

**RULES AND REGULATIONS OF
Veterinarians' Welfare Society
(KERALA)**



As ammended upto 30-04-2006

*(Registered on 28-4-1998 with no. 360 of 1988 under the Travancore-Cochin Literary,
Scientific and Charitable Societies Act 12 of 1955)*

(REGD. OFFICE: T. C. 25/1324, DHARMALAYAM ROAD, TRIVANDRUM - 695 001)

Address: Veterinarian Square, 5th Floor, Kalliath Royal Square , Palace Road, Thrissur-68005

Effective from 14.08.1988



RULES AND REGULATIONS OF VETERINARIANS' WELFARE SOCIETY (KERALA)

*(Registration No. 360 of 1988 under the Travancore-Cochin Literary,
Scientific and Charitable Societies Act 12 of 1955)*

- 1) **NAME OF ASSOCIATION** : Veterinarians' Welfare Society (Kerala)
- 2) **ADDRESS** : TC 25/1324, Dharmalayam Road.
Near Ayurveda College, Trivandrum-695 001
Trivandrum Dt.
- 3) **OFFICE** : Veterinarian Square, 5th Floor,
Kalliath Royal Square , Palace Road,
Thrissur-68005
- 4) **AREAS OF OPERATION** : Entire State of Kerala
- 5) **OBJECTS**
 - 1) To promote and establish equality and brotherhood among the members.
 - 2) To organise cattle infertility camps, protective vaccination clinics and cattle/pet shows throughout the State of Kerala.
 - 3) To conduct short term training classes and workshops to progressive farmers on livestock and poultry farming and on Animal Husbandry practices.
 - 4) To supply captive bolt pistols/electric stunning instruments to slaughter houses and to educate butchers on humane killing.
 - 5) To supply reading materials on Animal Husbandry to village/panchayat libraries.
 - 6) To encourage youngsters to take up livestock/poultry farming on self-employment basis.
 - 7) To extend free Veterinary Medical aid to poor and needy and to help the community at large.
 - 8) To provide immediate financial relief to the bereaved family of any member in case of his/her death
 - 9) To provide financial assistance to the member or his/her nominee in case of total permanent disablement which render him/her unfit for further service.
 - 10) To provide for any other measures for the welfare of the members as may be deemed fit and as may be decided by the General Body from time to time.
 - 11) To do and cause to be done all such lawful things as are in accord with the spirit and principles of the object of the Society or which are conducive to the attainment and pursuit of the aims and objects of the Society.
 - 12) To acquire assets for the Society in the form of rooms, buildings, landed property or utilities in the name of the Society as decided by the General Body from time to time.

- 13) To provide financial assistance for needy members of the Society who have been in the rolls of the society for at least one year for undergoing treatment of cancer, renal transplant or heart surgery as a one time provision.

6) MEMBERSHIP:

The membership shall be open, with the approval of the Governing Body, to all Veterinarians, in regular service of the State Department of Animal Husbandry, Kerala Agricultural University, Kerala Livestock Development and Milk Marketing Board, Kerala Co-operative Milk Marketing Federation, other Central/State Government or quasi-Government organisations/companies, Nationalised / Scheduled Banks or any other institution in the State of Kerala, recognised by the Governing Body, and not more than 50 years of age, subject to the conditions that she/he files the duly signed prescribed application, declaration and nomination forms and remits the prescribed fee and deposit in full and willing to abide by the rules and regulations of the Society.

7) ADMISSION:

Every Veterinarian who desires to get himself/herself enrolled as a member shall submit the application, declaration and nomination forms and shall pay:

- i. An entrance (Admission) fee of Rs.500/- as a lump-sum. This fee is not refundable.
- ii. A loan deposit of Rs.4500/- which shall be paid as a lump-sum or in four instalments within twelve months. This loan deposit is refundable to the member or his/her nominee either on his/her attaining 60 years of age or on his/her request after attaining the age of superannuation or immediately after the death of the member or total permanent disablement as specified in 5(9) with an annual interest as decided by the Governing Body.
 - ii) (a) When an individual prefer to pay in instalments, the first Rs. 500/- shall be treated as admission fee and the subsequent instalments shall be part of the Welfare Deposit Fund but will be kept in Suspense Account. Only when the entire loan deposit amount has been paid to the society, it shall be transferred to Welfare Account. He/She shall then be admitted as member of the Society and shall be eligible for the benefits from the Society.
 - ii) (b) If an individual does not pay the full deposit amount within the stipulated period, the amount received from the individual shall be refunded to him/her after deducting the admission fee, withdrawing the required amount from Suspense Account. No interest shall be paid on such amounts refunded.
 - ii) (c) If he/she seeks readmission, he/she shall have to pay the entire admission fee and loan deposit in full as a new member.
- iii.) A member may at any time cancel a nomination by sending a notice along with a fresh nomination in the prescribed form to the Secretary of the Society by Registered Post and this shall be effective from the date on which it is received by the Secretary.
- iv.) If the member has a family, as defined in the General Provident Fund (Kerala) Rules then in force, the nomination shall not be in favour of any person who is not a member of the family,

- v.) If none of other nominees is surviving, the financial assistance can be extended, if so decided by the Governing Body, to the legal heir in consultation with the Advocate General of the State.

