

NATIONAL ACADEMY OF VETERINARY SCIENCES (INDIA)

(Registered with the Registrar of Societies vide Regn. Certificate No. S-214471 of 1993
dated 7th July 1993)



RULES & REGULATIONS

(As amended up to November 4, 2015)

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NATIONAL ACADEMY OF VETERINARY SCIENCES (INDIA)

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APRIL 2016

(As amended up to November, 2015)

RULES AND REGULATIONS

1. NAME OF THE SOCIETY

- a. The society shall be called the "National Academy of Veterinary Sciences (India)"
- b. The registered office of the Society will be situated at New Delhi/ Delhi.

2. MEMBERSHIP DEFINED

The Academy will consist of:

- (a) Patrons
- (b) Fellows
- (c) Honorary Fellows
- (d) Members

(e) Associate Members

(f) Foreign Fellows*

Note: Sub-clause (e) to Clause 2 above was added vide Resolution adopted by the Governing Council and ratified by the General Body at meetings held in Hisar on 27th/28th January 2014

*Note: Sub-clause (f) to Clause 2 above was added vide Resolution adopted by the General Body at meetings held in Bareilly on 4th November 2015

3. ADMISSION AND QUALIFICATION FOR MEMBERSHIP

(a) Election and Admission of Fellows:

The election of Fellows shall be governed by Regulations framed by Council. Any amendments or changes thereof shall require to be approved by General Body by postal ballot.

- (i) Yearly intake of fellows shall not exceed 50 and in any case not less than 15 out of any number of Fellows elected shall be by elevation from amongst the members of eight years standing and above. The number of Fellows shall be limited to 550 or

such number as may be decided from time to time; of these 100 may be nominated by the Council prior to the inauguration. After inauguration, admission to Fellowship shall be by election only as per rules.

(Amended as follows by the Governing Council and ratified by the General Body on 16th/17th May 2008 at the meetings held in Jammu).

- (i) The yearly intake of fellows shall not exceed 15 and in any case not less than 25% out of any number of Fellows elected shall be by elevation from amongst the members of five or more years of standing provided they fulfill the essential minimum qualifications necessary for a Fellow. The total number of Fellows shall be limited to 550 or such number as may be decided from time to time.

(Amended as follows by the General Body on 4th November 2015 at its meeting held in Bareilly).

(i) The yearly intake of fellows shall not exceed 15 and in any case not less than 25% out of any number of Fellows elected shall be by elevation from amongst the members of five or more years of standing provided they fulfill the essential minimum qualifications necessary for a Fellow. The applications under this reserved category will be invited specifically from all the existing members who have a standing of more than five years. The total number of Fellows shall be limited to 550 or such number as may be decided from time to time.

- (ii) The Secretary General shall communicate in writing to the candidates duly elected regarding election to the Fellowship. The communication will be accompanied by a copy of the Bond of Obligation to be executed as per Rule IT and the Memorandum of Association and the Rules and Regulations, currently in force.

(b) Election and admission of Members:

The admission to Membership of the academy will be:

(i) **By Election:** The number to be elected by every year will be at the discretion of the Council.

(ii) **By Examination:** Rules for the examination will be framed from time to time by a Central Board of examinations for Postgraduate studies.

(ii) Clause 3(b)(ii) above deleted by the Governing Council in its meeting held on 12th August, 2011 and later ratified by General Body in its meeting held on 4th November 2015 at Bareilly

4. SUBSCRIPTION

(a) The person elected as Fellow shall be required to pay an admission fee of Rs. 2000/- or such amount as may be decided time to time. This may be paid in lump sum, or in two equal installments, the first one within month and the second one within one year of the communication of his/her election to Fellowship.

(Amended as follows by the Governing Council and ratified by the General Body at their meetings held on 16th/17th May 2008 in Jammu).

(a) The person elected as Fellow shall be required to pay an admission fee of Rs. 10000/- (for applicants in India) or US\$ 500/- (for applicants in foreign countries), or such amount as may be decided from time to time. The admission fee includes life-time subscription and enrolment charges.

(As amended by the Governing Council and ratified by the General Body on 1st/2nd November 2012 at the meetings held in Mathura).

(a) The person elected as Fellow shall be required to pay an admission fee of Rs. 5000/- (for applicants in India) or US\$ 500/- (for applicants in foreign countries), or such amount as may be decided from time to time. The admission fee includes life-time subscription and enrolment charges.

(Amended as follows by the Governing Council on 15th January 2015 and ratified by the General Body at meetings held on 4th November 2015 at Bareilly.

(a) The person elected as Fellow shall be required to pay an admission fee of Rs. 5000/- (for applicants in India) or US\$ 300/- (for applicants in foreign countries), or such amount as may be decided from time to time. The admission fee includes life-time subscription and enrolment charges.

(b) (i) Fellows of the Academy shall pay an annual subscription of Rs. 200/- or such amount as may be decided from time to time. A Fellow who has attained the age of 65 years and is not engaged in any remunerative work will be exempted from paying the annual subscription if he/she so desires.

(i) Clause deleted in view of amendment of 4(a).

(ii) Fellow can opt for "Life Subscription" on payment of Rs. 3000/- or such amount as may be decided from time to time.

(ii) Clause deleted in view of amendment of 4(a).

