

ANIMAL PHYSIOLOGISTS ASSOCIATION (APA)

BYE LAW (RULES AND REGULATION OF THE ASSOCIATION)

1. Name: The name of the organization will be “**ANIMAL PHYSIOLOGISTS ASSOCIATION**”.

2. Definitions:

i) Association: The association mentioned hereinafter will mean the **Animal Physiologists Association**.

ii) Animal Physiologists: Those persons concerned with Physiological Sciences or engaged in research, teaching and extension work in the area of Physiology and allied sciences will be represented by a common definition – Animal Physiologists.

3. Location: The registered office of the Association is located at Division of Physiology and Climatology, Indian Veterinary Research Institute, (IVRI) Izatnagar-243 122 (Uttar Pradesh) but can be shifted to any other place with the approval of the general body.

4. Objectives of the Association

4.1 To promote professional interactions and academic understanding among the Physiologists.

4.2 To work for the advancement of the science of Animal Physiology in terms of teaching, research and extension activities.

4.3 To provide a forum for professional, academic, extension and field workers in the area of Animal Physiology and to exchange knowledge and ideas through Seminars, Workshops, Conferences and Meetings held from time to time.

4.4 To encourage collaborative research in the field of Animal Physiology by creating atmosphere of goodwill among workers in the field of Animal Physiology.

4.5 To provide high technical expertise and promote scientific research in the field of Animal Physiology and allied subjects.

4.6 To promote and participate in the economic development of animal industry in the country.

4.7 To assume responsibility or function when asked to do so by the Govt/ICAR, towards the advancement of Animal Physiology, reproductive and productive efficiency of animals.

5. To fulfill its objectives and achieve its goals:

5.1 The association may publish a Technical Bulletin to disseminate information regarding scientific advancement, technical information and other allied information for the benefit of its members and also the public.

5.2 The association may accept any contribution, donation, fees, grants from Govt. or from other appropriate funding agencies or public for carrying out projects and functions in consonance with the objectives and spirit of the association.

5.3 (a) The association may acquire any property either by gift, purchase, loan or lease or hire, movable or immovable assets required for the purpose of the smooth functioning of the association.

5.3 (b) The property or money so acquired by the association will be dealt in by the authorized executive member of the association in a manner befitting with holding the dignity of the association.

5.4 (a) The association shall be a non-profitable organization. No bonus or dividends can be claimed by any member/members or organization from the association.

5.4 (b) However, the association may appoint such people on payment of remuneration to carry out such functions as entrusted to him. Such employee of the society may become eligible for travel expenses etc. to be determined by the association.

5.4 (c) The associations may pay honorarium or honor to its workers instituting medals and the expenditure incurred for such purposes may be borne by the association, but such expenses should have a prior approval of the executive committee.

5.4 (d) The association may grant travel allowance etc. to any person who is entrusted to undertake travel in promoting the welfare of the association, but such travel undertakings should be with the express permission of the President/General Secretary of the association only.

5.4 (e) The association may constitute awards or medals to honor scientific excellence in the area of Animal Physiology.

6. Rules and regulations for enrolment of members and selection of executive body etc.

6.1 Membership: Membership of the association shall be open to:

6.1.1 A person who has acquired a degree or sufficient professional knowledge in the field of Animal Physiology and allied sciences or a person who has undergone special training in the field of Animal Physiology and who has an interest in the research and development activities of Animal Physiology both at laboratory or field will be eligible to become a member of this association.

6. 1. 2 Those persons who have professional degree in the field of Animal Physiology and are/were engaged in teaching, research or extension activities in the field of Animal Physiology are eligible to become the members.

6.1.3 Any organization connected with promoting the field of Animal Physiology OR any organization connected with the promotion of animal health through Animal Physiology research can be admitted as member of the organization. Such members are called corporate members.

6.2 There will be four categories of memberships

1. Ordinary member

2. Life member

3. Student member

4. Corporate member

6.2.1 Ordinary members

Any person fulfilling the above conditions and having interest in the research and developmental activities of Animal Physiology will be enrolled as ordinary member on payment. In addition he will pay registration/admission fees. He/she will apply to the association in proforma to be provided by the association for this purpose. The executive committee after due consideration will admit or reject him/her depending upon the circumstances and judgment of the executive committee. The decision of the executive committee will be final. Ordinary member will have a right to vote at all meetings of the association. He will have a single nontransferable vote while electing the executive or while voting any resolution during any association meeting. He/she has the right to contest any of the executive committee posts. He will also receive free of charge, such literature and which will be published by the association.