8) ADMISSION REGISTER:

- 1) A member shall sign on the admission register on the approval of the Governing Body or a member shall sign in the specimen signature form and the same shall be affixed in the Admission Register on the approval of the Governing Body.
- 2) It shall be noted on the Register when a member is removed from the membership.
- 3) Every member shall intimate the Secretary in writing (by Registered Post) any change in his/her address within 30 days of the change.
- 4) Following admission to the Society, every member shall be issued a certificate of membership within a period of one month.

9) LOSING OF MEMBERSHIP:

- 1) A member shall lose his/her membership when he/she submits his/her resignation in writing and the same is accepted by the Governing Body.
- 2) A member shall lose his/her membership if he/she acts against regulations and interests of the society. In such instances, the Governing Body shall issue show-cause notice in writing to the member. If a proper explanation is not received within a week or if, after scrutiny of the explanation received, the Governing Body feels that the member has acted against the interests of the Society he/she shall be removed from the membership.
- 3) Death occurs/total permanent disablement occurs.
- 4) On attaining 60 years of age.

10) FUNDS OF THE SOCIETY:

- 1) The funds of the Society shall consist of entrance fee, loan deposit, donations, grants from Government or Philanthropic institutions, loans and income obtained due to functioning of the Society.
 - 2) The funds of the Society shall be deposited in any of the Nationalised or State Co-operative Banks as decided by the Governing Body from time to time.
- 10.2.1. The funds of the Society shall be operated jointly by the President, Secretary and the Treasurer.
- 2.2. Three accounts shall be maintained by the Society viz., Administrative Account, Welfare Account and Suspense Account as given hereunder in 2. a to 2.c.
- 2.2.a. Administrative Account:
Entrance (Admission) fee, donations and any income other than the refundable loan deposit and its interest received shall be maintained as Administrative Account. The receipts shall be deposited in long term deposits and the interest received thereon shall alone be used for administrative expenses and to achieve objects other than 5(8) and 5(9). To meet expenses as provided under 5(13), a total amount not exceeding Rs.50,000.00

can be spent in a financial year with the assistance not exceeding Rs. 10,000.00 to an individual. Any balance after administrative expenses shall be added to the corpus.

2.2.b. Welfare Account:

The loan deposit and the interest there on shall form this fund which shall be deposited in long term deposits.

- 2.2.b.i. The deposits shall be accounted in Ledger individually and interest accrued annually shall be posted in the ledger. A statement showing the interest outstanding in the account of individual member shall be communicated to the members every year.
- 2.2.b.ii. For extending financial assistance as envisaged in objects 5(8) and 5(9) and Rule 10 (3) money will be withdrawn from the interest credited to the account of individual member as decided by the Governing Body.
- 2.2.b.iii. The loan deposits shall be refunded as in Rule 7(ii) with an interest as decided by the Governing Body from time to time. Any balance/deficit at the credit of the individual after the refund/payment shall be transferred to the Administrative Account.
- 2.2.b.iv. For extending financial assistance as per 5(13), money can be withdrawn as provided in 10 2.2.b.ii. also.

2.2.c. Suspense Account:

Part payment towards Welfare Deposit Fund received by the Society shall be credited to Suspense Account and the amount shall be dealt with as in Rule 7.ii.b. Interest accrued if any shall be treated as income of the society.

- 3) An amount of Rs.1,00,000/- out of the interest accrued in Welfare account shall be paid as soon as possible to the nominee of a Member, in case of death of the member. A similar amount shall be paid to a member or his/her nominee in case of total disability which render the member unfit for further service
- 4) A member enrolled shall not be eligible for any benefit from the Welfare Society unless and until he/she fulfils his/her obligation to the Society by way of payment of entrance fee and loan deposit and satisfying the conditions listed in clauses 6 and 7.
- 5) The financial assistance shall be paid, within a period of one month, after the claim is referred with all relevant documents as decided by the Governing Body.

