

BYELAWS OF THE TELANGANA RETIRED VETERINARIANS' ASSOCIATION

Article 1: Name and Objectives

1. Name

1.1.1 The Association shall be called as "Telangana Retired Veterinarians' Association" here in after referred to as the Association (TRVA).

2. Address:

1.2.1 The Address of the Association shall be Vets' Home, Room No. 6, 10-2-288, Shanti Nagar, Hyderabad -500 028.

3. Objectives

The Objectives of TRVA are

1.3.1 To promote the welfare and interests of retired veterinarians in Telangana State.

1.3.2 To foster a spirit of camaraderie and cooperation among its members.

1.3.3 To provide a platform for retired veterinarians to share knowledge and experiences.

1.3.4 To advocate for policies and programs benefiting the retired veterinarians residing in Telangana State.

1.3.5 To coordinate with Veterinary University, Animal Husbandry Department, Veterinary Council, Indian Veterinary Association, Animal Welfare Board, SPCA, Public Sector Undertakings, and other Government and Private Organizations

1.3.6 To update the members on the new laws, rules and amendments brought by the Government related to the Veterinary Profession from time to time.

Article 2: Membership:

2.1 All the retired veterinarians residing in Telangana State are eligible to be members.

2.2 Membership is open to individuals who retired from the veterinary profession, regardless of their field of expertise.

Article 3. Membership Fee:

3.1 Membership: Any Retired Veterinarian as described in Article 2 above shall pay an amount of Rs.1000/- (Non-refundable) towards Lifetime Membership. The membership Fee shall be paid in person at the office or through online transfer to the official bank account of the Association.

3.2 Donations: The Association will accept donations from individuals, organizations groups etc., towards welfare of its members and the Livestock. However,

such Donors (except those who are Life Members) shall have no legal rights in the activities of the association. Utilization methods of the funds received through donations shall be decided by the General Body.

Article 4: Governance:

4.1. General Body:

4.1.1. All the members of the Association shall be the members of the General Body, (GB). The term of the General body is permanent or until its' dissolution.

4.2. Executive Committee: (Governing Body):

4.2.1. The Association shall be Governed by an Executive Committee, (EC) consisting of a Core Committee and Executive Committee members

4.2.1.1. Core Committee:

The Core Committee consists of the following members.

- President..... One
- Vice President..... One
- General Secretary..... One
- Joint Secretary..... One
- Treasurer..... One

4.2.1.2. Executive Committee members:

- Executive Committee members.... Ten

4.2.1.3. Total of Fifteen members constitute the Executive Committee (Governing Body).

4.3. Ad Hoc Committees

4.3.1. The Executive Committee may appoint Ad-hoc committees for specific tasks or projects as per the need. Such committees shall cease to exist once the specific task or need is either fulfilled or dispensed with. They may participate in the EC meetings, if called for, however shall have no voting right in the EC.

4.4. Term of Office

4.4.1. The term of the Governing body (Executive Committee) shall be for 2 years from the date of their election. The term may be extended by a maximum of 6 months under very special circumstances with the approval of the General Body by a simple majority among the members who attended.

4.5. Functions, Powers and responsibilities of the Executive Committee:

The EC shall have the powers to

4.5.1. Acquire or dispose of movable and immovable properties of the Association with prior approval of the GB.

4.5.2. Conduct regular meetings of the EC and GB as per the schedule by communicating the meeting Agenda in advance, providing sufficient time for members to attend without fail.

4.5.2.1. At least 10 working days' notice for the General Body meeting.

4.5.2.2. At least 5 working days' notice for EC meetings.

4.5.2.3. 2-5 days' notice for emergency meetings.

4.5.3. Manage the Accounts and Assets of the Association

4.5.4. Appoint an Auditor on temporary hiring basis to get the Accounts Audited regularly and pay the Taxes and file Tax returns as per the schedule.

4.5.5. Place the Audited accounts and tentative Budget proposals for the next financial year before the GB for approval.

4.5.6. Arrange visits for the selected members to different organizations eg., Goshalas, AH Dept institutions, Private organizations etc., for extending their expertise services as per their request.

4.5.7. Shall fill up the vacancies arise, if any, due to resignation, disqualification or Death of any member, by co-opting from the eligible GB members.

4.5.8. Take up any other responsibility / duty assigned by the GB.

4.5.9. Receive and dispose of any requests from the General Body members regarding professional or Association activities.

4.5.10. Bring to the notice of the all the Members of the Association, the un-Audited Financial statement of the Association either by display in the Notice Board or through any means deemed fit to bring transparency in accounting.

