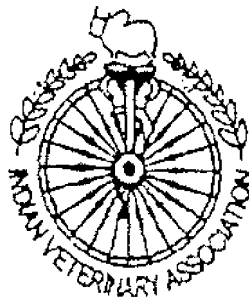


# **INDIAN VETERINARY ASSOCIATION**

## **KERALA**

**Reg. No. 271/79**

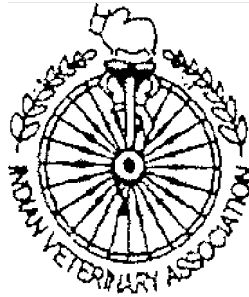


## **CONSTITUTION & BYE-LAW**

**(Amendments as on 02.01.2017 included)**

**INDIAN VETERINARY ASSOCIATION  
KERALA  
Reg. No. 271/79**

**CONSTITUTION and BYE-LAW**



**Introduction**

Till 1978 the state had only Kerala Veterinary Association which was working on lines of National Indian Veterinary Association. In 1979 the organisation was registered as Indian Veterinary Association - Kerala (Reg. No. 271/79) with affiliation to the National Body. The Bye - Law and constitution was adopted in the General Body held on 12.05.1979 and further amendments adopted in 2016.

## **INDIAN VETERINARY ASSOCIATION - KERALA**

### **CONSTITUTION & BYE-LAW**

#### **1. Name Headquarters and Jurisdiction:**

The name of the Association shall be **INDIAN VETERINARY ASSOCIATION - KERALA** with jurisdiction over the entire state of Kerala and it shall have, as its constituents, the district units, 2 college units with status of district unit & taluk units and its headquarters will be at Trivandrum.

#### **2. Objects :**

The objects of the Association shall be

- i) To work for the development of the Livestock wealth
- ii) To help the advancement of Veterinary Science in all its aspects and enable the Veterinary Practitioner to function efficiently as the Doctor of the Farm and a guarantor of the Nation s food supply,
- iii) To improve the professional knowledge of its members.
- iv) To uphold the dignity and honour of the profession and safeguard its rights and interests and
- v) To create an esprit de corps amongst the members of the profession.

In fulfilment of the above objects; the Association shall among other things, take steps (a) to arrange for the holding of Congresses and Conferences for the discussions of subjects pertaining to the Veterinary and allied sciences (b) to conduct a Veterinary periodical as its official organ & (c) to consider and express its views and opinion on all matters affecting the Veterinary Profession and also its relation with the public health and economic well being of the people.

#### **3. Official year**

The official Year of the Association shall be the calendar year.

#### **4. Membership**

Any person possessing a recognised degree whereby he/she is declared as a graduate of Veterinary Science is eligible to become a member of the Association.

#### **5. Mode of Admission**

Every application for membership be made to the General Secretary of the Association in the prescribed form together with the subscription and admission fees. He shall then place it before the Executive Committee for decision. The power to admit, refuse or re-admit vests in the Executive Committee.

#### **6. Subscription**

The annual subscription, which shall always be payable in advance, shall be Rs 1000/- (Rupees One Thousand Only). Annual subscription for retired veterinarians, and post graduate students shall be Rs. 550/- (Rupees Five Hundred and Fifty Only). Members in arrears of subscription for over one year shall cease to be members of the Association. Such members are eligible for re-admission only after payment of admission fee as a new member. Every member shall pay an admission fee of Rs. 50/- at the time of enrolling.

20% of the subscription so collected from members of the district will be paid to the respective district units and 20% to respective Taluk Units for their day to day activities. An amount of Rs 500/- (Rupees Five Hundred Only) shall be paid in advance along with subscription as Convention Fund.

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#### **7. Office Bearers and Management**

The Association shall have the following office bearers for the proper management of its activities which comprise of:

### **Central Executive**

1. A President
2. Three Vice Presidents
  - a) South Zone
  - b) North Zone
  - c) Lady representative
3. A General Secretary
4. Three Joint Secretaries
  - a) South Zone
  - b) North Zone
  - c) Lady representative and
5. A treasurer

The State President, General Secretary, Treasurer, 3 Vice Presidents, 3 Joint Secretaries shall be elected annually at the annual general body meeting of association from among the state committee members (Constituted as per rule 8). They will hold offices for the year or until their successors are appointed.

