

**The**  
**CONSTITUTION**  
*and*  
**BY-LAWS**

*of*



**PVDA**

**PROGRESSIVE VETERINARY  
DOCTORS' ASSOCIATION**

As Ammended March 2018

# **The Constitution and By-Laws**

**of**

**PVDA**



**PROGRESSIVE VETERINARY  
DOCTORS' ASSOCIATION**

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West Bengal Societies Registration Act, 1961  
(W.B. Act XXVI of 1961 & W.B. Societies Registration Rules 1963)

**MEMORANDUM OF ASSOCIATION  
OF  
PROGRESSIVE VETERINARY DOCTORS' ASSOCIATION**

**1. Name of the Association :**

It is "PROGRESSIVE VETERINARY DOCTORS' ASSOCIATION" (PVDA). It is a non profitable professional organization.

**2. Office Address :**

37, Belgachia Road, Kolkata 700 037. West Bengal.  
Phone : 8900735110/ 9830241608/ 9434376836  
e-mail: 2015pvda@gmail.com

The address may change with prior permission from the competent authority.

**3. Objectives of Association :**

- I. To safeguard the rights and privileges of the members.
- II. To promote and participate in the professional activities for service of mankind.
- III. To enhance the professional integrity among the members of the Association and thus to ensure the responsibilities as depicted in Veterinarians oath.
- IV. To educate and serve for the common people and the farmers about their role in Animal Husbandry practices and to serve mankind by awareness campaign.
- V. To promote the knowledge of Zoonotic diseases for improvement of Community Health services.
- VI. To update the members about Veterinary education and researches.
- VII. To keep liaison with the other professional organizations, Government and Semi-Government organizations for the upliftment of professional activities.
- VIII. To promote the professional feelings among the members.

The functions and objectives of the society shall always remain restricted within the meaning of Section 4(2) of the West Bengal Societies Registration Act, 1961 irrespective of any object mentioned in the present document in agreement or opposed to the said section.

#### **4. Member/Membership :**

The Association will maintain register containing the details of the members along with their name, address, contact no, date of birth, blood group, admission date in association, membership receipt no. with date etc.

He /she should be an Indian citizen and have at least a degree in Veterinary Science.

#### **5. Specification of Flag and Logo :**

The Association will hold a tricolor rectangular flag of its own having the color with saffron-white-green, horizontally arranged and with the association logo encircled the symbol of Veterinary Doctor emblemmed with the map of West Bengal and the short form of the Association (PVDA) behind it.

#### **6. Jurisdiction :** Jurisdiction will be the state of West Bengal.

#### **7. Property Management and Income :**

- I. Being a non profitable voluntary organization the income will be applied towards the objectives of the Association as per decision of the Central Executive Committee and created asset will not be paid or divided to the members of the said Association.
- II. The Association will open a bank account which will be operated by any two of the joint signatories i.e. a) Treasurer of Association b) Either President or General Secretary of the Association.
- III. The income of the Association may be from the subscription and/ or donation.
- IV. Official Year: As per financial year - i.e. April to March.

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West Bengal Societies Registration Act, 1961  
**REGULATIONS OF  
PROGRESSIVE VETERINARY DOCTORS' ASSOCIATION**

Unless the context otherwise requires words and expressions contained in this regulation shall bear the same meaning as in the West Bengal Society Registration Act, 1961 or any satisfactory modification thereof.

1. The Progressive Veterinary Doctors' Association (PVDA) will look after the rights and privileges of the Association Members and also the obligations.
2. The Association will promote and participate in the professional activities in service of mankind.
3. **Membership :**
  - I. The signatories to the Memorandum of Association & the office bearers of the Central Executive Committee (CEC) of the Association shall be first member of the society.
  - II. The CEC may admit to membership of any person of any caste, creed or sex who have a degree of Veterinary Sciences from a recognized college/university and agreed in written to be bound by the Memorandum of Associations and regulations of the Society.
    - A. **General :** Any person of any caste or sex having minimum degree of Veterinary Sciences from a recognized institute is eligible to become a general member of the Association.
    - B. **Honorary :** The Association may offer Honorary membership to the Eminent Scientist, Social Workers who have significant contribution to the Veterinary profession and any dignitaries deemed to be useful for the Association. The proposed names should be passed in the Central Executive Committee meeting.

Both types of members shall bind to obey the memorandum of the Association, regulations and by laws of the Association.

