

Rules and Regulations

(By-laws)

of

BIHAR VETERINARY COLLEGE ALUMNI ASSOCIATION

1. Defination :

- (a) The Association means :- Bihar Veterinary College Alumni Association.
- (b) The Committee means the Executive Committee which is constituted under the regulation to whom the management of the Association is entrusted as required by the Act.
- (c) Act means :- Societies Registration Act 21,1860.
- (d) Office bearer means – President, Vice-President,Secretary,Joint Secretary & Treasurer,
- (e) Calendar year of the Association means first day of the April to thirty first of March of the following year.
- (f)- Body means :-The General Body of the Society.
- (g) The member means the member of the Association.
- (h) The By-laws means:- Rules and Regulations of the Association.

2. Membership :

The recipients of degree/diploma/professional post-graduate certificates and teachers from Bihar Veterinary College, Patna and Senior Officers of Bihar Animal Sciences University, Patna will be eligible to be the members of said Association. Any person belonging to Veterinary or allied Profession can become an Honorary Member.

3. Membership fee :

- (a) The recipients of degree/diploma/professional post-graduate certificates and teachers from Bihar Veterinary College, Patna and Senior Officers of Bihar Animal Sciences University, Patna residing in India, Nepal or Bhutan who contributes a sum of Rs. 1,000/- (Rupees one thousand only) shall become Life Members of the Association.
- (b) The recipients of degree/diploma/Professional Post-graduate certificates from Bihar Veterinary College, who resides in countries other than India, Nepal and Bhutan can become the Foreign members on payment of 2000/- for life membership.



President

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Treasurer

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Secretary

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- (c) Any person belonging to the Veterinary or allied professional interested in the activities of the Association can become an Honorary member after contributing a sum of Rs. 2,500/- or more subject to the approval of the Executive Committee.
- (d) The membership fee is subject to change from time to time. The membership fee will be decided by the Executive Committee. In this regard a notification will be issued by the Secretary of the Executive Committee.
- (e) *Corporate Member*: Firms or organizations like Pharmaceutical companies, R &D organizations, Industries etc. can become Corporate Members of the Association by contributing a sum of Rs. 25,000/- or more subject to approval of the Managing Committee.

4. **TERMINATION OF THE MEMBERSHIP:**

Membership of the Association shall cease in case of voluntary resignation, death. The Managing Committee can also terminate the Membership on the basis of indiscipline, misconduct, fraudulent or financial dealings.

- A. Resigns or dies or becomes unsound of mind or bankrupt.
- B. By a competent court sentenced to imprisonment for any offence involving moral turpitude.
- C- If found by the Managing Committee to be engaged in activities which are against the interest of the association.
- D- Any member in default in payment of monthly subscription for period exceeding three months shall automatically cease to be a member.

5. **APPLICATION FOR ADMISSION :**

- A. Every application for the admission as member of the association shall be addressed to the **Secretary** of the association.
- B. No application shall be considered unless the applicant is proposed by a member and seconded by another such member.
- C. Every such application shall be considered in the meeting of the Managing Committee and shall be accepted or rejected by a vote of majority save as those failing under rule -4 of these rules.
- D. Every applicant shall be informed in writing by the secretary about the decision of the Managing committee which shall be final.

6. **FORMATION OF MANAGING COMMITTEE :**

- A. There shall be a Managing Committee consisting of **13 (Thirteen)** member including office bearers to be elected by the annual General body meeting of the association.
- B. The members of Managing Committee shall hold office for a period of three years.
- C. Any casual vacancy of the committee may be filled up by members of the Managing Committee for the remaining period of the office so held.
- D. The out going members of the committee shall be eligible for re-election.


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7. Power and Function the Executive Committee :

- (a) The Executive Committee shall have full powers and authority to do all acts, things and deeds which may be necessary and expedient for fulfilment and carrying out the objectives and interest of the Association as given below:-
- (i) To look after, manage and supervise the work required for running the activities of the Association.
 - (ii) To invest the funds of the Association in any investment and to procure money for the settlement of dues of the Association from time to time.
 - (iii) To accept donations, subscriptions, grants with or without any condition or borrow or raise money which may be required for the purpose of the Association.
 - (iv) To acquire all properties, movable and/or immovable for the Association.
 - (v) To do all such lawful acts and things as are incidental or conducive to the attainment of the objects and interests of the Association.
 - (vi) To place the audited statement of accounts and reports of the previous year in general meeting.
- (b) The Executive Committee may after open investigation impose penalty or suspend or expel a member for any serious breach of trust of the Association for any conduct proved to its satisfaction by which he/she may weaken the financial credit of the association or bring it into any disrepute.