**The state executive committee** comprise of state president, general secretary, treasurer, 3 vice presidents, 3 joint secretaries all district presidents, secretaries and Treasurers and 10 state committee members nominated by state committee (as per rule 8). Central executive members of the previous year will be members of the state executive committee with voting power, IVA nominee of Veterinarians Building committee and IVA nominee in Kerala State Veterinary Council (KSVC) will also be members

with voting power.

The state executive committee shall have the power to fill up interim vacancies, and it will be the decision making body of the association. The association shall correspond or be corresponded with, or sue or be sued otherwise dealt with in the name of the association through the general secretary and all documents required to be executed by the Association shall be signed by the General Secretary.

## **8. The State Committee**

It consists of District/College unit Presidents, Secretaries and Treasurers and elected state committee members. The State Committee Members (1 for every 50 effective members) will be elected at the district annual general body meeting of district/college units every year according to the effective membership as on November 15<sup>th</sup> of each year.

For any fraction of above 50 members are eligible for one more state committee member from the district.

One lady representative to state committee should be elected from each unit of the association irrespective of total number of members.

### **8A. District/College Units**

- 1) All districts/college will have a unit of the association.
- 2) The district/college units shall consists of the following elected officer Bearers.
  - a) President
  - b) Secretary
  - c) Treasurer
  - d) President and Secretaries of Taluk units.

- e) State committee members from the district.
  - f) One Lady Representative to state committee.
- 3) All rules and bye laws formulated for the state central executive shall be applicable to the district/college units otherwise specifically mentioned. District/College units shall have bank account jointly operated by the secretary and treasurer with annual auditing by elected auditors (elected at the time of annual district/college general body).
  - 4) Two new units with the status of district unit will be started at College of Veterinary and Animal Sciences, Pookot in Wayanad and Mannuthy in Thrissur.

### **District General Body**

The District General Body shall be held atleast once in an year presided by the District President or by the senior most member among those present, in his absence, the quorum for such meeting being 1/5 of the total number or 15 whichever is less. The District Annual General Body shall be held during December and the District Treasurer shall present the internally audited annual account in the District Annual General body and such statement, approved by the General body, shall be submitted by him to the State Treasurer before 21<sup>st</sup> of December every year. The District Secretary shall furnish the list of members of the district for the year to the General Secretary before 21<sup>st</sup> December along with the list of newly elected President, Secretary, Treasurer, and State Committee members.

Extra ordinary meeting of the General Body shall be convened by the District Secretary on a signed requisition from  $\frac{1}{4}$  of the total members, within two weeks of receipt of such requisition.

### **Procedure for removal of district office bearers**

Any member of the association may bring charges against a district office

bearer of the association on by filing them in writing with the Vice President of the respective Zone of the association, together with a petition, signed by 1/4<sup>th</sup> of the members, requesting the removal of the office bearer in question. The petition will be placed as an agenda in the subsequent State Executive meeting and if the body so decides, it shall authorise the Vice President of the Zone to convene a general body of the District to decide on the issue wherein the petition shall be voted upon. The decision of the General body upon the issue will be final and in case the General Body decides to remove/accept resignation of an office bearer the association may fill the vacancy by vote of the majority of the members of that district. The office bearer against whom such charges are brought shall be informed in writing of the charges previous to the meeting and shall have an opportunity at the meeting to be heard in person and the persons bringing the charges against the office bearer shall have the same opportunity.

#### **8B. TALUK UNIT**

- 1) Association will have Taluk units in each Taluk
- 2) Taluk unit have president and secretary
- 3) Taluk units will be responsible for enrolling new members and collection of admission fees and subscription in all district units. Taluk unit is not applicable in case of the college units.
- 4) District unit may initiate action for the formation of the Taluk units.

#### **9. Meetings of Committee**

The State Committee shall be the policy making body of the association and its decisions are to be implemented by the state executive committee. The state committee shall meet at least twice a year and its first meeting on the day of installation of new office bearers in which 10 executive members from among state committee members will be elected to state executive.