11 GENERAL BODY:

- 1) Those who are included in the Admission Register shall be members of the Society for the General Body.
- 2) There shall be voting right for every member.
- 3) General Body meeting shall be held at least once in a 4 year.
- 4) The official year of the Society shall be from April 1st to March 31st. (financial year)
- 5) The annual General Body meeting shall be held before the 30th of April of every year.
- 6) The income and expenditure accounts, balance statement and the budget of the Society shall be got duly passed at the annual General Body meeting.
- 7) The quorum for the General Body Meeting shall be 10% of the Members on the rolls of the Society or 75 which ever is less.

- 8) The Secretary shall cause to issue notice with the agenda before 10 days of the General Body meeting by Registered post/under certificate of posting.
- 9) A Governing Body, consisting of 10 members elected by the General Body meeting five 5 members nominated by the outgoing Governing Body from among themselves without violating Rule 12 (27) and the three Official members, is responsible for the administration of the Society.
- 10) All members shall attend the General Body meeting and it is their duty.
- 11) The President of Governing Body or in his/her absence, the Vice-President or in his/her absence, one elected by the General Body shall preside in the General Body meeting.
- 12) , The General Body is empowered to raise the quantum of financial assistance after due consideration of the facts and circumstances then prevailing. However, such revision shall not have retrospective effect and the revised rate will prevail until it is revised again by the General Body.
- 13) The Secretary can convene special General Body meeting, if written request is received by registered post, under intimation to the President, from more than 25 members. If the Secretary does not act accordingly, the members themselves can convene a General Body meeting and take a decision on matters, with the concurrence of the President.
- 14) It shall be the duty of the Secretary to issue notices by registered post/under certificate of posting at least 10 days before to the members to hold a General Body meeting wherein amendments to the bye-laws are proposed to be effected. It shall be expedient to approve the amended bye-laws by three-fourth of the members present, subject, however, to the fact that no amendment which has the effect of varying objects of the Society itself shall have no validity itself. Otherwise, the amendments are treated as void. Three members in the Governing Body shall sign on the true copy of the approved bye-laws and submit to the District Registrar within 14 days of the date of the General Body meeting.
- 15) The Balance Sheet and the Income and Expenditure statement shall be examined by the auditor appointed by the Governing Body.
- 16) The final authority for all the actions of the Governing Body of the Society shall vest with the General Body.
- 17) It shall be the duty of the Governing Body to implement all the policy matters of the General Body.
- 18) It shall be competent for the General Body to terminate a Governing Body member or Governing Body members or Governing Body, if the General Body is satisfied that the concerned had acted prejudicial to the interests of the General Body.
- 19) It shall be competent only for the General Body to take decisions on the assets which are stolen or lost or difficult to realise.

12 ADMINISTRATION:

- 1) The administration of the Society shall vest in a Governing Body consisting of 10 members elected by the General Body, five members nominated by the outgoing Governing Body and the three official members with voting rights, namely the immediate past President, Secretary and Treasurer of the Veterinarians' Welfare Society, Kerala.
- 2) The following office bearers shall be elected on the basis of majority votes, from among the Governing Body.
1. President 2. Vice-President 3. Secretary 4. Joint-Secretary 5. Treasurer.
- 3) The quorum of the Governing Body shall be nine.
- 4) The term of each Governing Body shall be for a period of one year.
- 5) The existing Governing Body shall continue till the election of a new Governing Body and its taking charge of the affairs.
- 6) The list of members of the Governing Body shall be filed in the office of the District Registrar within fourteen days of the General Body meeting.
- 7) The President shall be competent to nominate members of the Society to the Governing Body, subject to its approval, as shown hereunder.
 - i. To represent interim vacancies.
 - ii. To represent a District from which there is no representative.
 - iii. To represent Indian Veterinary Association (Kerala).

However, the total number of members in the Governing Body shall not exceed 25. The nominated members will not have any voting rights in case of contest or dispute.
- 8) Members who do not continuously attend in three meetings of the Governing Body, without valid reasons, will be removed from the Governing Body. If the Governing Body is satisfied, that there are valid reasons for the absence of a member, the Governing Body can allow a member to continue.
- 9) Decision shall be valid only if they are approved by the Governing Body. There shall be no liabilities in the Society.
- 10) When a President resigns, he/she shall hand over his/her charge to the Vice-president. The resignation has to be accepted by the Governing Body. The resignation shall take effect only when the President has no liabilities in the Society. The new President shall be elected in the ensuing Governing Body.
- 11) In case the majority of the members in the Governing Body resign, the Secretary shall immediately call a special General Body and steps shall be taken for the election of members to the Governing Body.
- 12) The meeting of the Governing Body shall be held ordinarily once in three months. Ten days notice shall be given in writing and sent by Registered Post/under certificate of posting.
- 13) The Governing Body shall examine the Income and Expenditure Account, vouchers and receipts of the preceding period in the subsequent meeting of the Governing Body. The Governing Body shall approve the accounts, if the members are satisfied about the