(iii) That the Life subscription be credited to the capital or building fund of the Academy.

(iv) A Member of the academy who is elected as a Fellow shall pay the full admission fee of Rs. 200/- or such amount as may be decided from time to time.

(As amended by the General Body on 4th November 2015 at the meetings held in Bareilly).

(iv) The person elected as Member shall be required to pay an admission fee of Rs. 3000/- (for applicants in India) or US\$ 200/- (for applicants in foreign countries), or such amount as may be decided time to time. The admission fee includes life-time subscription and enrolment charges. The admission fee for Associate Member shall be Rs. 2000/- (for applicants in India) or US\$ 100/- (for applicants in foreign countries).

(c) No person, although duly elected according to the Rules and Regulations of the Academy shall be entitled to exercise the rights and privileges of Fellowship, nor his/her name shall be entered in the list of Fellows, until he/she has paid the admission fee of Rs. 2000/- in full or Rs. 1000/- as the first installment and has executed the Bond of Obligation.

(Amendment inserted vide Resolution adopted by the Governing Council at its meeting held on 7th May 2005 and ratified by the Governing Body at the meeting held on 7th May 2005)

(c) Entrance fee for Fellows would be Rs. 2000/- and one time fee of Rs. 1000/- as sustaining Fellows, i.e., Total Rs. 3000/- in lump sum. However, no person, although duly elected according to the rules and regulations of the Academy shall be entitled to exercise the rights and privileges of Fellowship, nor his/her name shall be entered in the list of Fellows, until he/she has paid the Admission Fee of Rs. 2000/- and one time fee of Rs. 1000/- as sustaining Fellow.

(Clause amended in view of amendment of 4 (a) and 4 (b) (iv).

(c) No person, although duly elected according to the rules and regulations of the Academy shall be entitled to exercise the rights and privileges of Fellowship, nor his/her name shall be entered in the list of Fellows until he/she has paid the prescribed admission Fee in full and has executed a bond of obligation.

(d) In case of non-payment of the annual installment of admission fees within three months of the due date before the annual general meeting of the year, the newly elected Fellow will not be entitled to exercise the rights and privileges till the arrears are paid.

(e) The Fellowship shall be effective from 1st January of the year following the election and after the payment of the admission fee and execution of the Bond of Obligations, which shall be considered his/her acceptance of the current Rules & Regulations and other that may thereafter be passed or amended. However in the event where the election process goes beyond the 1st January of the year, the following shall be treated as effective from the 1st July of that year.

(f) Rules 4(C) and 4 (D) shall be written or printed on the letter of announcement of election sent to Fellows by the secretary under Rules 4.

(g) The enrolment fee of Rs. 500.00 or such amount as may be decided from time to time

shall be due on election as a Member and shall be payable before the date of Convocation,

(Amendment inserted vide Resolution adopted by the Governing Council at its meeting held on 7th May 2005 and ratified by the Governing Body at the meeting held on 7th May 2005)

(g) Entrance Fee for Member would be Rs. 1000/- and one time fee of Rs. 500/- as sustaining Member, i.e., Total Rs. 1500/- to be payable before the date of Convocation.

(g) Clause Deleted in view of amendment of 4(a)

(h) No person although duly elected according to the rules and regulations of the Academy shall be entitled to exercise the right and privilege of Membership, nor be entered in the list of Members, until he/she has paid the enrolment fee of Rs. 500/- in full and executed the Bond of Obligations,

(h) Clause Deleted in view of amendment of 4(a)

(i) The Members of the Academy shall pay an annual subscription of Rs. 200.00 or such amount as may be decided from time to time. A Member who has attained the age of 65 years and is not engaged in any remunerative work will be exempted from payment of annual subscription if he/she so desires. The Members will be required in January every year to pay their dues for that year and a reminder sent in April. In case of non-payment of their subscription a V.P.P. for that amount will be sent to them in July.

(i) Clause Deleted in view of amendment of 4(a) and 4(b) (iv)

(j) Every new Fellow/Member who has paid his/her admission fee and subscription for the current year and has returned the Obligation, signed and addressed to the secretary shall at the first General Meeting which he/she attends be presented by a Fellow to the Chairman who addressing him/ aloud by name shall say In the name and by the authority of the National Academy of Veterinary Sciences. I admit you a Fellow/Member thereof; and will present him/her with a scroll in a form prescribed by the Council certifying his/her with a scroll in a form prescribed by the Council certifying

his/her with a scroll in a form prescribed by the Council certifying his/her election to the Academy after with the Fellow/Member shall subscribe a duplicate of the aforesaid Obligation in the book to be kept for the purpose. This formally must be completed within five years.

THE OBLIGATION TO SUBSCRIBE

(k) Every person elected as a Fellow/Member of the Academy shall before his/her admission execute the following obligation;

"I, the undersigned do hereby engage that I will endeavor to promote the interest and welfare of the National Academy of Veterinary Sciences and observe its Rules and Regulations so long as I shall continue to be a Fellow/ Member thereof."

ELECTION OF HONORARY FELLOWS

(l) The procedure for electing Honorary Fellows shall be laid down in the regulations. The number of honorary Fellows shall be limited to 25.

(As amended by the Governing Council and ratified by the General Body on 11th/12th November 2011 at the meetings held in Bikaner.)