All the resolution and audited accounts should be presented and passed in the state committee before presenting in the annual general body. Quorum for the state committee meeting shall be  $\frac{1}{3}^{\text{rd}}$  of State Committee Members or 25 whichever is less.

The State Executive Committee will implement the routine activities and programs of the association. The state executive committee shall meet at least 4 times in a year. Central Executive members of the previous year will be members of the state executive committee with voting power to enable the continuity of activities. The Quorum for the state executive committee shall be  $\frac{1}{3}^{\text{rd}}$  strength or 15 whichever is less.

The Central Executive Committee shall act according to the direction of state executive committee and meet as and when necessary.

The General Body of the Association shall meet ordinarily once in a year in December or at any other time and place as decided by the Executive Committee, the quorum for such meeting being  $\frac{1}{5}$  of the total number or 100 whichever is less. Extra ordinary meeting of the General Body, the state committee or state executive committee can be convened on a signed requisition to that effect from at least  $\frac{1}{4}$  of the total number of members in the case of General Body and at least 25 members in the case of state committee and at least 10 members in the case of state executive committee for a specific reason.

The General Secretary shall call for such meetings no later than four weeks in the case of General body and no later than two weeks in the case of state executive committee or state committee from the date of receipt of the requisition. The quorum in the above cases will be  $\frac{1}{4}$  of the total number of members for the General Body and 25 for the State Committee and 10 members in case of state executive committee. Ordinarily at least 10 days notice of the meeting shall be given to all the members giving the place, the date and time of the meeting and also the agenda for it.

In case of urgency, the General Secretary, in consultation with the President can call for a meeting at a shorter notice but notice for such cases shall be not less than 5 days.

The President and in his absence, the Vice President shall preside at the meetings of the Association or of the Executive Committee. When both the President and the Vice-Presidents are absent, the members present shall elect a person other than the General Secretary and Treasurer as Chairman of the meeting. At all meetings of the General Body and of the Executive Committee, the decision of the majority of those present shall prevail and in cases of equality of votes, the Presiding Officer shall have a second or casting vote.

Any member of the Association can move at the General Body meeting, any resolution in furtherance of the objectives of the Association, provided notices thereof had been given to the General Secretary at least 10 days in advance.

The Executive Committee, however, reserves the right of admitting any resolution without assigning any reason thereof. The author of a rejected resolution shall have a right of appeal to the General Body.

If the general conduct of any member is such as to render his removal necessary in the interests of the Association, it shall be open to the General Body to expel such a member by a specific resolution.

## **Functions of Committees**

### **State Committee**

It is the policy making body of the association. The State Committee shall elect 10 executive committee members.<sup>10</sup> If there is any disputed matter in the state executive committee it should be referred to state committee. If the expenditure is expected to exceed Rupees One Lakh, state committee has to give prior sanction. All the resolutions and annual reports and audited accounts

shall be presented in the state committee before presenting in the annual general body.

### **State Executive Committee**

The State Executive Committee shall form within itself committees of not more than three members for specific purposes such as professional issues, finance, propaganda etc whenever necessary. The executive committee shall be the body in whom the entire management and administration of the association shall rest and may frame appropriate rules for convening meetings either of its own or its committees. It shall have power.

1. To admit, refuse or readmit admissions.
2. To sanction all expenditure of the association below One Lakh,
3. To arrange for the audit of the accounts of the association.
4. To arrange for conferences and congresses
5. To prepare bye law in furtherance of the objectives of association subject to the approval of State Committee.
6. To entertain, investigate, and determine any disputed reference or matter that may brought to its notice by any member/District Units,
7. To take all other steps for the fulfillment of the objectives of the association.

The executive committee shall prepare an annual report of work of the associations together with an audited account of its finance and present it to the State Committee of the associations at its annual meetings with audit report of a chartered accountant for adoption.

### **Central Executive Committee**

It should act according to the directions of State Executive Committee.

**11. Duties of the President:-** The President shall

- i) Preside at all meetings of the Association, State Committee, Executive Committees and of the Committees of which he is a member, and
- ii) Guide and control the activities of the Association.

