



The Jammu and Kashmir VETERINARY DOCTORS' ASSOCIATION

Rules and Regulations

Important Rules and Regulations

Govt. of Jammu and Kashmir Animal/Sheep Husbandry Department

Sub: Registration/Recognition of J&K Veterinary Doctors Association

Reference: Cabinet decision No.GDC-143/CH/87 dated: 19-06-1987.

Government Order No: 181/ASH - 7-1987 Dated 31-7-1987

In exercise of powers conferred by Rule 4th of the Government Servants (Recognition of Service Association) Rules, 1960 the Government hereby:

- a. Recognize the Association by name of Jammu and Kashmir Veterinary Doctors Association having jurisdiction over the whole of the Jammu and Kashmir State; and
- b. Rules and Regulations to Govern its functions and working as per enclosures forming annexure to this order. By order of the Government of Jammu and Kashmir.

(P. N. Dhar)

Deputy Secretary to Government. Animal/Sheep Husbandry Department No: 293-AH / 85 31/ 7 Dated: 7-1987.

Annexure to Government Order No. 181 ASH of 1987 Dated: 31-7-1987*

Jammu and Kashmir Veterinary Doctors Association Rules & Regulations:

Rule No: I. Title and Commencement

These rules may be called the Jammu and Kashmir. Veterinary Doctors Association rules.

These shall come in to force from the date these are approved by the Government.

II. Definitions:

In these rules unless the context otherwise requires:

- a. Association: means the Jammu & Kashmir Veterinary Doctors Association.
- b. Veterinarian: means a degree holder in Veterinary Science and Animal Husbandry working in the Government Departments of State of Jammu and Kashmir.
- c. Committee: means the Executive committee of the Association constituted under these rules.
- d. General Body: means the General body of the Provincial Association comprising of all the bonafide members of the Province on its roll.
- e. Office: means the office of the Association.
- f. Month: means the English calendar month.
- g. Member means a member of the Association working in the Government Department of State of Jammu and Kashmir.

III Constitution of the Association:

With effect from the commencement of these rules there shall be constituted an association by the name of Jammu and Kashmir Veterinary Doctors Association, briefly designated as `JKVDA' and having jurisdiction over the whole of the Jammu and Kashmir State.

IV. Head Quarters:

The Association shall have one central office or the head quarter of the same shall be the same as that of the state Government. In addition there shall be two provincial offices one head quartered at Srinagar and other at Jammu.

V. The Official year of the Association shall be the financial year i.e. April to March.

VI. Objects:

- a. To inculcate sprits de corps amongst the members and safeguard the professional ethics.
- b. To support and protect the status, interests and rights of the Veterinarians.
- c. To work for the enhancement of the professional knowledge of its members.
- d. To strengthen the bonds of fellowship with the Veterinary Associations of other States and to establish liaison and coordination with other technical organizations in furtherance of Science and Technology

VII. Policy of the Association:

- a. The Association shall espouse or support the cause of Veterinarians relating to service matters
- b. The Association shall send any representation or deputation in connection with a matter which is of common interests, of its members.
- c. The Association shall not maintain any political funds or lend staff itself to the propagation of the views of any political party or politician.
- d. The Association shall not do any act or assist in doing of any act, which if done by any of its members, would contravene any of the provisions of the Government servants conduct rules.
- e. The Association shall not address any communications to a foreign authority except through the Government, Which shall have the right to withhold it. Communications addressed by the Association or by any office bearer on its behalf shall not contain any disrespectful or improper language.
- f. A list of members and office bearers, up-to-dated copy of the bye-tows and an audited statement of accounts of the Association shall be submitted to the Government annually after the annual General Body meeting, so as to reach the Govern- by or before 1st day of July each year and
- g. The funds of the Association shall be applied only for the furtherance of the objects of the Association.
- h. An amendment of substantial character in the rules of the Association shall be made only with the previous approval of the Government and any other amendment of the minor importance shall be communicated through proper channel for transmission to the Government for information.
- i) The previous permission of the Government shall be taken before the service Association seeks the affiliation with any other Union, service Association or

Federation.

ii) The Service association shall not start any or publish any periodical or magazine or bulletin without the previous approval of the Government.

iii) The services Association shall cease to publish any periodical magazine or bulletin, if directed by the Government to do so on the grounds that the publication thereof is prejudicial to the interests of the State government, the Government of any other state in India or any other Government authority or to good relations between Government servant and the State or Central Government.

VII. Membership:

The membership of the association shall consist of the following categories:

a. Members: All Veterinary Graduates Gazetted working in the State departments of the Jammu and Kashmir Government who agree to abide by Association rules and regulations are eligible to become members of the Association. Every member of the affiliated branch association is ipso facto a member of the Jammu & Kashmir Veterinary Doctors Association.

b. Life Members: A member who pays his subscription for the years in a lump sum shall be designated as life members. He shall enjoy, without further subscription, all membership rights through out his life.