(l) The following procedure is laid down for electing Honorary Fellows:

- i. Number of Honorary Fellows shall be limited to a maximum of 25 at any point of time. Subject to approval by GC more than one Honorary Fellow can be elected in a year.
- ii. The name (s) of Honorary Fellow(s) shall be nominated and approved by consensus by elected Governing Council members.
- iii. The nominated Honorary Fellow shall be an eminent person of national or international repute/fame who may not be associated with NAVS (India) and whose contributions to veterinary and animal sciences shall be of very high order.

5. CESSATION OF FELLOWSHIP OR MEMBERSHIP

- (a) Any Fellow/Member may withdraw from academy by signifying his/her wish to do

so, by a letter addressed to the Secretary and it shall be effective from a date decided by the Council after consideration of his/her communication.

REMOVAL OF FELLOWS/MEMBERS FROM THE ACADEMY

(b) A Fellow/Member can be removed from the Academy for anyone or more of the following reasons:

- (i) If, in the opinion of the Council, he/she has acted against the interest of the Academy.
- (ii) If he/she violated the rules of the Academy.
- (iii) If he/she is convicted by a Court of Law for any offence involving moral turpitude.
- (iv) Failure to pay the dues for more than three months in spite of proper reminders.

In the event of a Fellow/Member resigning or being removed from Fellowship/Membership, the Fellow/Member shall cease writing FNAVS/MNAVS after his/her name.

The proposal for the removal from Fellowship/Membership on the above ground shall be placed before the Council by the Secretary as a regular item of the Agenda. The Fellow/Member shall be given at least six weeks' notice in writing stating the grounds for the proposed measure. He/she shall be given an opportunity to represent his/her case in person or through a written statement or a legal advisor. After giving due consideration to the above, the Council will take decision by ballot for his/her removal or otherwise. If a minimum 2/3rd of the Members present are in favour of his/her removal, this recommendation along with the explanatory note will be circulated to the Fellows to be voted upon by postal ballot. If three fourth of the Fellows who have voted, favour his/her removal, he/she shall be removed from the register of the Academy.

6. APPEALS AND RE-ADMISSION OF MEMBERS/FELLOWS

Fellows/Members removed under the operation of Rules 5(b) shall not be eligible for re-election/re-enrolment.

7. RIGHTS AND PRIVILEGES OF FELLOWSHIP / MEMBERSHIP

7.1 Privileges of Fellows

- (a) Fellows shall be entitled to the following right and privileges:
 - (i) To be present at and vote at all meeting of the General Body.
 - (ii) To propose and recommend candidates for Fellowship and Membership.
 - (iii) To avail of the Library facilities of the Academy subject to prescribed regulations.
 - (iv) To receive gratis, copies of the proceedings and transactions of the Academy
 - (v) To fill any office in the Academy on being duly elected thereto.
- (b) Fellow living outside the territorial limits of India shall be entitled to the privilege contained in Rule 7.1 except sub-clause (v) and serve on any committee appointed by the Council.
- (c) Honorary Fellows shall be entitled to the privileges contained in rule 7.1 except voting rights and clause (v). They may serve on any committee appointed by the Council.

7.2 Privileges of Members

- (a) Members shall be entitled to all the privileges as admissible to Fellowship except the right to vote or to propose candidates for the Fellowship or the Membership of the Credential Committee and the Council.
 - (i) To be present at all General Meeting without the right or voting.
 - (ii) To write MNAVS after their name.
 - (iii) To use library of the Academy as per rules.
 - (iv) To receive gratis copies of the Proceedings and transaction of the Academy issued during the continuation of their Membership and to such other publications as the Council may decide from time to time and subject to the discretion of the Council to purchase, at

a reduced price, any of the Academy's publication.

- (v) Members of the academy can be given representation in standing and ad hoc committees of the Academy except the Credentials Committee and the Membership of the Council.

8. GENERAL BODY

8.1 General Body Defined

General Body of the Academy shall consist of all the elected/nominated Fellows/Members of the Academy who have paid their admission fee and subscription.

8.2 Powers and Duties, Functions of the General Body

- (a) The General Body of the academy shall exercise all powers and functions relating to technical, administrative and financial matters and any other matter, which it deems necessary for carrying out the objectives of the Academy as defined in rules.
- (b) The following important matters shall be referred for ballot to all the Fellows:
 - (i) Election of Fellows and any other matter relating to it.
 - (ii) Representation and election of the Council Members and terms and conditions.
 - (iii) Change in the Rules and Regulations of the Academy.
 - (iv) Election procedure of President.
 - (v) To ratify the decisions taken by the Council/various committees.
 - (vi) Any other matter deemed necessary by the Council or 20 Fellows.

8.3 Quorum and notice of Meeting and Periodicity Meeting

(A) Annual Meeting

The following rules shall be applicable to all General Meetings of the Academy.