6.2.2. Life member

Any person who has shown interest in the activities of the association and who has sufficient professional competence in the field of Animal Physiology can become a Life member by paying membership fee lump-sum. However, if any ordinary member wants to become a life member he may do so by paying the difference between life membership fee and the sum paid by him. Partial payments of lump-sum amount will also be accepted. Life member will enjoy all the rights and privilege which an ordinary member of the association enjoys.

6.2.3. Student Member

Any person studying in any degree, diploma or certificate course in Animal Physiology and allied fields is eligible to become a student member by paying student membership fee per year.

His/her membership gets terminated as soon as his/her period of study ends. The student member will be entitled to attend all the meetings of the association and will be receiving journal or any other publication released by the association. However, he/she will have no right to vote or seek election to any of the central executive posts.

6.2.4. Corporate member

Any individual organization who has interest in the promotion of Animal Physiology, teaching, research or extension may become a member by paying corporate membership fee. Organization/Member Benefactor/Sustaining members may seek membership by making an application in the proforma to be supplied by the General Secretary of the association. Once the membership is paid, it will be tenable for a period of 10 years. Benefactor/Sustained members will send one representative to act on their behalf at the association meetings and annual general body meetings.

6.3 All memberships will be tenable for a period of one year except in the case of Life members and corporate members.

6.4 Membership fees should be paid every year. Normally the membership will be valid from 1st January to 31st December. Every member should renew his membership before 31st March.

6.5 If any member is found to have not renewed his membership, he/she will not be eligible for voting to elect at the annual general body meeting or to participate in the general body and other meetings of the association.

6.6 Resignation-readmission-termination

6.6.1 Resignation:

Any member who wants to resign should submit in writing to the President his/her intension to resign from the membership. He/she should clearly mention the reasons thereof for his/her action. He/she is considered to continue as member till his resignation is accepted and acknowledged. Till such time he/she will be bound by rules and regulations of the association.

6.6.2 Readmission:

Any member who resigns and again seeks admission should apply to the executive in proper proforma. He/she has to pay not only admission fees but also the arrears, if any, due from him/her previously. His readmission will be subjected to the approval of executive committee.

6.6.3 Termination:

The executive has the right to terminate any such member whose activities are found to be detrimental to the functioning of the association. The decision of the executive will be final in

this matter. However, the member whose membership is terminated may make a representation to executive committee and may be reconsidered by the executive.

7. Fees:

The fees for different categories of members will be as follows

- i) Ordinary member (Rs.) 1000.00
- ii) Life member (Rs.) 2000.00
- iii) Student member (Rs.) 500.00
- iv) Corporate member (Rs.) 5000.00

8. General Body

The general body of the association will consist of all those individual members who contribute regularly to the association, life members, and nominees of the corporate members who also form a part of general body.

8.1.1 The executive committee will be elected by the general body at its annual general body meeting.

The executive committee will consist of

1. President

2. Vice-Presidents (two)

3. Secretary

4. Joint Secretary

5. Treasurer

6. Executive members (Eight)

7. Corporate members will send one representative to act on their behalf to the General Body Meeting and other association meetings.

8.1.2 Functions

All policy statements and other declaration connected with the functioning of the association will be made by the secretary only. No other member will have a right to give policy decisions and declarations on behalf of the association. The General Secretary, in his absence, the Joint Secretary will issue circulars containing decisions and policies of the association after getting the approval of the executive committee only. In no case any executive member(s) act at his own

and give directive statement to the members of the association. All policies and other decisions connected with the proper and health functioning of the association should be presented to the general body. Since general body is the intimate body who can take policy decisions and lay guidelines for the healthy functioning of the association.

8.1.3 The central Executive Committee will have the powers

8.1.3.1 To appoint such staff as may be necessary and to fix their emoluments, duties, terms and conditions of their service and terminate their service.

8.1.3.2 To set up various committees for discharging specific duties.

8. 1. 3. 3 To consider membership matters, such as admission, termination, acceptance of resignation and readmission etc.

8.1.3.4 To pay, sell, hire or deal with the property of the association in the manner that enables the smooth and efficient functioning of the association.