4.5.11. To take up Amendments to the Byelaws proposed by any member, as per the procedure laid down for consideration and pass such resolution as deemed fit with the prior Approval of the General Body.

4.6. Functions of the Executive Committee Members:

4.6.1. President:

- 4.6.1.1.** Presides over all meetings and represents TRVA in external matters.
- 4.6.1.2.** Approves all the vouchers of expenditure and income.
- 4.6.1.3.** Arrange for an Audit of the accounts with the help of the General Secretary and Treasurer.
- 4.6.1.4.** Joint Signatory for all the cheques along with the Treasurer.
- 4.6.1.5.** Responsible for conducting all the EC and GB meetings as per the schedule.
- 4.6.1.6.** Formulates and implements all the programs pertaining to the members of the Association.
- 4.6.1.7.** Shall have a Casting vote (deciding vote) (2nd vote) in the EC and GB in the event of tie in the voting.
- 4.6.1.8.** Any other activity not specified or assigned to any member of the EC.

4.6.2. Vice President:

- 4.6.2.1.** Presides over the EC and GB meetings in the absence of the President.
- 4.6.2.2.** Acts as President in the absence of the President.
- 4.6.2.3.** Takes over the post of President and discharges all the duties of the President, in the vacancy arising out of resignation, long time absence, disqualification and on any other count where the President cannot hold the post for the rest of the term.
- 4.6.2.4.** Acts as an Advisor to the President and the EC in discharging their legitimate duties.

4.6.3. General Secretary:

- 4.6.3.1.** The General Secretary has the most crucial role in running the Association.
- 4.6.3.2.** Maintains records, prepares meeting agendas, minutes of the meetings and manages correspondence.
- 4.6.3.3.** Pass all the vouchers of expenditure and receipts along with the President and present the same to the Treasurer for effecting payments.
- 4.6.3.4.** Shall conduct the EC and GB meetings in the absence of both the President and Vice President.
- 4.6.3.5.** Shall be custodian of all the Assets of the Association.
- 4.6.3.6.** Shall be the Joint Signatory for the Cheques along with the President and Treasurer

4.6.4. Joint Secretary:

4.6.4.1. Acts as General Secretary in the absence of the General Secretary.

4.6.4.2. Shall be responsible for scrutiny of the expenditure and income vouchers along with General Secretary, before the General Secretary approves the same for payment.

4.6.4.3. Shall support the General Secretary in smooth discharge of all his duties.

4.6.4.4. Shall be responsible for any other duty assigned by the President from time to time.

4.6.5. Treasurer:

4.6.5.1. Maintains records and related documents, keeps financial records, and prepares budget proposals and financial reports.

4.6.5.2. Responsible for collection of all subscriptions

4.6.5.3. Shall pay the expenditure vouchers on receipt of the same after approval for payment from the President and General Secretary.

4.6.5.4. Shall be the Joint Signatory for the Cheques and present the same for Signatures of the President and General Secretary for drawl and effecting payments to the concerned party.

4.6.5.5. Shall hold all the vouchers, Cheque book, receipt book and other Account Books in his personal custody and present the same to the President, General Secretary as and when requisitioned for verification and proper maintenance of the Association Accounts.

4.6.5.6. Looks after the Annual Tax payments through the Auditor appointed by the EC.

4.6.5.7. Present all the vouchers and Account Books to the Audit Party and get the Accounts Audited at the end of every Financial Year and present the same in the next General Body for approval.

4.6.5.8. Shall keep all the records of vouchers, account books and Audited Account Reports permanently and shall be handed over to the next incumbent without fail.

4.6.6. Executive Members:

4.6.6.1. Shall act as the think tank and support on all aspects of the Association in the EC as needed from time to time.

4.6.6.2. Shall actively participate and support the Core Committee members in formulating budget, activities, programs and successful implementation.

4.6.6.3. Shall be advisors to the Core Committee for furtherance of the Association activities.

4.7. FINANCIAL POWERS

4.7.1. PRESIDENT: The President shall have permission to incur an expenditure up to Rs.5000/- at a time for urgent expenditure subject to the ratification of the Executive Committee. Items of expenditure exceeding Rs.5000/- at a time shall have previous sanction of the Executive Committee.

4.7.2. GENERAL SECRETARY: The General Secretary shall have permission to incur Rs.5000/- at a time for urgent expenditure subject to the ratification of the Executive Committee. Items of expenditure exceeding Rs.5000/- at a time shall have previous sanction of the Executive Committee.

