Central Zone includes revenue districts of

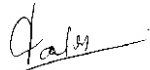
Ernakulam
Kottayam
Alappuzha
Idukki

d. Southern Zone includes revenue districts of

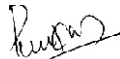
Pathanamthitta
Kollam
Thiruvananthapuram

Activities of each zone will be governed by a Zonal Committee consisting of

Zonal President (State Vice President)



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Zonal Secretary (State Secretary)
Zonal Executive Members
(State Executive Committee Members representing the Zone)
Presidents and Secretaries of the Districts in the Zone.

15. TERMS OF THE COMMITTEES

Term of the committees in State or District shall be 1 year.

DUTIES OF OFFICE BEARERS OF STATE & DISTRICT (for applicable posts)

a. State President :-

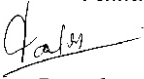
The President shall have general control over the activities of the association and preside over the State Secretariat, State Executive, State and General body meetings. The President shall be a member of all Sub Committees except Ethics committee. The President shall nominate One of the members to the State Executive Committee from the live members. President shall entrust one of the vice presidents to preside over the meeting and activities in his absence.

b. Vice President:-

One of the Vice Presidents shall preside over the meetings in the absence of the President and assist the President in his duties.

c. General Secretary:-

- i) The General Secretary shall carry over all the decisions of the State Secretariat, State Executive, State Council and General body meetings.
- ii) Shall transact all the Official business of the Association.


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- iii) Shall prepare and submit the annual report before the General Body Meeting, which shall first be discussed and passed by the State Secretariat, State Executive committee, State Council before being presented to the General Body.
- iv) shall be in charge of the records of the association and shall produce them before all meetings whenever necessary.
- v) shall be in charge of the properties of Association and shall maintain proper records and inventory of the same.
- vi) shall give proper notice to all members for the meetings under the purview of the state
- vii) shall be a member of all sub committees and keep the records and preserve the details of the transactions done.
- viii) shall with the permission of the President take over the duties of any official of the association who relinquishes office during the course of the year till another person is appointed by the State Council.
- ix) shall receive funds and issue receipts on behalf of the Association in the absence of State Treasurer.
- x) Shall circulate minutes of the meetings amongst the members immediately after the meeting.
- xi) shall inform important communications to all the members of State Secretariat, State Executive committee and State Council whenever necessary.
- xii) Shall entrust one of the Secretaries to deliver the responsibilities of the General Secretary over the


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meeting and activities in his absence in consultation with the State President.

d. Secretary:-

The Secretary shall assist the General Secretary in his duties

e. Treasurer:-

The Treasurer shall be responsible for all the finance of the Association, keep accounts regularly and submit the statement of accounts to the State Secretariat every month, State Executive once in 3 months, State council once in a year and in the General body once in a year.

16. FINANCE:-

- a. The Finance for running the Association shall be from:
 - i) Membership subscriptions
 - ii) Sponsorship
 - ii) Endowment & Contribution from Public
- b. The District Committee has all powers to collect the membership fees, registration fees, sponsorship, working fund and subscription from members.
- c. The District Committee shall pay 40% of the Registration and membership fee to State.
- d. The District Committee shall bear the expenditure incurred for the following matters:
 - i) District Executive Meeting
 - ii) District General Body
 - iii) Continuing Educational Programme


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- iv) Public Functions
 - v) Travelling Expenses
- e. State Committee shall bear the expenditure to be incurred for the following:
- i) State Secretariat meeting
 - ii) The State Executive meeting
 - iii) State Council meeting
 - iv) State General Body meeting
 - v) Liaison work with Government and law making authorities
 - vi) Sitting fee for the state Secretariat and State Executive members.
- f. The Accounts of the Association shall be maintained by the Treasurer. The accounts shall be audited by two auditors elected from the members by the General body. The audited accounts shall be presented before the General Body for approval.
- g. All funds received on behalf of the Association shall be deposited in Association Bank account shall be withdrawn only by cheque signed only by the office bearers authorized by the State committee.
- h. A contingency fund of not exceeding Rs.10000/ (Rupees Ten thousand only) shall be placed at the disposal of the Secretary for incidental Expenses


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17. ELECTION

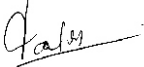
The following rules shall apply to the election to the office bearers of the association.