IX. Mode of Enrollment:

a. Every application for membership shall be made to General Secretary of the Association on the prescribed form.

b. The power to enroll or refuse to enroll shall vest with the executive Committee and

c. On receipt of the application accompanied by an enrollment fee of Rs. 20/- (Rs. twenty only) and a solemn declaration of applicants fidelity to the association and its by-laws the General Secretary shall enter his/her name and other particulars on the rolls of the Association maintained for the purpose, after approval by the executive Committee.

X. Cessation of Membership:

A Veterinarian duly enrolled, as a member of association shall cease to be the member:

a. On his/her death.

b. On his/her being declared as insolvent.

c. On his/her becoming insane.

d. his/her found guilty of any guilt.

e. On his/her retirement

f. Any act or omission which is in the opinion of the Executive Committee sufficient to disqualify him/her from the membership of the association.

g. on his/her being in arrears of subscription for six consecutive months, such members shall however be eligible for re-enrollment on payment of the arrears and fresh enrolment fee and.

h. if he/she ceases to be a Veterinarian.

XI Management:

a. Two Provincial Committees,

b. One central Committee.

a. Provincial Committee:

The Management of the two provincial committees one at Srinagar and another at Jammu shall be vested in an executive committee in each province, which shall

consist Of:

1. Vice President One
 2. Secretary One
 3. Treasure One
 4. Publicity Secretary One
 5. Executive Member One each District i.e. 8 for Kashmir 6 for Jammu
- All provincial office bearers in each province shall be elected annually by the General body of the provinces for one term of one year.

Election shall be conducted by way of secret ballot

b. Central Committee:

Shall be an apex council for the J & K State and shall have the following office bearers for the proper management of the activities for the Association and coordinate, direct the provincial Executive Committees of the Association on achieving various objects of the Association:

- i. President.
- ii. General Secretary.
- iii. Cashier
- iv. Publicity Secretary.

The Central Committee office bearers shall be elected from the two provincial Committees office bearers only for one-year term. It shall be obligatory to have president and General Secretary from two provinces in the same term.

The President and Cashier shall be elected from one province and the General Secretary and Publicity Secretary shall be elected from other provinces in the same year of the election. This arrangement shall be reversed every other year.

1. The Central Committee shall meet at least twice a year at State Head Quarters to take stock of activities of the provincial committees who shall keep the central committee posted with the activities confined to the directives on subjects given to provincial Committees by the Central Committee.

2. The Central Committee shall have the right to call provincial executive meet of any provinces when ever need -arises.

3 The Central Committee shall have the right to procure a share of 20% from the contributions collected from either province.

4. The Central Committee shall have the mandate to propose venue date and time for holding provincial executive meet when deemed fit to be held.

5. **For changing by-laws/regulations the provincial committee will take apex body into confidence before reaching to a solution.**

6. To chalk out policies and programmes of the association in consultation with provincial association and to get them implemented through provincial committees.

7. To arrange for the technical conferences and publications of the association.

8. To elect representatives for Indian Veterinary Council in accordance with the recommendations of the provincial association.

XII. Functions & powers of the provincial executive Committee shall be:

- a. To recommend programmes and policies of the associations to central committee.
- b. To direct and supervise all affairs of the association
- c. To meet as often as necessary.
- d. To sanction all expenditures of the association.
- e. To arrange for the accounts of the association to be audited by an audit party.

e. To recommend any change in by-laws/ constitution regulation of the association to central committee of the association.

- f. To fill interim vacancy in the provincial executive committee.
- g. To consider and dispose off suggestions complaints for regulation put fort the amendments for the by-laws proposed by one member of the association.
- h. To appoint such special sub-committee as deemed necessary from time to time for the efficient functioning of the association.
- j. To enroll, re-enroll, refuse to en-roll, expel or to accept resignation of members.
- k. To nominate delegates or delegations or represent the provincial committees of association.
- l. To guide the veterinary profession in the State in all matters.
- m. To raise funds in such manner as the association may deem it fit from time to time with the permission of the Government, whenever necessary.
- n. To appoint or remove salaried staff as will be deemed necessary from time to time.
- o. Entertain, investigate any dispute or reference or matters that may be brought to its notice by any member.
- p. The committee may recommend to apex committee any amendment in the constitution which shall be rectified by or the majority of the members present in the general body, provided the quorum of the general body is more than 50% in the meeting.