4.7.3. TREASURER: The Treasurer shall have an amount of Rs.10000/- as permanent advance to meet the cash expenses and any excess amount shall be deposited in the Bank within 10 days.

4.7.4. The President and General Secretary should recoup the amount from the Treasurer with the necessary vouchers.

Article 5: Elections to the Executive Committee:

Elections to the Core and Executive committee shall be conducted through direct election by all the members of the General Body. Elections to the next Core and Executive Committee shall be conducted at least 30 days before the expiry of the term of the existing committee. Necessary steps for the same shall be taken up by the existing Core and Executive Committee as per the election protocol.

5.1. Announcement of Elections to the Executive Committee:

The Executive Committee shall

5.1.1. Establish Election Committee: Appoint an Election Committee comprising at least 2 neutral members who are not contesting for any position. One of them would act as the Returning Officer and the other as Assistant Returning Officer. This committee oversees and conducts the elections.

5.1.2. Announcement and Election Timelines: Notify members of the election schedule, with specific timelines for each phase of election such as voter registration deadline, nomination period, election day, counting and announcement of results.

5.1.3. Nomination Process: Allow a reasonable period for members to submit nominations for each position. Nominations shall be accompanied by the consent of the nominee, proposed by a minimum of 2 members of the General Body.

5.2. Voter Registration:

The Committee shall

5.2.1. Provide a voter registration period to ensure all members to participate in the election process. The last date of such registration shall be a day

before the date of publication of the Final Voters' List.

- 5.2.2. Each registered voter is given a Photo Identity Card by the Association at the time of obtaining his membership.
- 5.2.3. Publish provisional voters' list in the office notice board and other means of communication, as established by the Association, viz., mail, WhatsApp etc., and invite objections, if any giving at least 7 working days period.
- 5.2.4. Upon the expiry of such time given, all the objections raised, if any, shall be disposed with clear reasons explained (either accepting or rejecting the objection) to the concerned and publish the Final Eligible Voters' list within three (5) working days. Elections shall be conducted based on such Final Voters' list only.

5.3. Campaigning:

- 5.3.1. Define guidelines for campaigning, including permissible methods (e.g., posters, emails) and any restrictions (e.g., on expenditures).
- 5.3.2. Ensure fair access to communication channels for all candidates.

5.4. Voting Process:

Choose a secure and confidential voting method. Options include:

- 5.4.1. **In-person Voting:** Conduct voting during a designated time at a physical location. Each voter shall bring his Photo Identity Card issued by the Association at the time of voting.
- 5.4.2. **Postal Ballot:** Requests for Postal Ballot should reach the Election Officer at least 10 days before the actual day of election. However, the decision of the Election Officer on such requests is final. The Postal Ballots shall reach the Returning Officer before the end of polling on the day of polling.
- 5.4.3. **Or as decided in GB**
 - 5.4.3.1. The General Body will decide the mode of election from time to time.
 - 5.4.3.2. Provide clear instructions on how to vote and ensure technical support for any electronic voting system.

5.5. Vote Counting and Results:

- 5.5.1. Immediately after the voting period ends, the Election Committee shall count the votes in the presence of witnesses and contesting candidates. If any delay occurs in counting of votes on the day of election, the counting shall continue on the next day.
- 5.5.2. Announce the election results promptly and publicly. Ensure transparency by sharing the vote counts for each candidate.

5.6. Documentation:

- 5.6.1.** Maintain thorough documentation of the entire election process, including nominations, voter registration, voting results, and any dispute resolutions.
- 5.6.2.** Store election records securely for a minimum of 3 months period from the day of declaration of results, future reference and transparency.

Article 6: Meetings

6.1. General Body Meetings

- 6.1.1.** General body meetings shall be conducted at least once in 3 months.
- 6.1.2.** The Annual General Meeting (AGM) shall be held in the first quarter of each year.

6.2. Executive Committee Meetings

- 6.2.1.** The EC shall meet at least once every two months.
- 6.2.2.** Special EC meetings may be called by the President or at the request of majority of EC members.

6.3. Quorum for the Executive Committee Meetings and General Body Meetings.

- 6.3.1.** 50% of the EC members constitute the Quorum for EC meetings. If Quorum is not fulfilled by the specific time on a given date, the meeting shall be postponed for 1 hour and the meeting shall be conducted with available members.
- 6.3.2.** 10% of the General Body members, or 20 whichever is less, constitute the Quorum for General Body meetings. If Quorum is not fulfilled by the specific time on a given date, the meeting shall be postponed for 1 hour and the meeting shall be conducted with available members.