- i) The election of the State Office bearers shall be made at the state council and final approval from the General Body Meeting.
- ii) The notice for the Election shall contain full information, like the number of Office Bearers and Members of the Executives to be elected.
- iii) The closing date for the receipt of nomination, the last date for the withdrawal of nomination, etc. The nomination paper shall be in the prescribed form sent by the Secretary. The nomination shall be proposed and seconded by members of the Association who are eligible to vote in an election. The candidate shall also sign in the nomination paper declaring his / her willingness to contest election. The candidate should clearly specify the post for which he / she intend to contest for the election. Nomination to be sent to Election officer.
- iv) Election officer shall not be the State executive member.

18. ELIGIBILITY OF THE CANDIDATE FOR STATE ELECTION:

Candidature for the President, General Secretary, Treasurer

- i) Shall complete 5 years of membership in the MLOA
- ii) Shall complete 4 years in the state executive committee.
- iii) Avoid taking dual posts in District and State


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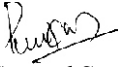

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- iv) Shall not continue more than 2 terms consecutively in the office.

19. VOTING IN THE ELECTION:

- a. Only the State Council Members elected from the District committee members shall have the right to vote in the elections.
- b. There shall be only one vote per member.
- c. No District shall send the District committee members without having the District conference and elections in the respective district.
- d. Honorary member shall not be eligible to contest or vote in the election.
- e. In case of the Owner having many labs, the voting right shall be exercised by a Head or the Director, or any officer duly authorized by the Laboratory.
- f. In case of a Partnership Lab, the voting right shall be exercised by a Partner.
- g. A member who has dues to the Association, who paid before 31st December shall be eligible to contest in the election or to vote during the State meeting.
- h. The Election officer shall maintain a register in which all nominations papers received shall be entered in the order of receipt with time and date of receipt.
- i. The State Executive shall appoint a member of the Association as Election Officer. He shall not be a proposer or a seconder for any candidate or a

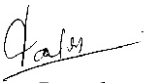

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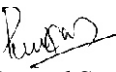

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candidate himself for the election. The Election Officer shall scrutinize the nomination papers and inform to the eligible voters through different media. If the number of valid nomination does not exceed the number of persons to be elected, the names of the persons so nominated shall be declared to have been elected uncontested in the meeting held for the purpose. If the number of valid nominations exceeds the number of persons to be elected, the Election Officer shall conduct polling.

- j. The polling shall be conducted by secret ballot only.
- k. In the event of sufficient number of nomination not being received the number of vacancies so arising shall be filled up by open election in the state general council meeting by show of hands.
- l. The Election Officer, if necessary may nominate one or more members of the Association to assist him in the scrutiny and counting of votes.
- m. In the event of votes of candidates being found equal, the Election Officer shall cast lot and declare the results.
- n. In the matter connected with the conduct of election, the Election Officer's decision shall be final.
- o. There shall be no proxy vote.


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20. AMENDMENTS

Amendments to those rules may be made with special notices at General body Meeting held for the purpose provided 1/3 of those present vote in favor of such amendments. And such amendments shall come into force only if approved by the registrar of societies as per the Travancore Cochin Society Act.

21. BANK ACCOUNTS

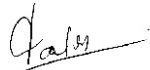
The Association shall open accounts with any nationalized or scheduled banks and it shall be operated jointly by the President with the Treasurer and with the General Secretary. Two of the authorized signatories of one shall be Treasurer to be signed for withdrawal of cash or cheque payments.

22. ACCOUNTS AND AUDIT

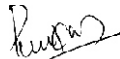
The accounts of the society shall be closed on 31st March every year and it shall be audited and presented to the State Council before 31st July every year and shall be audited and presented to the General body.

23. WINDING UP

If at any time on the recommendation of the State or General Body Meeting can resolve to wind up the Society by votes of not less than 2/3 of the members present personally the Society shall be dissolved and after satisfaction of all debts and liabilities any property remaining whatsoever, the same shall be paid/given to some other Society which has its objects the furtherance of aims similar or as near to the objects of the



State President
Mr. T.A. Varkey



State General Secretary
Mr. R.K. Prakash



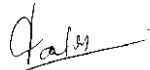
State Treasurer
Mr. A. Gireesan

dissolved society or it shall vest with the Government.

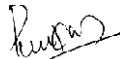
Funds should be utilized for the object of the Association and charity and should not be divided among the members.

In the Area of Operation of the Society a similar society by the name is not working.

We hereby certify that the Rules and Regulation stated herein is a true copy of the Rules and Regulations of the
MEDICAL LABORATORY OWNERS ASSOCIATION



State President
Mr. T.A. Varkey



State General Secretary
Mr. R.K. Prakash



State Treasurer
Mr. A. Giresan