XIII. Functions and powers of the office bearers:

a. President shall

1. Preside over all the meeting of the central committee of association/provincial committee.
2. Guide the activities of the association.
3. Sign minutes of the meetings and resolutions duly passed by the central committee/provincial committee of the association.
4. Regulate the proceedings of the meetings and interpret byelaws and decided double pints, when referred by provincial association.
5. Counter sign all bills/vouchers relating to expenditure of the association.
6. In addition to his ordinary vote, have a casting vote in case of a draw.
7. Be competence for an expenditure to the tune of Rs. 300/- (rupees three hundred) only without prior sanction of the executive committee.
8. All the petitions by the provincial committee members will be addressed to the president which he will place before the central committee of association as the requirement may be.

B. Vice President:

1. Shall preside over all the meetings of the general body the provincial executive committee and its sub-committee.
2. Guide the activities of the association.
3. Sign minutes of the meetings and resolutions duly passed by the provincial executive committee and general body of the association.
4. Regulate the proceedings of the meetings and interpret the byelaws and decide doubtful points.
5. Countersign all the bills/vouchers relating to expenditure of the association.
6. In addition to his ordinary vote, have a casting vote in case of a draw.
7. Be competent for an expenditure to the tune of Rs. 300 (Rupees three hundred

only) without prior sanction of the executive committee.

8. all the petitions by the members will be addressed to the president which he will place before the provincial executive committee or general body as the requirement may be.

C. General Secretary:

The general Secretary under the direction of the President and/or the Central Committee shall:

- a. be the custodian of the records and properties of the association an inventory of which must be maintained in his office.
- b. Be responsible for the day today running of the association and proper maintenance of the office records.
- c. give effect to the resolutions of the Central Executive Committee.
- d. convene meetings of the Central Provincial circulate the agenda and motive for the same.
- e. carry on all official correspondence a sign all documents in the name of association.
- f. present the minutes of the meeting and reports on the activities of the association.
- g. be competent to spend an amount not exceeding Rs. 100/- (Rupees one hundred only) without prior sanction of the Central Committee.
- h. with the approval office Central Committed all other acts for the objects of the association

D. Secretary:

The Secretary under the direction of the Vice President and Provincial Executive shall:

- a. be the custodian of the records and properties of the provincial association an inventory of which smut be maintained on his office.
- b. be responsible for the day to day running of the provincial association and for proper maintenance of the office records. For the purposes, he shall be provided part of full time administrative staff paid from the funds of the association.
- c. give effect to the resolutions of the Provincial General Body the provincial executive committee and its sub-committee and circulate the agenda and notes for the same.
- d. convene all meetings of the Provincial General Body, the Provincial Executive Committee and its sub-committee and circulate the agenda and notes for the same.
- s. carry en all official correspondence aid sign all documents in the name of the Provincial Association.
- f. Present the minutes of the meeting end report* on the activities of the Association, the Provincial Executive committee Mid its sub-committee.
- g. be competent to spend an amount not exceeding Rs. 100.- (Rupees only hundred only) without prior sanction of the Provincial Executive Committee, and
- h. with the approval of the provincial committee do all other acts for the furtherance of the objects of the Association.

E. Publicity Secretary:

- a. Carry all publicity work of the Association.
- b. Assist the Treasurer in the collection of the subscription from the members of the Association.

c. Tour all the pieces under his jurisdiction to propagate the aims objects policies and programmes of the Association.

F. Treasure

The treasurer shall:

a. be responsible for the maintenance of accounts of all the receipt and disbursements of the funds of the Association together with all the receipts and Vouchers.

b. receive subscriptions, grants and other revenues on behalf of the Provincial Association and discharge all the financial transaction under the direction of the Provincial Executive, Committee.

c. be responsible for the collection of subscription from all the member in his province. For this purpose he shall maintain a complete list of member and the amount paid by and due them. d. Submit monthly statement of receipt and expenditure to the Secretary for circulation among members.

d. keep with him a permanent amount of Rs. 250/- and deposit rest of the money in the Jammu and Kashmir Bank or any other schedule Bank approved by the Executive Committee.

XIV. Elections:

Election shall be conducted for the posts of Office bearers i.e. Executive member by secret Ballot system annually at the annual General Body meeting of the Association.

XV. Funds:

a. Income: The increase of the Association shall be derived from the following sources:

a. Subscription from the members at the rate of Rs. 2/- per month per member.

b. Special contributions by the members, grants by the Government or any other funds.

B. Expenditure:

The Central Provincial Executive Committee shall from the funds of the Association meet all day-to-day expenses and shall pay rents Salaries wages and such other charges as may be necessary for carrying on the work of the Association.

ii. and the Association shall bear the genuine expenses of all the office bearers, which they may incur in the course of all and in consequence of discharge of their duties.

XIV. Audit of Association Accounts:

The General body shall nominate a Committee of 3 members out of those who are not members of Association for conducting audit, of the accounts and shall send a record of audited accounts to the Government.