The willing person will apply for membership which will be duly forwarded by the District Secretary to the Central Executive Committee for final membership of the Association.

**4. Membership Fees :**

- I. General members have to pay Rs. 100/- as admission fee along with the admission form, duly filled with. Admission fee for Students and retired member is Rs.50/-.
- II. Retired members may apply for Life Membership by paying Rs. 1000/- at a time.

**5. Subscription :**

Annual subscription fees for membership will be Rs. 500/- per year payable within every official year. Honorary Members and Life Members are exempted from such subscription. Annual subscription for students and retired member will be Rs. 200/- per year.

**6. Rights and Privileges :**

- I. It shall be personal and not transferable.
- II. All members shall have to obey the regulations of the Association as per West Bengal Society Registration Act, 1961 or any satisfactory modification thereof.
- III. All general members have right to contest in any election of the Association either at District level or in the State level while conducted provided the subscription are paid up-to-date.
- IV. All members may send the proposal or suggestion which will be duly forwarded by the District Secretary to the Central Executive Committee for vote on resolution in Annual General Body Meeting.
- V. All members have the right to attend the Annual General Meeting/District or State Conference/Scientific Seminar if the specific subscription meant for this is paid up in due time.

**7. Cessation or Termination of membership :**

- I. On the acceptance of his/her resignation from the Association.

- II. By removal - on report of misconduct in official meeting, conviction, anti-national activity or act any prejudicial activity which hamper the prestige of the Association or the profession. However such termination will come in effect only after approval in the Central Executive Committee meeting.

#### 8. Management :

Management will be vested on Central Executive Committee. Central Executive Committee will consists of 39 (Thirty Nine) members as follows.

- I. Elected by General Member: 17 (seventeen) nos.
- II. Permanent Invitee Member (from retired members selected by Working Committee): 02 (two) nos.
- III. Ex-officio member: District Secretary, from each district of West Bengal -19+1(university unit) =20 nos. If the number of the district increases as per Govt. notification, it will increase accordingly. The West Bengal University of Animal and Fisheries sciences unit will be treated as a District.

#### 9. Election Procedure :

- a. The district members will elect the District Committee. Regarding election of members of Central Executive Committee, it must be through secret ballot, maintaining at least 30 days prior notification of election and should be held in the general body meeting of the bi-annual State Conference. The election should be completed within 31st December of that particular year. The election procedure will not be challenged by any court of law.
- b. The office bearers of the Central Executive Committee will be elected from the elected members as follows:
 

● President	:	01
● Vice President	:	04
● General Secretary	:	01
● Assistant General Secretary	:	01
● Joint Secretary	:	04
● Office Secretary	:	01
● Treasurer	:	01



### 10. Working Committee :

The Central Executive Committee should regularly be in touch with the Working Committee to carry out the functions of Association. The members of the Working Committee will be selected as per the decision of the Central Executive Committee. The Working Committee will be formed as follows :

- Chairman (from retired member) : 01
- Ex-officio members (President, : 03  
General Secretary & Asst. General Secretary)
- Convenor (Joint Secretary) : 01
- Members (Retired member) : 03
- Representative from WBUAFS : 01

(WBUAFS - West Bengal University of Animal & Fishery Sciences)

### 11. Term of the Central Executive Committee and Working Committee :

a. Both the committee shall hold office for two official years or till the election is held. However, in case of vote of no-confidence passed by two-third (2/3rd) of the members presents in the Annual General Meeting, the Central Executive Committee shall stand dissolved and the new Central Executive Committee should be formed in the same General Body Meeting.

b. Any member of the Central Executive Committee will not be elected for the post of General Secretary or Treasurer for more than two tenures (maximum 4 years).

### 12. Function of the Central Executive Committee :

- I. To execute the General Meeting resolutions.
- II. To sanction and pass the expenditure of the accounts of the previous year.
- III. To take action for fulfillment of the Association objectives.
- IV. To frame the inclusion and amendments of the regulations of the Association which will have to be passed in the Annual General Meeting.

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- V. To make arrangement for holding the Annual General Meeting.
  - VI. To make arrangement for holding the State Conference in biannual manner.
  - VII. To deposit requisite papers for renewal of the registration of the Association
  - VIII. To prepare annual reports of the Association.
  - IX. To form sub committees, if required.
  - X. To collect the subscription/donation through district secretary or directly.
  - XI. To keep liaison with the other professional organization.
  - XII. Central Executive Committee will select up to 6 (Six) Co-opted member, as required. These Co-opted members will enjoy the power of the Central Executive Committee Member
  - XIII. In case of termination of any Central Executive Committee Member in the midway of his/her tenure, the rest members of the CEC will select the replacement if required
  - XIV. To admit, refuse or readmit members.