**11A. Duties of the Vice-Presidents**

The Vice Presidents shall attend the district meeting of each zone and will help the District Presidents to carry out the association activities.

**12. Duties of the General Secretary**

The General Secretary shall be the custodian of the records and properties of the Association and maintain an inventory of them in his office. In close collaboration with the president he shall

- i) Look after the business of the Association
- ii) Give effect to the rules bye-law and resolutions of the Association, of the Executive Committee and of the other Committees and
- iii) Convene all meetings of the General Body State Committee or of the Executive Committee by circulating a notice thereof with an agenda of the meeting and do all other acts for the fulfilment of the objects of the Association.

In cases where there may not be sufficient time, or where it may not be possible to convene a meeting of the Executive Committee the General Secretary may obtain orders of the Executive Committee by circulation of the papers amongst the members of the Executive Committee.

**13. Duties of the Joint Secretaries**

The Joint Secretaries shall help the General Secretary in the discharge of the functions and carry out the duties of the General Secretary during his absence.

The Joint Secretaries shall be in charge of the respective zone allotted to them and help the District Units in their activities.

#### **14. Duties of the Treasurer - The Treasurer shall**

- i) be the custodian of the funds of the Association, and
- ii) Maintain a correct account of the receipts and disbursements of the funds of the Association and submit it to the Executive Committee as and when required.

#### **15. Funds of the Association :**

The funds of the Association shall be deposited in a scheduled Bank and withdrawn as and when necessary. They shall be audited annually by such person or persons and on such terms as the Executive Committee may determine,

The funds shall be deposited in the name of the Association and shall be operated jointly by Treasurer and the General Secretary.

### **BYE LAW**

1. The General Secretary, working in close collaboration with the President, shall facilitate the work of the Executive Committee by circulating to all members by post whenever necessary to obtain the opinion of its members.
2. The General Secretary shall maintain the following records-
  - i) Register of members with their correct names and addresses
  - ii) Inventory book containing a list of properties of Association with all

particulars

- iii) Minutes book containing the minutes of the General Body, State Committee and of the Executive Committee of the Association.
  - iv) Correspondence Register.
3. The Treasurer shall maintain the following records
- i) Subscription book showing clearly all the relevant details.
  - ii) Receipt book
  - iii) Cash Book
  - iv) Voucher file
  - v) Bank Pass Book
4. The General Secretary shall have a permanent advance not more than Rs. 5000/- and recoup it from the treasurer with necessary vouchers.
5. The Treasurer may keep an advance of not more than Rs. 5000/- with him and withdraw from the bank only on demand from secretary for bonafide expenses of the association.
6. Item of expenditure not exceeding Rs. 5000/- can be authorized by the President, any item of expenditure exceeding that amount must have the sanction of the Executive Committee.
7. Vouchers for all expenses as far as possible and necessarily for all amounts exceeding Rs. 250/- must be obtained and filed in the office of the Treasurer, who shall present them for audit purposes as and when required. These vouchers need not be kept after the annual meeting in which they are adopted,
8. Accounts of the association shall first be audited by two members elected by Annual General Body and then<sup>14</sup> by a Chartered Accountant.
9. The General body can, with a 3/5 majority of those present and voting amend any clause in the bye-law, and such a motion should be notified in writing to all members at least one month in advance.

**10. Winding up:**

The Association may be dissolved by a resolution passed by a majority of not less than 3/4 of the members of the General Body present at the meeting called for the purpose. After satisfaction of all debts and liabilities, true assets remaining what-so-ever, the same shall be paid to some other association registered under this act which has its objects, similar or as near as maybe to the objects of the Association being dissolved to the Government upon such terms and conditions as may be mutually agreed up on.

We here by Certify that the Rules and Regulations stated herein is a true copy of the Indian Veterinary Association Kerala Consitution & Bye-law adopted in its General body meeting and its amendments adopted in the General body meeting of the association held on 2<sup>nd</sup> January 2017 at Kannur.

President

General Secretary

Executive Member (Bye-Law Amendments)