- correctness. If any discrepancy is noticed due explanation shall be obtained from the concerned office. Steps shall be taken to realise the amount, if found so.
- 14) The Balance Sheet and the Income and Expenditure Account shall be got audited by an auditor appointed by the Governing Body.
 - 15) Every year a true copy of the Balance Sheet and Income and Expenditure Account signed by two members of the Governing Body shall be filed before the District Registrar within 21 days of the date of the General Body meeting.
 - 16) The list of members of the Governing body shall be filed before the District Registrar within fourteen days of the date of the election of the Governing Body.
 - 17) Each sub-Committee member has to hold the charge of a Sub-Committee, if the Sub-committee has to be formed for any matter.
 - 18) Rules shall be framed for the service conditions of employees to be appointed in the Society.
 - 19) Rules shall be framed for the conduct of reading rooms, libraries, Balavadies etc. intended to be run by the Society.
 - 20) Schemes to be formulated for the welfare of the Society and for the well-being of the members shall be presented before the General Body.
 - 21) It shall be got signed by the President, Secretary, Treasurer and at least two members in the Governing Body on the loans obtained for the Society.
 - 22) The President, or any other person authorised by the General Body for the purpose, shall have powers to represent the Society and to take all legal proceeds, in all civil, revenue or criminal courts and all other public offices in relation to the Society and its properties. All expenses incurred in connection therewith shall be credited to the Administrative accounts.
 - 23) The Secretary shall have the power to incur an expenditure not exceeding Rs. 1500/- towards unforeseen expenses. Prior approval of the Governing Body is needed for expenses over Rs. 1500/-
 - 24) The Governing Body shall appoint a legal advisor for looking after the legal matters of the Society, when needed.
 - 25) In Governing Body meetings, in the absence of the President, the Vice-President will preside. If the Vice-President is also absent, the Governing Body shall elect one member from among those present to preside over the meeting.
 - 26) Each Governing Body member shall have only one vote. The Presiding Officer shall have a casting vote in addition to his/her own vote in case of a tie.
 - 27) Outgoing members of the Governing Body cannot seek re-election for more than one term continuously.
 - 28) The Governing Body should sanction advances and approve all financial transactions inclusive of printing costs, Accountant fees, travel expenses etc.
 - 29) Any member of the Governing Body may at any time resign his/her office by giving 3 months notice of his/her intention. The Governing Body shall communicate its decision

before the expiry of the notice period, failing which it will be deemed that the member has vacated his/her office automatically on the expiry of the three months period, provided that there is no outstanding liability against the member.

- 30) A member shall cease to hold the office in the Governing Body on death, resignation, expulsion, attaining age of superannuation, 60 years of age, termination of service, in the event of the member becoming physically and mentally unfit to continue as a member or on other valid medical grounds as decided by the Governing Body or if he/she fails to attend three consecutive Governing Body meetings without valid reasons.
- 31) Extra-ordinary meeting of the Governing Body shall be convened as and when necessary for the purpose of Society matters.
- 32) The Governing Body has the power to carry on the welfare schemes of the Society.
- 33) All business transacted at the Governing Body Meeting shall be recorded properly and shall be signed by the President after approval by the Governing Body at its next meeting.

13. POWERS, RIGHTS AND DUTIES OF THE GOVERNING BODY.

A. President:

- 1) To exercise overall control over the administrative affairs of the Society.
- 2) It shall be in the name of the President all documents and records on behalf of the Society.
- 3) To preside over the Governing Body meeting and General Body meeting.
- 4) It shall be the duty of the President to appoint employees for the conduct of business of the Society. It shall also be the duty of the President to impose fine, suspend from service and to dismiss employees. The President shall obtain the approval of the Governing Body for the suspension and dismissal of employees.
- 5) In case the President finds it inconvenient to attend a meeting, he/she shall intimate the same to the Secretary and Vice-President.
- 6) All deposits in Banks on behalf of the Society shall be in the name of Veterinarians' Welfare Society (Kerala). The deposits can be withdrawn only on the signatures of the President, Secretary and Treasurer.

B. Vice-President:

- 1) The Vice-President shall preside over the meetings in the absence of the President.
- 2) To assist the President in the administrative matters of the Society.
- 3) All other duties decided by the Governing Body.