XVII. Meetings:

i. Annual General body Meetings:

a. Ordinary, General body meeting shall be held once in an year on a date declared by the provincial Executive Committee, for the election of the office bearers/discussion of professional subjects and such other matters in furtherance of the subjects of the Association;

d. Annual General Body meetings shall be held alternately at Jammu and Kashmir.

c. a record of the proceedings of the General Body meetings shall be maintained and got published appropriately by the Secretary;

d. the quorum for a General Body meeting shall be 1/3rd of the total number of members on its roll;

e generally, the notice of the annual General Body meetings shall be circulated to all the members at least 30 days in advance notifying the date, the venue, the time and the agenda of the meeting and.

f. if any meeting of the General Body is adjourned the subsequent meeting shall be deemed to be in order even though the necessary quorum is not present

ii. Extraordinary General Body Meetings:

a. in addition the Annual meetings, the Provincial Executive Committee may convene a meeting of the General Body whenever deemed necessary or whenever a requisition in writing is made to, the Secretary by afloat 50 bona-fide members of the Association. Such a meeting shall, however be called an Extraordinary General Body Meeting. The requisition state the object) of the meeting proposed and must be signed legibly by the requisitionists.

b. The Secretary shall, in consultation with the Vice President, call an extraordinary meetings of the General Body within two weeks of receipt of the requisitions;

c. notice of an extraordinary General Body meeting shall be sent to all the members at least 10 days before the date fixed giving the place, the date and the time of the meeting and also the agenda for it;

d. the quorum for such a meeting shaft be the same as for an annual General body meeting;

e. No other business than the one for which the meeting has been convened, shall be discussed at an extraordinary Body, and meeting of the General Body, and.

f. if within one hour from the appointed time, the required quorum is not present, the meeting if convened on the requisition of the members shall be dissolved, but in other ,cases shall stand adjourned to be called, again by the Secretary in consultation with the Vice-President.

g. Executive Committee Meeting:

Ordinarily, at Least one week's notice of the Executive Committee meeting shall be given to all its members and the office bearers, stating the place, the date, and the time of the meeting and also the agenda for it. In case of urgency, the General Secretary in consultation with the President may convene a meeting at a shorter notice. The quorum for a meeting the Vice president and Secretary but at least two members of Executive Committee from each province the quorum for a meeting of General Committee shall be three including President General Secretary.

VII. NOTES:

1. The president, or in his absence the Vice President shall preside over the meeting of the General Body or Executive Committee. When both the president and the Vice-President are absent, the members present shall elect any member/other then the office bearers as Chairman of the meeting.

2. At all the meeting of General Body or the Central/Provincial Executive Committee the decision of majority of the members present and voting shall prevail and in case of a tie the president or the Chairman shall have a second or casting vote.

3. A member or an office bearer who does not attend consequentially three meetings of the Executive Committee will cease to be the member of the Executive

Committee except where the committee is satisfied that the absent of such member of the office bearer was beyond his control.

4. Press representations and persons other than the members may attend the General Board meeting with prior permission of the President/Vice President.

XIX. (a) No resolution shall ordinarily to moved at the General Body meeting which has not previously been considered by the Provincial Executive Committee, except with the special permission of the Vice President.

b. Resolution sponsored by the Individual members must reach the Secretary well in advance of a General Body meeting, and

C . The Executive Committee shall have the right of admitting or rejecting any resolution without assign any reasons thereof. The author of a rejected resolution shall, however, have a right of appeal to the General Body.

XX. Rights and Privileges of Members:

a. All the members can attend the meetings and conference of the association.

b. All the members will get face copy of all the publications of the association.

c. All the members will have the right to vote at all the meetings of the General Body.

d. Any member shall have the right to scrutinize the account book of the association with prior permission of the Vice President; and

e. Any member of the association can move at the General Body meeting any resolution in furtherance of the objects of the Association, provided notice thereof has been given to the General Secretary, Secretary.

f. For purposes of election of officer bearers only, the members in absent can vote by post. But this right will not be used for any purposes other than this.

Resignation of Membership:

Any member office bearer of the association wishing to resign shall give a written notice to the President/Vice President after clearing the arrears of subscription and other dues, if the resignation shall came in to force duly after its acceptance by the Central/Provincial executive committee.

XXII. No Confidence Motion:

No confidence motion may be sponsored against any bona-fide member or a group of member of the association at an extraordinary meeting of the General Body. If approved by 2/3rd majority of the members present by voting, the president or the General Secretary as the case may be shall have to relinquish his office of the members present shall elect any other eligible member for the office thus fallen vacant.

XXIII. Regulation of the Association:

No article of the Bylaws or clause thereof shall be deleted, amended or otherwise altered unless approved by 3/4th of the members present and voting at a meeting of the General Body of the Association and ratified, if necessary by the government.

XXIV. Branches of the Association:

The association may consider the constitution of district branches.