

# **SOCIETY OF ANIMAL PHYSIOLOGISTS OF INDIA (SAPI)**

## **CONSTITUTION**

### **(RULES AND REGULATION OF THE SOCIETY)**

**1. Name :** The name of the organization will be "**SOCIETY OF ANIMAL PHYSIOLOGISTS OF INDIA**" (SAPI).

**2. Definitions :**

i) Society: The society mentioned hereinafter will mean the **Society of Animal Physiologists of India**.

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

iii) The official year of the Society shall be the calendar year (January 1 to December 31)

**3. Location:** The registered office of the society is located at the National Dairy Research Institute, Karnal-13 2001 (Haryana) but can be shifted to any other place with the approval of the general body.

### **4. Objectives of the Society**

- 4.1 To promote professional interactions and academic understanding among the Physiologists.
- 4.2 To work for the advancement of the science of Animal Physiology in terms of teaching, research and extension activities.
- 4.3 To provide a forum for professional, academic, extension and field workers in the area of Animal Physiology and to exchange knowledge and ideas through Seminars, Workshops, Conferences and Meetings held from time to time.
- 4.4 To encourage collaborative research in the field of Animal Physiology by creating atmosphere of goodwill among workers in the field of Animal Physiology.
- 4.5 To help in planning and organization of National projects in the field of Animal Physiology.
- 4.6 To provide high technical expertise in the field of Animal Physiology.
- 4.7 To encourage and promote scientific research in the field of Animal Physiology and allied subjects.
- 4.8 To promote and participate in the economic development of animal industry in the country.
- 4.9 To assume responsibility or function when asked to do so by the Govt./ICAR, towards the advancement of Animal Physiology, reproductive and productive efficiency of animals.

## 5. **In order to fulfill its objectives and achieve goals:**

- 5.1 The society may publish a periodical to disseminate information regarding scientific advancement, technical information and other allied information for the benefit of its members and also the public.
- 5.2 The society may accept any contribution, donation, fees, grants from Govt. or from other appropriate funding agencies or public for carrying out projects and functions in consonance with the objectives and spirit of the society.
- 5.3 (a) The society may acquire any property either by gift, purchase, loan or lease or hire, movable or immovable property required for the purpose of the smooth functioning of the society.
- 5.3 (b) The property or money so acquired by the society will be dealt in by the authorized executive member of the society in a manner befitting with holding the dignity of the society.
- 5.4 (a) The society shall be a non-profitable organization. No bonus or dividends can be claimed by any member/members or organization from the society.
- 5.4 (b) However, the society may appoint such people on payment of remuneration to carry out such functions as entrusted to him. Such employee of the society may become eligible for travel expenses etc. to be determined by the society.
- 5.4 (c) The society may pay honorarium or honorarium its workers instituting medals and the expenditure incurred for such purposes may be borne by the society, but such expenses should have a prior approval of the executive committee.
- 5.4 (d) The society may grant travel allowance etc. to any person who is entrusted to undertake travel in promoting the welfare of the society, but such travel undertakings should be with the express permission of the President/General Secretary- of the society- only.
- 5.4 (e) The society may constitute awards or medals to honor scientific excellence in the area of Animal Physiology.

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

- 6.1 **Membership :** Membership of the society shall be open to :
  - 6.1.1 A person who has acquired a degree or sufficient professional knowledge in the field of Physiology or a person who has undergone special training in the field of Animal Physiology and who has an interest in the research and development activities of Animal Physiology both at laboratory or field will be eligible to become a member of this society.
  - 6.1.2 Those persons who have professional degree in the field of Animal Physiology and are/were engaged in teaching, research or extension activities in the field of Animal Physiology are eligible to become the members.

6.1.3 Any organization connected with promoting the research or extension in the field of Animal Physiology or any organization connected with the promotion of animal health through Animal Physiology research can be admitted as member of the organization. Such members are called benefactor or sustaining members.

6.2 There will be four categories of memberships

1. Ordinary member
2. Life member
3. Student member
4. Benefactor/sustaining member

#### 6.2.1 Ordinary members

Any person fulfilling the above conditions and having interest in the research and developmental activities of Animal Physiology will be enrolled as ordinary member on payment.

**Ordinary member fee:** In addition he will pay registration/admission fees. He/she will apply to the society in proforma to be provided by the society for this purpose. The executive committee after due consideration will admit or reject him depending upon the circumstances and judgment of the executive. The decision of the executive will be final. Ordinary member will have a right to vote at all meetings of the society. He will have a single non-transferable vote while electing the executive or while voting any resolution during any society meeting. He has the right to contest any of the executive committee posts. He will also receive free of charge, such literature and Journal which will be published by the society.

#### 6.2.2. Life member

Any person who has shown interest in the activities of the society and who has sufficient professional competence in the field of Animal Physiology can become a Life member by paying life membership fee in lumpsum or in four installments within the same calendar year. Life member will enjoy all the rights and privileges which an ordinary member of the society enjoys.

#### 6.2.3. Student Member

Any person studying in any degree, diploma or certificate course in Animal Physiology and allied fields is eligible- to become a student member by paying student membership fee per year. His membership gets terminated as soon as his period of study ends. The student member will be entitled to attend all the meetings of the society and will be receiving Journal or any other publication by released by the society. However, he will have no right to vote or seek election to any of the central executive posts.