8.1.3.5 To handle money transactions through saving bank accounts, deposits and investments in National Schemes of Govt. of India.

8.1.3.6 To enter into contracts or legal proceedings on behalf of the association.

8.1.3.7 To appoint auditors for accounts of the Association.

8.1.3.8 To act with full powers under any emergency, notwithstanding any limitations in these rules, provided that the spirit of the constitution of the association is maintained and that any decision taken in emergence for the proper functioning of the association be regularized at the next general body meeting. General body meeting will have a right to alternate name or any of the decisions taken by the executive.

8.1.3.9 To delegate powers to any office bearer or any officer appointed to look after the work of the association.

8.1.3.10 The executive will decide the dates for calling the annual general body meetings and other meetings of the association.

8.1.3.11 The central executive committee shall meet at least once in four months to discuss about the matters concerning functioning of the association.

8.1.3.12 The meeting will be held at such place and time as decided by the President in consultation with other members.

8. 1. 3. 13 Extraordinary meeting may be called by the President / General Secretary by himself or at the written request of at least five executive members. At least 7 day time should be given

to members to attend such extraordinary meetings. The meeting notice should also contain specific purpose/ purposes for which it has been called for

8. 1. 3. 14 At least 15 day notice should be given to all central executive members to attend executive meetings. The notice should also contain the agenda to be transacted.

8. 1. 3. 15 At least 30 day notice should be given to all members in connection with the calling of general body meeting.

8. 1. 3. 16 At least once in 2 years, the general body should meet to review the functioning the association.

9. Quorum for executive meetings and general body meetings

At least 5 of the total number of executive members should be present to fill the quorum for executive meeting and at least 1/4 of the total number of Life members should be present to fill the quorum of general body meetings.

10. Terms of office:

President: -Head, Division of Physiology and Climatology, ICAR-IVRI, Izatnagar by Virtue of the chair.

Vice-Presidents, Secretary, Joint Secretary and Treasurer: - Will be nominated by the President of association from the scientific staff of Division of Physiology and Climatology, ICAR-IVRI, Izatnagar for a period of 3 years. If a member (Vice-Presidents, Secretary, Joint Secretary and Treasurer) leave Division of Physiology and Climatology, ICAR-IVRI, Izatnagar on transfer/Promotion/superannuation, a new member will be nominated by the president.

Out of the Eight Executive Members Four will be nominated by president and four will be elected in general body meeting for a period of 3 years. For the purpose of counting the duration, the date of election of executive committee by the general body will be taken into consideration.

11. Powers and Function of the Office Bearers

The conducting of the affairs and business of the Association, including its future activities, will be determined by General Body and implemented by the Executive Committee. The Secretary assisted by the Treasurer will be in-charge of the day to day affairs of the Association.

a) President: The President will be the head of the Association. All other executive members will work under the authority of the President. He/she will preside over all the meetings of the Association. If he/she is unable to preside any meeting he/she will nominate the Vice-President to act on his/her behalf. Such a nominee of the President will exercise all the powers vested in the President. The president has to sign all the proceedings of the meetings, declarations and

notifications, etc. The President shall deliver the Annual Presidential Address of the Association at its Annual Scientific Meeting.

b) Vice-President: The vice-president will assist the president in the execution of his/her duties and powers. In the absence of the President, the vice-president will perform the duties of the president.

c) Secretary: The secretary will be responsible for carrying out the directives and decisions of the Executive Committee. He shall convene meetings of the Executive Committee whenever necessary or called upon to do so, carry out all correspondence on behalf of the Association, keep accurate minutes of the meetings of the Association, prepare the Annual Report of the Association, be in charge of all assets of the Association, collect all dues of the Association and pay all such amount into the banking account of the Association, and inform the Treasurer once in every month of the amount so paid and make disbursements and maintain vouchers in consultation with the Treasurer. All expenditures must have the prior approval of the Executive Committee.

d) Joint Secretary: Joint Secretary will assist the Secretary in the routine administration of the office work of the headquarters. He will act as Secretary in the absence of the Secretary. He will assist the Secretary in maintaining the inventory of the association. He will be responsible for maintaining the membership register and sending reminders to the members for payment of dues etc. He will assist the secretary in conducting the business of the association. He will countersign all the contract deeds and other legal documents issued from time to time by the Secretary.