- (i) One third of the Fellows shall constitute a quorum.
- (ii) If a quorum is not present within half an hour of the time at which ordinary or extraordinary General Body Meeting of the Council has been convened the meeting shall be adjourned provided the actual number of Members present are not less than half of the quorum prescribed under the rules.
- (iii) The president or in his/her absence the Vice-President shall take the Chair; in their absence an elected Member of the Council present shall take the Chair. If neither the President nor the Vice-President nor a Member of the Council be present on the expiry of fifteen minutes after the hour fixed for the meeting, the Fellows present shall proceed to elect a Chairman from among the governing Council Fellows.
- (iv) The business of each Meeting shall be proceeded within the order hereafter prescribed in Rule 8. I but on written notice being given to the President or Secretary not less than 48 hours before the hour of Members, a motion for the immediate transaction of urgent business may be made and if such motion be seconded and carried this Rule shall be suspended.
- (v) With the exception mentioned in the last clause, notice of motion on any matter shall be given by a letter to the Secretary not less than one month before the General Meeting at which the motion is to be moved.
- (vi) All motions and amendments except those emanating from the Council, shall require to be seconded before they be discussed. Amendments must be sent in writing. Not more than a single amendment to the original motion shall be laid before the Meeting at one time. When any such amendment has been rejected, or has been allowed to take the place of original motion other amendments may be proposed.
- (vii) The usual method of voting shall be by show of hands unless division is called for. It shall be competent for any Fellow present to call for a division. The chairman's decision on the show of hands shall be final. Since only Fellows have

voting rights at the time of voting the Fellows shall be segregated from the Members.

- (viii) Voting may be by ballot when it is specifically provided for by rules or is specifically demanded at a meeting through a motion to that effect duly carried.
- (ix) The Chairman shall have casting vote besides his own.
- (x) Any Fellow shall have the right to record his protest together with the reasons for the same against the decision of the majority upon any question; provided that such protest be forwarded in writing to the Secretary within two weeks from the date of the Meeting at which the decision protested against was arrived at.

(B) SPECIAL/EXTRAORDINARY MEETING

An extraordinary General Meeting of the Fellows of the Academy will be called:

- (i) When the Council considers it necessary.
- (ii) When 25 or more Fellows sign a requisition calling upon the President to convene a Meeting for a specific purpose.
- (iii) The maximum notice for such a meeting shall be 15 days.

8.4 General Meetings shall be held at such times and in such places as the Council may decide. The order of business of such Meetings shall be as follows:

- (i) Confirmation and adoption of minutes.
- (ii) Matters arising out of minutes of the last Meeting.
- (iii) Announcement and exhibition at present made to the Academy since their last meeting.
- (iv) Names of Fellows/Members admitted to the Academy
- (v) Consideration of urgent business, if any as per Rule 8.1 (iv)
- (vi) Reports and communications from the Council, consideration of motions received from fellows as per rule 8.3 (a) (v).
- (vii) Papers and communications received by the Academy as per rule 12(b).

- (viii) Matters of current and routine business. If any question arises as to whether any particular question is one of the current business and routine, it shall be decided by the Chairman.

9. MANAGING/GOVERNING BODY

Managing/Governing Body of the Academy shall be the Council and its office bearers.

10. Composition strength and mode of election.

10.1 The administration, direction and management of the affairs of the Academy shall be entrusted to a Council not exceeding 22 persons. This will be composed of office bearers of the Academy viz., the President, Vice-President, the Treasurer, the immediate past President, 15 Fellows elected to the Council and two ex-officio Members viz. President, Veterinary Council of India, and Animal Husbandry Commission, Government of India. The Secretary of the Academy shall be the ex-officio Secretary of the Council without any voting rights.

(As amended by the Governing Council and ratified by the General Body on 16th/17th May 2008 at the meetings held in Jammu)

10.1 The administration and management of the affairs of the Academy shall be entrusted to a Council not exceeding 25 persons. This will be composed of office bearers of the Academy viz. the President, Vice-President, Secretary and Treasurer, 15 Fellows elected to the Council and four ex-officio members viz. President of the Veterinary Council of India, Animal Husbandry Commissioner, Government of India, Director General of Remount Veterinary Services, and Deputy Director General of the Indian Council of Agricultural Research. The immediate past President will not be the member of the Governing Council but will be a special invitee as and when required. The Secretary of the Academy shall be Secretary of the Governing Council with full voting rights.

(As amended by the Governing Council and ratified by the General Body in their meetings held on 29th/30th October 2010, 11th/12th November 2011 and 28th January 2014)

10.1 The administration and management of the affairs of the Academy shall be entrusted to a Council not exceeding 25 persons. This will be composed of office bearers of the Academy viz. the President, Vice-President, Secretary General, Treasurer and Editor, 15 Fellows elected to the Council and four ex-officio members viz. President of the Veterinary Council of India, Animal Husbandry Commissioner, Government of India, Director General of Remount Veterinary Services, Deputy Director General of the Indian Council of Agricultural Research, Editor, NAVS(I), immediate past President and the immediate past secretary general. The post of Secretary of the Academy was renamed as Secretary General. Two joint secretaries may be nominated/elected by the Governing Council from amongst its elected members. The Council may have one or two co-opted members to be nominated by the President in consultation with the Secretary General to further the cause of the Academy. They shall have voting rights.