**13. Function of the Working Committee :**

The Working Committee shall be responsible to assist CEC for formation of plan, policy on different issues of the organization. The other functions of the Working Committee are as follows:

- I. Working Committee is the highest policy making body of the Organization.
- II. Working Committee will provide necessary advice and guidance to the Central Executive Committee for proper functioning of the Association.
- III. Working committee shall be responsible for Internal Audit of the Accounts of the Central Executive Committee twice in a year.

IV. Working Committee will screen the District Committee recommended application for new membership and forward the same for consideration to the Central Executive Committee.

**14. Duties and Responsibilities & Powers of the Office Bearers of the Central Executive Committee:**

**(A) President**

He will preside over all meetings of the Association and also guide & control the Association to render the activities for fulfillment of the aim of the Association.

Have the power to dissolve the Central Executive Committee before the notification of election. Here he will do the work as the care taker of the Association until the new Central Executive Committee forms to act.

He will also announce the date of Annual General Meeting and Biannual State Conference in consultation with the Central Executive Committee.

**(B) Vice President**

In absence of the President, senior most Vice President will look after the work of President as and when required. The President will delegate his power to the senior most Vice President in his absence.

**(C) General Secretary (GS) :**

- I. He will convey all the meetings and do all correspondence on behalf of the Association and guide the Central Executive Committee members.
- II. He will be the custodian of all records of the association including the financial and law matter.
- III. He will enjoy the right to call explanation for violation of any regulations/laws/ by-laws of the Association to any member except President / Vice President of the Association. He can also take disciplinary action against the said member with prior approval from Central Executive Committee meeting.

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- IV. The General Secretary cannot enjoy the same post for more than two tenures (4 years).
  - V. The General Secretary has the financial power up to Rs. 5000/- in single bill for same purpose. For any expenditure above Rs. 5000/- in single bill it must be ratified in the next Central Executive Committee meeting.

**(D) Assistant General Secretary (AGS):**

- I. He will assist the General Secretary in general.
- II. He will remain in charge of the General Secretary in his absence and will act in consultation with the President.
- III. He will assist General Secretary to execute all sorts of Associational activities.
- IV. He will be responsible to look after the District Organizations and report to the General Secretary / CEC as and when required.

**(E) Joint Secretary:**

- I. Four (4) Joint Secretaries will be responsible for all official correspondence with the approval of General Secretary and Assistant General Secretary and also liable for maintaining all records of the Association. They will also perform any other duties when to be entrusted by the General Secretary.
- II. They will assist General Secretary and Assistant General Secretary to execute all sorts of Associational activities.
- III. They will look after the District Organizations specified to them and report to the GS/AGS/CEC in a regular manner.

**(F) Office Secretary:**

He will be responsible for all official correspondence, record maintenance, renewal of registration of the association, to serve the meeting notice, to write the meeting resolutions of the association and any other work as entrusted by the Central Executive Committee.

**(G) Treasurer:**

He shall be custodian of the funds and properties of the Association. He shall be responsible for maintaining the accounts. He shall sign cheques jointly with the General Secretary/President. He may appoint collector for raising/ collection of funds. He may refuse payment of any bill/ voucher if found defective/irregular. He may make payment of bill/voucher up to Rs. 2000/-and above Rs.2000/- to be countersigned by General Secretary. Collection of fund and payment shall be governed by the code of working conduct. He is also responsible for-

- I. Fund management and account maintenance.
- II. Joint signatory of the bank account.
- III. Payment of bills.
- IV. Placing of bills exceeding Rs.5000/- before the Central Executive Committee for passing.
- V. Necessary works related to Annual Audit by any Chattered Audit Firm.
- VI. The Treasurer cannot enjoy the same post for more than two tenures (4 years).

**15. District Committee:**

A. The office bearers of the District Committee will be elected from the district members as follows :

● President	:	01
● Vice President	:	02
● District Secretary	:	01
● Joint Secretary	:	01
● Office Secretary	:	01
● Treasurer	:	01

B. Each District Committee will be elected for tenure of Two years and will be formed before the election of Central Executive Committee.