6.4. Note:

- 6.4.1.** Except with the special permission of the President, no resolution shall be ordinarily placed before the General Body which is not previously considered by the Executive Committee.
- 6.4.2.** Resolutions sponsored by individual members must reach the

General Secretary at least 10 days before the date of the Meeting. Amendments to the constitution, if proposed by members, shall be sent to the General Secretary at least 15 days in advance of the General Body Meeting.

- 6.4.3. At all meetings of the General Body, the decision of the majority of those present shall prevail and in cases of equality votes the President shall have a second or casting vote.
- 6.4.4. No Rule shall be altered or annulled, and no new rule introduced except with the consent of the 3/4th of the members present and voting at a meeting of the General Body of the Association.

6.5. Extraordinary General Body Meetings:

- 6.5.1. The Executive Committee may whenever it thinks fit or shall, on a requisition made in writing by at least by 1/3rd of the eligible members to the General Secretary, who shall in consultation with the President, call for an extraordinary meeting of the General Body within 30 days of the receipt of the requisition.
- 6.5.2. Notice of the extraordinary General Body meeting shall be sent to the members at least 10 days before along with the agenda.
- 6.5.3. Nothing, except the business for which it is called for, shall be discussed at an extraordinary meeting of the General Body.
- 6.5.4. The Quorum for such a meeting shall be 2/3rd of the members of GB, at least half of whom shall be those who have not signed the requisition.
- 6.5.5. If within half an hour from the appointed time there is no quorum, the meeting convened on the requisition of the members, shall be dissolved, but in other cases shall be adjourned to be called again by the General Secretary in consultation with the President.

Article 7: Finances

7.1. Fiscal Year

The fiscal year of TRVA shall be from April 1 to March 31.

7.2. Banking

7.2.1. All funds shall be deposited in a bank approved by the EC.

7.2.2. The President, General Secretary, and Treasurer shall be authorized signatories for financial transactions.

7.3. Audit

7.3.1. The financial records shall be audited annually by an auditor appointed by the EC.

Article 8: Amendments

8.1. Procedure

- 8.1.1.** These Byelaws may be amended by a two-thirds vote of members present at the Annual General Body Meeting (AGM) or Special General Body meeting.
- 8.1.2.** Proposed amendments shall be submitted to the General Secretary at least 30 days prior to the AGM. A special General Body meeting may be called for by the EC based on the merits of the amendments proposed.
- 8.1.3.** Proposed amendments shall be discussed at length in the EC before it is presented for approval in the GB

Article 9: Dissolution

- 9.1.** The Executive Committee shall be deemed to have been dissolved, if the majority members of the EC resign or are disqualified. A fresh election may be conducted to elect a new Governing body (Executive Committee), if more than 1 year period is left for expiry in the term. The procedure shall be the same. However, the tenure of the freshly elected committee ends only after 2 years as prescribed for the EC.
- 9.2.** Upon dissolution of General Body of the TRVA, due to any reasons recorded in the minutes book, as decided by the General Body with 2/3rds majority of the members present in the GB meeting, any remaining assets shall be distributed to a charitable organization selected by the EC.

Article 10: Miscellaneous

10.1. Code of Conduct

- 10.1.1.** Members are expected to uphold the highest standards of professionalism and ethical behavior.
- 10.1.2.** Any member acting in a manner detrimental to the interests of TRVA may be expelled by a two-thirds vote of the EC. However, the member has a right to appeal his expulsion to the General Body. If the General Body also endorses the decision taken by the EC with a simple majority of the members present, the membership of such members stands abolished.
- 10.1.3.** Any member of Executive Committee absents himself/herself for 3 consecutive meetings without the prior permission of the President shall automatically forfeit their membership in EC.
- 10.1.4.** Any EC member who is disqualified from their primary membership in General Body shall automatically forfeit their membership in EC.

10.1.5. Such vacancy shall be filled by the Executive Committee by Co Option from among the members of the General Body for the remaining term of the EC.

10.2. Arbitration:

10.2.1. Any disputes, whatsoever, arising out of the Association matters, shall be resolved in the jurisdiction of Hon'ble Court of Nampalli, Hyderabad only.


10.3. ASSOCIATION BOOKS & RECORDS

10.3.1. The General Secretary of the Association shall maintain the following books and records.

1. Minutes Book
2. Register of Members.
3. Register of Inventory
4. Correspondence Files & Tappal Register.

10.3.2. The Treasurer of the Association shall maintain the following books and records.

1. Subscription book
2. Receipt book
3. Cash book
4. Voucher book
5. Savings Bank passbook
6. Donations Register


16/12/24
PRESIDENT
TRVA.