(As amended by the General Body at its meeting held on 28th February 2015 at Durg)

10.1 The administration and management of the affairs of the Academy shall be entrusted to a Council not exceeding 25 persons. This will be composed of office bearers of the Academy viz. the President, Vice-President, Secretary General, Treasurer and Editor, 15 Fellows elected to the Council and four ex-officio members viz. President of the Veterinary Council of India, Animal Husbandry Commissioner, Government of India, Director General of Remount Veterinary Services and Deputy Director General (Animal Sciences) of the Indian Council of Agricultural Research. The post of Secretary of the Academy was renamed as Secretary General. Two joint secretaries may be nominated/elected by the Governing Council from amongst its elected members. The Council may have one or two co-opted members to be nominated by the President in consultation with the Secretary General to further the cause of the Academy. They shall have voting rights. The immediate past President and immediate past Secretary General will be invited as Special Invitees.

10.2 The term of the office of governing body and office bearers

- a) The President will hold office for a period of three years and will not be eligible for re-election to that office.
- b) Other Members of the Council as also the Treasurer will hold office for a period of three years. One-third or out of 15 elected Members will retire every year and will be eligible for reelection after a lapse of one year.

(Amendments inserted vide Resolution adopted by the Governing Council at its meeting held on 7th May 2005 and ratified by the General Body at the meeting held on 7th May 2005.)

- b) Other Members of the Council as also the Treasurer will hold office for a period of three years. Instead of 1/3rd Members of the Governing Council retiring each year, they would continue till the full term of 3 years, or holding of election of office bearers of the National academy of Veterinary Sciences, whichever is later.

(As amended by the Governing Council and ratified by the General Body on 16th/17th May 2008 at the meetings held in Jammu.)

(b): The term of office of all Members of the Governing Council including that of its office bearers shall be three years; and the Governing Council shall be elected by the Fellows of the Academy once in three years by postal ballot. The members shall continue to hold office for a full term of three years or till elections are held to elect a new Council of Members and Office Bearers of the National Academy of Veterinary Sciences, whichever is later.

- (c) (i) Nomination of the office of Vice-president will be invited from Members of the Council duly proposed and seconded.
- (ii) The election of the Vice-President of the academy will be secret ballot by the Members in a meeting of the Council.
- (iii) He will hold this office till the expiry of his term as elected Member of the Council.

(c) Deleted (Clause deleted in view of amendments of clauses 10.1, 10.2(b) and 10.3 by the Governing Council and ratified by the General Body on 16th/ 17th May 2008 at the meetings held in Jammu.)

- (d) The terms and conditions of service of the holder of appointment of Secretary will be decided by the Council from time to time.

(d) Deleted (Clause deleted in view of amendments of clauses 10.1, 10.2(b) and 10.3 by the Governing Council and ratified by the General Body on 16th/ 17th May 2008 at the meetings held in Jammu.)

- (e) No Fellow may hold more than one office of the Academy at one and the same time,

10.3 Election and ITS Mode

The office bearers and other Members of the Council shall be elected by the Fellows by postal ballot. For the above, the following procedure will be followed.

(Amended by the Governing Council and ratified by the General Body on 16th/ 17th May 2008 at the meetings held in Jammu.)

The office bearers viz. President, Vice-President, Secretary and Treasurer, and the other members of the Governing Council shall be elected by the Fellows of the Academy by a postal ballot once in every three years. For the above, the following procedure will be followed

(Amended by the Governing Council at its meetings held on 23rd August 2012, 27th January 2014 and ratified by the General Body meeting held on 28th January 2014)

All the office bearers, except the Editor, viz. President, Vice-President, Secretary General and Treasurer, and the other members of the Governing Council shall be elected by the Fellows of the Academy by a postal ballot once in every three years. The Editor, who will be an ex-officio office bearer of the Academy, shall be nominated /elected by the Governing Council. For the above, the following procedure will be followed.

(a) COUNCIL MEMBERS

- (i) A list of the Council Members of the current and the two preceding years, indicating the vacancies that will be occurring in the ensuing year, shall be circulated to the Fellows inviting nominations for filling up of the vacancies. The nominations should reach the Secretary accompanied by a written consent of the candidate proposed.

(As amended by the Governing Council and ratified by the General Body on 16th/17th May 2008 at the meetings held in Jammu.)

- (i) *A list of council members for the preceding three years shall be circulated to the Fellows inviting nominations for filling up the positions for the next term of three years.*
- (ii) The nomination shall be scrutinized for their validity by a scrutiny committee consisting of at least 3 Fellows to be appointed by the President in consultation with the Governing Council.
- (iii) The ballot papers in respect of the valid nomination will then be circulated to all the Fellows for voting. A brief bio-data of the nominees shall accompany the ballot paper.
- (iv) The elections will be by a simple majority.
- (v) Each year one third (5) of the Members of the Council excluding the President and Treasurer shall retire from the Council and will be eligible for re-election after a lapse of one year.

(As amended by the Governing Council and ratified by the General Body on 16th/17th May 2008 at the meetings held in Jammu)

- (v) *All members of the Governing Council and the Office Bearers shall have a term of three years and elections shall be held once in three years to coincide with the expiry of the term of the current Council.*

(Clause (vi) added by the Governing Council in its meeting held on 15.01.2015 at New Delhi and ratified by the General Body in its meeting held on 28.02.2015 at Durg)

(vi) The Governing Council Members need to attend the Governing Council & General

Body Meetings regularly. Absence of any Member, without proper intimation for two consecutive meetings in a year will lose his/her membership of the Governing Council. However, the Secretary General will write a letter in this regard to the concerned GC member.