8. Duties and Function of the office bearers :

(a) President :

- i. The president Association shall be the Constitutional Head of the Association. He shall preside over all the meetings of the Executive Committee and General body.
- ii. He will have a casting vote, which he will exercise only when there is a tie in a meeting.

Vice-President :-

In the absence of the President shall perform duties for the function of the President . He shall also perform such other duties as may be assigned for him by the committee for time to time.

(b) Secretary :

The Secretary shall be responsible for the day-to-day running of the Association and for proper maintenance of the office records including the cheque book of the Bank account. He shall operate the bank account of Association jointly with the Treasurer of the Association. He shall prepare the Agenda for the meeting of Executive Committee and General body and also notify the date, time and venue of the meeting to the members as


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required in the constitution of the Association. He will be responsible for preparation and distribution of the minutes of the meetings to all the members of Executive Committee. He will also be responsible to take appropriate steps to implement the recommendations and resolutions of the Executive Committee and General body and act as returning officer of the elections to offices of the Executive Committee. He shall present the annual report of the Association at the annual meeting of the General body.

(c) Joint Secretary

The Joint Secretary on behalf of the Secretary will be responsible for issuing the receipts of contributions, maintenance of accounts of receipts and expenditure, will also be custodian of all account papers including pass books of saving bank account and papers of fixed deposits accounts etc.

(d) Treasurer :


The treasurer shall deal with all matters concerning finance. A proper account of each and every receipt and expenditure shall be maintained by the Treasurer with the help of the Joint-Secretary . He will operate the bank account jointly with the Secretary of the Association. He will submit a financial report certified by the Auditor in the Executive Committee meeting and in the annual General meeting.

9. Function of the General Body :

- (a) To receive and consider the audited accounts of the Association and the annual report of the Executive Committee.
- (b) To elect the Office bearers and the members of the Executive Committee.
- (c) To transact such other business which may be forwarded before the members of the General Body.

10. Meeting of the Executive Committee :

- (a) The Executive Committee shall hold its meeting as and when required but not less than, at least, twice in a year preferably in the month of March and October at Bihar Veterinary College Alumni Association for disposal of its business.
- (b) The 2/3 of the total members of the Executive Committee will form the quorum for the purpose of the meeting of Executive Committee.
- (c) The President shall preside over all the meetings of the Executive Committee but in his absence any one Vice-President shall preside. In absence of President and Vice-Presidents, any member of the Executive Committee can preside over the particular meeting.


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- (d) On behalf of the Executive Committee, the Secretary in consultation with the President shall fix the date and venue of the meetings at association and issue necessary notices to all members of the Executive Committee or the members of the Association as the case may be.
- (e) The notices for every Executive Committee meeting stating the agenda of the meeting should be issued so as to reach the members three clear days before the meeting. The mode of notice shall be through email or University/ Association website announcement.

11. Annual General Meeting :

- (a) The Managing Committee shall call annual meeting of the General body consisting of all the members of the Association once a year, preferably, on 2nd April, the foundation day of the Bihar Veterinary College Alumni Association.
- (b) The notice for the General meeting shall be issued thirty clear days before the date of meeting through email or any messaging tool or Association website announcement.
- (c) The Executive Committee may also call extraordinary meeting of the General body at any time of the year. The notice for extraordinary General meeting shall be issued seven clear days before the date of meeting through email or any messaging tool or Association website announcement.
- (d) The meeting of the General body may also be convened on a written requisition of thirty percent of the total members of the General body addressed to the Secretary stating the objective (s) for which the meeting is to be called.