e) Treasurer: The Treasurer shall accurately maintain the accounts of the Association and shall submit the accounts to the General Body every year. The Treasurer will assist the secretary in implementing the affairs of the Association as determined by the General Body.

f) Bank account handling and fund sanctioning power: Bank account will be dealt by the treasurer. President can sanction up to a sum of Rs. 50,000.00, where as Secretary and Treasurer can sanction up to Rs. 15,000.00 provided that any two out of President, Secretary and Treasurer will sign the document or cheque. Above this money upto Rs. 100000.00 (One lakh) will be sanctioned with the approval of 50% members of executive committee. If a loan is sanctioned from the association the repayment should be 15% more than approved. If any conference/seminar/symposia/workshop held under the banner of association, 5% or more of the leftover money should be credited to society. Corpus money (money collected through membership fee) of society should not be disturbed anyway.

12. Publications

The executive can nominate Chief Editor, Editor and the Editorial Board for publishing scientific material/Journal on behalf of the association. Chief Editor will be Chairman of the Editorial

Board and shall exercise overall control on the quality of publication. The Editor will receive the articles and send them to the referees initially. Only final manuscripts will be placed before the editorial board. The Editor in consultation with the Chief Editor will finalize the articles for publication in any particular issue of the Journal. All correspondence regarding advertising from financial transactions etc. will be the responsibility of the editor. He will place all the accounts before the editorial board for approval, before presenting them finally to the general body and executive committee. All executive members will contribute effectively for the proper functioning of the association. Apart from publishing a Journal by the association, the association may also undertake publishing technical and other information bulletins for the benefit of the members. The Journal of the association will be purely devoted to the publication of high standard scientific articles or articles containing technical achievements in the field of Animal Physiology and allied sciences. Details regarding the publication procedures will be decided and reported to the executive committee and the general body by the chief editor of the Journal.

13. Functioning of the association

Holding of the general body meeting at least once in two years will be the responsibility of Central Executive Committee. Business at the general body meeting should include:

- Presentation of annual report by Secretary.
- Audit statement of accounts of the association by treasurer.
- Budget for the subsequent years by Treasurer.
- Conducting of election where necessary and announcement of the names of the elected members.
- Approve amendments etc. to the constitution.
- Any other item to be brought to the notice of the President and Secretary at least 7 days in advance.
- Extraordinary executive general body meetings and executive meetings:
 - Extraordinary executive meetings can be requested to be held within a specified time by submitting a written request at least by 5 executive committee members to the President. They should clearly specify the agenda to be discussed at such a meeting.
 - The President himself may call an emergency /extra ordinary executive meeting.
 - At least a week prior notice should be given for holding such meetings.

- Extraordinary general body meetings can be called for, provided 3/4 of the life members sign a memorandum, mentioning clearly the reasons for holding such a meeting, to the President of the association. At least one month time should be given while preparing such notices. At the emergency general body meeting no other business will be transacted except the one for which the meeting has been called for. The President may inform the members of his inability to call for such a meeting if he is not convinced of the reasons mentioned for the call of general body meeting. However, the President should arrange a general body meeting within three months of the receipt of such a request. The general body meeting, either ordinary or extra ordinary will be normally presided over by the President. In case the President is absent, Vice-President or any other member nominated by the President may conduct the proceedings of the general body meeting.

14. Amendments to constitution

14.1 Proposals of addition or alterations to the rules and regulations of the constitution of the association should be sent to the President of the association at least 15 days in advance of the date of holding general body meeting. They will be considered by the central executive committee and that will be put to general body for consideration to accept any amendment at least 2/3 of the members present at the time of voting should vote in favor of the amendment. Otherwise, it will be considered as rejected.

14.2 No executive member is authorized to amend any of the rules and regulations incorporated in the constitution of the association.

14.3 If a change is desired in the name of the Association, objectives of the Association or if two or more Societies are to be amalgamated procedures laid down in Section 12 or 12-A of the Association Registration Act, 1960 will be followed.

15. Dissolution of the Association

Any member not less than 3/5 of the total number on record of the Association, present at such meeting conveyed, for the purpose may determine that Animal Physiologists Association be dissolved whether forthwith or any future time that is agreed upon as provided in Section 13 and 14 of the Societies Registration Act 1960.