(b) PRESIDENT

The same election procedure will be followed for the election of President and the Treasurer. Candidate for the office of the president should have at least 5 calendar years, standing as a fellow. This clause will not be operational till the sixth year of establishment of the academy.

(As amended by the Governing Council and ratified by the General Body on 16th/17th May 2008 at the meetings held in Jammu.)

(b) OFFICE BEARERS

The same procedure (of direct election) will be followed for the election of the office bearers viz. President, Vice-President, Secretary and Treasurer. The candidate for the office of the President should have at least 5 years' standing as a Fellow.

(As amended by the Governing Council meeting on 23rd August 2012 and ratified by the General Body on 28th January 2014 at the meeting in Hisar)

(b) OFFICE BEARERS

The same procedure (of direct election) will be followed for the election of the office bearers viz. President, Vice-President, Secretary and Treasurer. The candidate for the office of the President should have at least 5 years' standing as a Fellow. The Editor shall be an ex-officio office bearer and shall be elected/nominated by the Governing Council.

(c) VICE-PRESIDENT

For election of the Vice-President Nomination will be invited from the Members of the Council duly proposed and seconded. The nominee for Vice-President's office shall be an elected Member of the Council and will give written consent for his/her nomination. There will be a secret ballot for election of the Vice-President by the Members in a meeting of the Council, if necessary.

(c) Clause deleted in view of amendment of clause 10.3 (a) and (b)

NOTE:

Canvassing of any sort will disqualify the candidate. Canvassing including (i) issuance of an appeal soliciting the votes for, (ii) casting aspersion on other candidates, (iii) collection of ballot papers personally or by any Fellow on his/her behalf, (iv) Complaints, if any about the canvassing or malpractices should be made by the complainant in writing to the Council duly supported with evidences.

(As Amended by the Governing Council vide its meeting held on 12th August, 2011 at New Delhi and later ratified by the General Body in its meeting held on 4th November 2015 at Bareilly)

NOTE:

Canvassing by contesting candidates is allowed, limited to issuance of an appeal giving their bio-data and achievement soliciting the vote. However, canvassing to the extent of (i) casting aspersion on other candidates, (ii) collection of ballot papers personally or by any Fellow on his/her behalf, (iii) Complaints, if any about the canvassing or malpractices. Complaint for it should be made by the complainant in writing to the council duly supported with evidence and it will disqualify the candidate (if prove guilty) from the contest.

11. FILLING UP OF CASUAL VACANCIES

11.1 In the event of a vacancy occurring during the year in the office of the President, Treasurer of a Member of the Council, the following procedures will be followed:

(As amended by the Governing Council and ratified by the General Body on 16th/17th May 2008 at the meetings held in Jammu.)

11.1 In the event of a casual vacancy during the term of office of office bearers and members of the Governing Council, the following procedure will be followed:

(a) PRESIDENT

There will be a fresh election as per provisions of clause 10.3. The President elected shall have a full tenure of three years from the date of his election.

As amended by the Governing Council and ratified by the General Body on 16th/17th May 2008 at the meetings held in Jammu.)

(a) PRESIDENT

The Vice-President will take over as President for the remaining period of the current term. In the absence of an elected Vice-President, the Secretary may convene an emergency meeting of the Governing Council members to elect a president from amongst themselves for the remaining period of the current term.

(As amended by the Governing Council and ratified by the General Body on 16th/17th May 2008 at the meetings held in Jammu.)

(b) TREASURER

He/she will be elected by the Members of the Council from amongst themselves and he/she will hold office for the remaining period of his/her tenure as a Member of the Council.

(b) VICE-PRESIDENT / SECRETARY / TREASURER

A meeting of the Governing Council members may be convened to elect a Vice-President/ Secretary/ Treasurer from amongst themselves for the remaining period of the current term.

(c) MEMBER OF THE COUNCIL

The persons securing of the largest number of votes next in the list of Members elected at the latest Council election will be invited for the remaining term of the vacancy created.

11.2 The Council Members as constituted in accordance with these Rules shall continue in office until their successors have been duly elected.

11.3 In the absence of President, his duties will devolve in the following order: Vice-President, a Member of the Council designated by the President.

11.4 In the event of sudden vacation of the office of the Treasurer, the President shall designate one of the Council Members to function in the capacity until the next meeting of the Council, this vacancy will be filled only for the remaining tenure of that office.

12. POWER AND DUTIES OF THE COUNCIL/ GOVERNING BODY

The power and duties of the Council shall subject to the provisions of Rule 8.2(b) be as follows:

- a) To manage the affairs of the Academy and to take such action including making or amending the byelaws as may be conducive to good administration of the Academy and attainment of its aims and objectives.
- b) To consider all communications addressed to the Academy and in the case of those to be submitted to a General Meeting, to determine the order of such submission.
- c) To superintend and direct the publication of the periodical or other works published by the Academy.
- d) To appoint as many salaried officers, clerks and other employees as they deem necessary, to define their duties, salaries, gratuities and privileges; and to dispense with their services as occasion may require and to suspend or dismiss them.
- e) To acquire, exchange or otherwise dispose off property in such manner as may in their opinion best conducive to advance the objectives and interests of the Academy.
- f) To review the audited report of the previous year and to take such action as deemed necessary in the interest of the Academy.
- g) To prepare and submit to the Annual General Meeting a report on the general concerns of the Academy. Such report shall set forth the income and expenditure for the year ending 31st March, the balance in hand the debits and assets, the estimated income and expenditure of the succeeding year, the prosperity or otherwise of the Academy and progress of the Library.