- C. In case of termination of any elected District Committee Member in the midway of his/her tenure, the rest District Committee Members will select the replacement if required.
- D. District Committee will perform its activity within the district under guidance of Central Executive Committee. The District Committee shall organize activities in the District level in any manner as they think fit with intimation to the General Secretary. Each District shall submit the full amount of membership subscription and donation to the Treasurer of the Central Executive Committee. Local fund may be raised if necessary to the meet up the District expenditure. All the expenditure, collection etc. shall be audited.
- E. Each District will open a saving bank account which will be operated by any two of the joint signatories i.e. i) Treasurer of the District ii) Either District President or District Secretary.

**16. Duties and Responsibilities of the Office Bearers of the District Committee :**

- I. District President: District President will preside over all meeting of the Association, guide and control the activities of the Association in the District.
- II. District Vice-President: Senior most Vice-President will perform all the duties of District President in his absence.
- III. District Secretary: The District Secretary shall be the Ex-officio member of the Central Executive Committee. He shall be responsible for overall activities of Association within the District. He shall convey at least one general body meeting in every two months and shall furnish the reports/minutes of the meeting to the General Secretary. District Secretary will fix the date of District meeting in consultation with the District President. He will keep close liaison with the Central Executive Committee. He will convey the District Executive Committee meeting once in a fortnight after the office hours to discuss about day to day activities of the district.
- IV. District Joint Secretary: He will assist the District Secretary in respect of smooth functioning of the Association at District level. He will act as District Secretary in his absence.

- V. District Treasurer: He shall be the custodian of the funds and monetary properties of the Association of the District concern. He shall be responsible for maintaining the accounts. He shall sign the cheques jointly with District Secretary/ District President. Collection of funds and payments shall be governed by code of working conduct.
- VI. District Office Secretary: He will be responsible for all official correspondence, record maintenance to write the meeting resolutions of the District meetings and any other work as entrusted by the District Committee.

### 17. **Meetings:**

Quorum of meeting: It must be one-third (1/3rd) of the members.

- I. District Meeting: District meeting should be held at least once in 2 months. Meeting to be called by the District Secretary with at least 7 days prior notice mentioning time, venue and agenda.
- II. Central Executive Committee Meeting: Central Executive Committee meeting should be held once in 2 months. Meeting to be called by the General Secretary with at least 7 days prior notice mentioning time, venue and agenda.
- III. Annual General Meeting: Annual General Meeting should be held once in a year. Meeting to be called by the General Secretary with at least 30 days prior notice mentioning time, venue and agenda.
- IV. Working Committee Meeting: Working Committee Meeting should be held once in fortnight. Meeting to be called by the convener of Working Committee with at least 7 days prior notice mentioning time, venue and agenda.

### 18. **CONFERENCE:**

- A. The State Conference:
  - I. The State Conference shall be organized in every two years and the exact date & venue of such State Conference shall be determined by the Central Executive Committee.
  - II. In State Conference, the report and proposal of the General

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Secretary shall be discussed, approved and shall pass the audit and accounts.

- III. One third (1/3rd) of the delegate shall form quorum in State Conference.
- IV. Decision of majority of the delegates present in the Conference will be final.
- V. During State Conference, Association flag to be hoisted along with National Flag by the President of the Association.
- VI. State Conference is the highest forum of the Association to adopt or reject the reports, proposal, amendments of constitution, audited accounts etc. placed before the General Body Meeting in the Conference.
- VII. The Central Executive Committee will be elected in the General Body Meeting of the bi-annual State Conference.

**B. Delegate of the State Conference:**

- I. All members of the Association shall have the right to attend the State Conference.
- II. All Central and District Executive Committee members must be present as delegates of the Conference except in exigency.
- III. The Central Executive Committee will decide the amount of delegate fee for State Conference.
- IV. The list of the delegates should be sent to the Central Executive Committee preferably by 30 days prior to the State Conference.

**19. Amendment of the Constitution:**

Any amendment of the constitution should be done in the Biannual State Conference/General Body Meeting of the Association. For this purpose suggestions from the members should reach 30 days prior to the State Conference/General Body Meeting through the District Committee. The General Secretary will place the proposal for amendment before State Conference/General Body Meeting.

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# **Progressive Veterinary Doctors' Association**



**OF THE VETS  
BY THE VETS  
FOR THE VETS**

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