The Secretary shall, within thirty days of receipt of such requisition, issue notice for convening the meeting. In case the Secretary fails to convene the meeting even after expiry of period of thirty days of the receipt of above requisition, the requisitionists can approach the President who will convene the meeting within a period of sixty days from the date of receipt of the requisition by the Secretary. In case the President also fails to convene the meeting, the requisitionists will have the right to convene the meeting within a period of ninety days from the date of receipt of the requisition by the Secretary. Notice of the meeting will be served through letters and, if possible, also by publication in All India News Paper(s).


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- (e) In the General meeting important and distinguished persons from the Veterinary or allied profession may also be specially invited by the Secretary in consultation with the President but these persons shall have no right to vote for the election of the office bearers and members of the Executive Committee.

12. Quorum :

2/3rd members present and entitled to vote shall form a quorum at any meeting. If at an extraordinary meeting there is no quorum within half an hour the meeting shall stand dissolved. If at any Annual general body meeting there is no quorum within half an hour for the time fixed, the meeting shall be adjourned and no quorum will be necessary for an adjourned meeting.

13. Records and Inspection :

(a) The Association shall maintain the following documents :

- (i) All the money received and spent by the Association and the matters in respect to which receipt and expenditure take place.
- (ii) Membership Register.
- (iii) Proceeding Books for Executive Committee meeting and General Body meeting.
- (iv) Any other books which will be deemed necessary by the Executive Committee of the Association from time to time.
- (v) All notifications issued, correspondences with different stakeholders made by the Association from time to time.

(b) All records will be kept in the registered office. Any member who wishes to inspect can do so with prior permission of the Secretary or the President.

14. Audit :

The account of the Association shall be audited each year by qualified auditor or auditors approved by the Executive Committee.

Inspector General of Registration, Bihar on his discretion any time may get audited the association by recognized Chartered accountant and fee for the same will be borne by the association.

15. Source of Income of the Association :

- (i) Subscriptions, contributions, donations, gifts and advertisement fee from members, other individuals, firms, companies, organizations etc.
- (ii) Income from investments.
- (iii) Aids/Grants made by and through Government and other agencies.


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16. Operation of Account of the Association :

- (a) The Bank account shall be on the name of Association in the Bank having official Account authorized by the University. No account will be opened in any other branch. The Secretary and Treasurer of the Association shall operate the accounts under their joint signature on the name of Association.
- (b) The Association shall have One Bank Account in which the amount received as subscription from life member or honorary members will be deposited. Also, donations, gifts etc. will be deposited in this account.
- (c) A maximum Expenditure of 50% of the total Balance of the Bank Account can be done for the purpose of Activities of the Association in a given financial year apart from sponsorship received. In case of sponsorship received for special activities, the funds so received can be utilized into and the unutilized amount, if any, will be deposited in the Account of the Association.

17. Expenditure of the Association :

(a) Imprest Money :

The Secretary can keep with him an amount of Rs. 10,000/- as cash Imprest money to meet the contingent expenditure on stamp, purchase of papers and office materials, printing of letters etc. from the Imprest money. Cash Imprest money can be recouped only after submission of the detailed account of the previous advance to the treasurer.

(b) Other Expenditure :

Any expenditure other than Imprest money can be normally met with the approval of President. All such withdrawal and expenditure shall have to be finally ratified by the Finance Committee.

18. Amendment of the Byelaws :

Any amendment or amendments in the by-laws of the Association can be made only by two third majority votes of the total number of members of the Managing Committee present in the meeting. However, the same will be required to be ratified in the General Body meeting.

19. Legal Judicial Proceedings :

All judicial proceedings will be settled under the jurisdiction of Patna court. All legal proceedings by or against the society shall be instituted or responded on the name of the society through its President or Secretary.


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20. Dissolution and Distribution of the property :

- a) The association shall be dissolved according to the Rules of the associations. Registration Act 21, of 1860 by 3/5th majority of the members of the association in the General body meeting.
- b. And after the dissolution the total movable and immovable properties of the society shall either be given to other society of the same aims and objects of the given to the Govt. after being paid all debits etc. of the association by 3/5th majority in general body meeting.
- c. The association will be dissolved after the permission of Bihar Govt. under section 13 of the society Registration Act. 21 of 1860.

Certified that this is true and correct copy of the Rules and Regulation of the association.


PRESIDENT
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TREASURER
Treasurer
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SECRETARY
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