- h) In conformity with provisions of the Registration act No. XXI of 1860 (Section 9 and 10) the Council shall be empowered to take legal proceedings under the act for the recovery of any sums due from Fellows/ Members who, after receiving due notice of their liabilities refused to pay them.
- i) To appoint Committees as are considered necessary for the discharge of the functions of the Academy.

13. POWERS AND DUTIES OF THE OFFICE BEARERS

13.1 The powers and duties of the President shall be as follows:

- a) To preside all the meetings of the Academy and of the Council and to regulate the proceedings at such Meetings.
- b) To ensure implementation of the Rules and Regulations of the Academy.
- c) To be ex-officio Member of all Committees appointed by the Council.
- d) To decide regarding short-term assignment to the Secretary and to report his decision to the next meeting.
- e) In case of doubt as to the interpretation of any of these Rules, to decide on the interpretation. In such case the President's interpretation shall hold until the next meeting of the Council, when the interpretation of the rule should be discussed and finally determined.

13.2 The duties of the Secretary General subject to such delegation of duties as may be made in accordance with Rule 14, shall be as follow:

- a) To conduct the correspondence of the Academy and to sign all letters and papers emanating from the academy, except in so far as another provision is made in these rules.
- b) To attend the Meetings of the General Body of academy and of the Council and draft the minutes of the proceedings of such meetings for approval by the President and circulate the record to all concerned.

- c) At the General Meeting to announce the gifts/donations made to the Academy and such other matters as may be deemed necessary by the President.
- d) To prepare for submission to the Annual General Meeting a list of Fellows and Members corrected to the clause of previous year.
- e) To enter or cause to be entered in the Minute-Books all the proceedings of the Academy before the following Meeting and to see that all letters and papers and documents of every kind connected with the regulation and orders made by the Council.
- f) To exercise general supervision over all the employees and affairs of the Academy and to assist in carrying out these rules and the regulations and orders made by the Council.
- g) To be ex-officio Member-secretary of all committees appointed by the Council.
- (xi) Empowered to operate on saving bank in the National Bank.
- 14. Should the Academy find it desirable to appoint a paid Deputy Secretary/Registrar such portion of the duties of the secretary outlines in Rule 13.2 may be delegated to him as the Council may decide.
- 15. The term of office of the Hon'y. Treasurer will be for a period of three years. The Treasurer shall receive and hold for the use of the Academy subject to Rule 19.1 all money paid to the Academy: he shall disburse all sums due from the Academy and shall keep exact accounts of all such receipts and payments. The Treasurer shall be ex-officio Member of all committees relating to financial matters appointed by the Council.
- 16. The Editor and Editorial Board will be nominated by the Council for a period of three years.

(Amended as under as per the decision of Governing Council meeting held on 23rd August 2012 and ratified by the General Body at its meeting held on 28th January 2014 in Hisar)

13.2 POWERS OF THE SECRETARY GENERAL

- (i) To sanction T.A. and D.A. of Fellows, Members and staff in accordance with the rules.
- (ii) To incur expenditure on the following:
 - (a) Purchase of stores, stationary and other items for use in the office up to a maximum of Rs. 500/- for each item.
- (iii) To sanction advances from Provident Fund etc. in accordance with the approved rules.
- (iv) To sanction advance of pay and T.A. in accordance with the rules.
- (v) To sanction rental for office accommodation.
- (vi) To incur recurring charges of a contingent nature water and electricity.
- (vii) To grant leave to the staff of the Head Quarter Office.
- (viii) To write off unserviceable articles of the value of Rs. 500/- and below.
- (ix) To recruit staff against the sanctioned posts.
- (x) To take disciplinary action against Members of the staff in accordance with the approved rules.

16. The Editor and Editorial Board will be nominated by the Council for a period of three years. The Editor shall be an ex-officio office bearer in the Governing Council of the Academy.

17. MEETINGS OF THE COUNCIL AND OF THE COMMITTEES APPOINTED BY THE COUNCIL

17.1 The following Rules should be applicable to Meetings of the Council:

- a) The Council shall meet at such place and time as may be deemed necessary and make such regulations which are not in consistent with the Rules for summoning and holding of the Meetings of the Council and for the transaction of business at such meetings.
- b) The president may himself also summon a special Meetings of the Council giving notice to all other Members or when five or more Members of the Council sign a

requisition calling upon the President to convene a Meeting for a special purpose.

- c) One third of members of the Council shall form a quorum.
- d) The President or in his absence the Vice-President shall take the Chair. If neither the President nor the Vice-President be present within fifteen minutes after the hour appointed, the governing body Fellows present shall elect a Chairman.
- e) The ordinary method of voting shall be by show of hands but the votes shall be taken by ballot on motion to this effect being duly carried or when these Rules provide for such method of voting.
- f) The chairman shall have a casting vote beside his own.
- g) The voting of any question except if it be one of adjournment shall on the demand of the majority of Fellows present be postponed to the next ensuing Meeting when such question shall be disposed of without further postponement.
- h) Minutes of every Meeting of the Council shall be recorded by the Secretary and be entered in the Minutes Book. A copy of the minutes shall be sent to all members of the Council resident in India. The minutes shall be confirmed at the next Meeting.