C. Secretary:

- 1) To discharge the day-to-day affairs of the Society subject to the superintendence of the President.
- 2) To maintain and keep all records, books of accounts and registers of the Society.
- 3) To be responsible for all the assets, debts and duties of the Society.
- 4) To deal with all the correspondence of the Society.
- 5) To summon General Body meeting and Governing Body meeting.

- 6) To issue notices for the above by registered post/under certificate of posting.
- 7) Place before the General Body meetings the administration reports, income and expenditure statement, balance sheet, reports of the Governing Body and General Body meetings, annual budget (preparation and maintenance) annual expenditure statements, annual reports, balance sheet etc.
- 8) To file before the District Registrar the list of Governing Body members, intimation of the change of the Registered Office of the Society, the Annual Income and Expenditure Statement, true copies of the Balance sheet, and true copies of the amendment to the bye-laws in time.
- 9) To supplement Other decisions taken at the Governing Body and General Body meetings.
- 10) To obtain the required funds, as approved in the budget, from the Treasurer on proper vouchers and to expend the same in connection with the needs of the Society.
- 11) To obtain approval of the Governing Body for expenditure over and above the budget estimates. To present a supplementary budget before the General Body meeting and get its approval.

D. Joint Secretary:

- 1) To assist the Secretary in all administrative matters.
- 2) To discharge the duties of the Secretary in the absence of the Secretary. E.

E. Treasurer:

- 1) The Treasurer shall be responsible for all the money transactions.
- 2) The Treasurer shall maintain proper accounts for the moneys received by the Society.
- 3) To sign on the official receipts.
- 4) The Treasurer can keep a sum upto Rs. 1500/- for meeting the urgent needs of the Society. Any sum in excess of the above Rs. 1500/- shall be deposited in a recognised bank, in the name of the Society, as listed in 10 (2).
- 5) The Treasurer shall obtain and keep all vouchers and bond forms duly signed by the recipient on the moneys paid by the Society.
- 6) To keep pass books and cheque books.
- 7) The Treasurer shall affix the seal of the Society on all the receipts issued by the Society.

14. RECORDS TO BE MAINTAINED BY THE SOCIETY:

- 1) File regarding the bye-laws and registration certificate of the Society.
- 2) Minutes books.
- 3) Admission register.
- 4) Receipt books.
- 5) Books of account showing income and expenditure.
- 6) Stock register.
- 7) Register showing the assets of the Society.
- 8) Pass books and cheque books.

- 9) Register of deposits.
- 10) Statement showing income and expenditure accounts. (Files of the administration report, balance sheet, etc.)
- 11) Notice book.
- 12) Files regarding correspondence.
- 13) Inward register.
- 14) Outward register.
- 15) Stamp account book.
- 16) Other registers required for the Society.

15. SUITS FOR THE SOCIETY AND AGAINST THE SOCIETY.

- 1) All suits for the Society and against the Society shall be conducted by the Secretary of the Society for the Society.
- 2) All loans obtained by the Society shall be on the responsibility of the Society and Governing Body.
- 3) It shall be competent for the Governing Body to realise all assets due to the Society.

16. DELINQUENT MEMBERS ARE LIABLE TO PUNISHMENT AS IF OUTSIDERS:

It shall be liable to prosecution on any member or employee of the Society or Governing Body member if he/she commits the following: ie., mishandling the funds of the Society causing loss to the properties of the Society, or causing destruction, loss of the assets of the Society with bad intentional motives, causing loss to the Society in the execution of any documents, lease deeds, receipt, or fabrication of records.

17. DISSOLUTION OF THE SOCIETY AND CONDITIONS FOR THE EXECUTION OF FURTHER PROCEEDINGS:

It shall be competent for three-fourth members of the society to dissolve the Society. The Society shall be dissolved at once or at the time agreed to. After assessing the assets and liabilities of the Society, Debts, if any, shall be paid from the remaining funds or assets and shall not be shared among the members of the Society. The balance shall be paid to such Society or Societies having similar objectives in that place or nearby places according to the provisions of Section 23 of the Travancore-Cochin Literary, Scientific and Charitable Societies Registration Act 12 of 1955. Government shall take possession of the assets which are not paid to such Societies.

18. THE SOCIETY TO HAVE A REGISTERED OFFICE, SEAL AND NAME BOARD:

19. It shall be possible to include any matter left in the above bye-laws for the proper functioning of the Society. Such bye-laws shall be brought into effect after getting it approved in the General Body meeting and filed in the District Registrar's office within 14 days of the approval of the amended bye-laws.