17.2 Sub-Committees, Formation, Composition, Duties And Functions

- a) The Council may appoint standing ad-hoc committee which may consist of Fellows and Members who are competent and expert in the subjects referred to them. Their terms of reference shall be defined by the Council. The committees shall elect their own Chairman and Secretary shall keep a record of their deliberations, submit reports to the Council as asked for.
- b) The Members of the Standing Committees shall hold office for a period of three years and will be eligible for renomination. The Standing Committees shall hold office for period of three years and will be eligible for recommendations. The Standing Committee

shall be (i) Finance Committee (ii) Building committee (iii) Publications Advisory Committee and such other Committees as the Council may from time to time.

18. Source of income and Utilization of funds

- (a) The funds for the Academy shall be raised through subscriptions, donations, grant in aids from the Govt. of India, National/ International Organizations, Corporate Bodies, Charitable Agencies etc.

NOTE: ALL THE INCOME OF THE ACADEMY SHALL BE UTILIZED ONLY FOR THE PROMOTION OF THE AIM AND OBJECT OF THE ACADEMY.

- (b) The Finance Committee of the Council will keep a check on the budget and the accounting of funds of the Academy, the accounts and vouchers of the receipts and expenditure of the Academy shall be audited by either the audit party of the Accountant General, Central Revenues or auditors appointed by the Council for this purpose. The annual statement of account shall after professional audit and its review by the Finance Committee be printed in the Report of the Academy.

19. Account

19.1 The Council may authorize the Treasurer to invest any amount of the fund in a bank and use the interest for general expenditure account.

19.2 All securities and moneys, the property of the Academy shall be lodged for safe custody in the State Bank of India/its associates or subsidiaries/a nationalize Bank.

19.3 Audit of Account

The accounts of the Academy shall be audited by the qualified Auditors appointed by the Academy from time to time for this purpose.

19.4 Operation of Bank account

Cheques drawn on the Bank for sums in excess of Rs. 500/- (Rupees Five Hundred Only) shall be signed by the Treasurer/Secretary and the President. In the absence of President the Treasurer/Secretary and Vice-President of the Academy shall operate the fund jointly.

(Note: Secretary being a full-fledged Members of the Council has already scrutinized the bills.)

20. MISCELLANEOUS

- 20.1 The funds of the Academy shall not be re-appropriated for expenditure of any item without the approval of the Council or its Finance Committee.
- 20.2 There shall be kept such record of the Proceedings of the Academy, of its general Meetings and of the Meetings, of the Council as shall be from time to time prescribed by the Council. All Fellows shall be entitled to inspect such record.
- 20.3 All letters, notices, minutes of Fellows/ Members and other documents connected with the business of the Academy shall be filled in the order of their dates and shall be preserved.
- 20.4 Authors of papers published in the Academy's publication shall be entitled to receive gratis 20 copies of such papers, unless the Council otherwise prescribe.
- 20.5 Notwithstanding what has been stated above and subject to the provision of Memorandum of association of the National academy of Veterinary Sciences, the General Body shall be empowered to alter, amend or repeal these rules for the proper conduct and management of the affairs of the Academy.

21. TRAVELLING AND HALTING ALLOWANCES

- 21.1 Travelling and Halting allowance will be admissible to the Council Members and Members of Standing Committees at the rates prescribed by the Council from time to time.
- 21.2 Every State should have a Chapter to promote the objectives of the Academy in their areas.

Their activities will be confined to local matters only. They will have a constitution on the lines of the Memorandum of association of the NAVS as for the applicable. They will elect their own Chairman, Vice Chairman, Secretary and Treasurer.

VIII. ANNUAL LIST OF GOVERNING COUNCIL

Once in every year a list of the office-bearer and Members of the Governing Body of the Academy shall be filled with the Registrar of Societies, Delhi, as required under Sec. 4 of the Societies Registration Act of 1860.

IX. LEGAL PROCEEDING

The Academy may sue or be sued in the name of the President, secretary as per provisions laid down under section 6 of the Societies Registration act, 1860 as applicable to the Union territory of Delhi.

X. Any amendment in the Memorandum of Association or Rules will be carried out in accordance with procedure laid down under Section 12 and 12-A of Societies Registration Act, 1860.

XI. DISSOLUTION AND ADJUSTMENT OF AFFAIRS

If the Society need to be dissolved, it shall be dissolved as per the provisions laid down under Section 13 and 14 of the Societies Registration act, 1860, as applicable to the Union Territory of Delhi.

XII. APPLICATION OF THE ACT

All the provisions under all the Section of the Societies Registration act, 1860, applicable to the Union Territory of Delhi, shall apply to this Society.

XIII. ESSENTIALITY CERTIFICATE

Certified that this is the correct copy of the Rules and Regulations of the Society.

Sd/-
Dr. K. M. L. Pathak
(President)

Sd/-
Dr. Rishendra Verma
(Secretary)

Sd/-
Dr. R. N. Kohli
(Editor)

Sd/-
Dr. Lal Krishna
(Treasurer)