#### 6.2.4. Benefactors/Sustaining member

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

- 6.3 All memberships will be tenable for a period of one year except in the case of Life members, Benefactor and Sustaining members.
- 6.4 Membership fees should be paid every year. Normally the membership will be valid from 1<sup>st</sup> January- to 31<sup>st</sup> December. Every member should renew his membership before 31<sup>st</sup> March.
- 6.5 If any member is found to have not renewed his membership, he will not be eligible for voting to elect at the annual general body meeting or to participate in the general body and other meetings of the society.

#### 6.6 **Resignation-readmission-termination**

##### 6.6.1 **Resignation:**

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

##### 6.6.2 **Readmission:**

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

##### 6.6.3 **Termination :**

The executive has the right to terminate any such member whose activities are found to be detrimental to the functioning of the society. The decision of the executive will be final in this matter. However, the member whose membership is terminated may make a representation to executive committee and may be reconsidered by the executive.

## 7. **Fees:**

The fees for different categories of members will be as follows

Registration	(Rs.) 10.00
i) Ordinary	(Rs.) 400.00
ii) Life	(Rs.) 2000.00
iii) Student	(Rs.) 700.00
iv) Benefactor/ Sustaining member	(Rs.) 5000.00

## 8. **General Body**

The general body of the society will consist of all those individual members who contribute regularly to the society, life members, nominees of the benefactories and sustained members who also forma part of general body.

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

The executive committee will consist of

1. President - One
2. Vice-Presidents – Four; One from each region namely South (States of Andhra Pradesh, Karnataka, TamilNadu and Kerala), North (Jammu & Kashmir, Punjab, Himachal Pradesh, Haryana and Uttar Pradesh), East (Assam, West Bengal, Orissa and Bihar) and West (Rajasthan, Gujrat, Maharashtra and Madhya Pradesh.)
3. General Secretary - One

4. Joint Secretaries – Four; one from each region referred to as above
5. Treasurer - One
6. Executive members – fifteen
7. One representative of Benefactors and Sustaining members.
8. All past Presidents of SAPI.

### **8.1.2 Functions**

All policy statements and other declaration connected with the functioning of the society will be made by the secretary only. No other member will have a right to give policy decisions and declarations on behalf of the association.

The General Secretary, in his absence, the Joint Secretary will issue circulars containing decisions and policies of the society after getting the approval of the executive committee only. In no case any executive member(s) act at his own and give directive statement to the members of the society. All policies and other decisions connected with the proper and healthy functioning of the society should be presented to the general body. Since general body is the intimate body who can take policy decisions and lay guidelines for the healthy functioning of the society.

### **8.1.3 The central Executive Committee will have the powers**

- 8.1.3.1 To appoint such staff as may be necessary and to fix their emoluments, duties, terms and conditions of their service and terminate their service.
- 8.1.3.2 To set up various committees for discharging specific duties.
- 8.1.3.3 To consider membership matters, such as admission, termination, acceptance of resignation and readmission etc.
- 8.1.3.4 To pay, sell, hire or deal with the property of the society in the manner that enables the smooth and efficient functioning of the society.
- 8.1.3.5 To handle money transactions through savings, bank accounts, deposits and investments in National Schemes of Govt. of India.
- 8.1.3.6 To enter into contracts or legal proceedings on behalf of the society.
- 8.1.3.7 To appoint auditors for accounts of the Society.
- 8.1.3.8 To act with full powers under any emergency, notwithstanding any limitations in these rules, provided that the spirit of the constitution of the society is maintained and that any decision taken in emergence for the proper functioning of the society be regularized at the next general body meeting. General body meeting will have a right to alternate name or any of the decisions taken by the executive.
- 8.1.3.9 To delegate powers to any office bearer or any officer appointed to look after the work of the society.
- 8.1.3.10 .The executive will decide the dates for calling the annual general body meetings and other meetings of the society.
- 8.1.3.11 The central executive committee shall meet at least once in four months to discuss about the matters concerning functioning of the society. In case it is not feasible then they shall decide each issue on majority basis by correspondence / circulation seeking views of the members of Executive Committee.
- 8.1.3.12 The meeting will be held at such place and time as decided by the President in consultation with other members.
- 8.1.3.13 Extra-ordinary meeting may be called by the President or Secretary or at the written request of at least five executive members. At least 15 days time should be given to the members to attend such extra-ordinary meeting. The meeting notice should also contain the specific purpose for which it has been called for.

- 8.1.3.14 At least 15 days notice should be given to all central executive members to attend executive meetings. The notice should also contain the agenda to be transacted.
- 8.1.3.15 At least 30 days notice should be given to all members in connection with the calling of general body meeting.
- 8.1.3.16 At least once in 2 years, the general body should meet to review the functioning the society.
- 8.1.3.17 All meeting notices shall be sent under certificate of posting to the members at their latest address available with the Society.

## **9. Elections**

- 9.1 The central executive shall be elected from amongst the members of the society who have paid all dues of the society upto the date of election, barring new members in that particular year.
- 9.2 Election of office bearers of the Central Executive shall be done from the floor of the house during the General Body meeting. All such elected members should become life members of the Society.

## **10. Quorum for executive meetings and general body meetings**

At least 1/5<sup>th</sup> of the total number of Executive Members should be present to fill the quorum for Executive meeting and at least 1/4<sup>th</sup> of the total number of active members should be present to fill the quorum of general body meeting.

- 11. **Terms of office:** The members of the Central Executive will hold their posts for a Period of two calendar years. No member shall hold the same office for more than two terms consecutively. Any vacancy arising in the Executive shall be filled by a simple majority decision of the Executive Committee temporarily till the next General Body Meeting.

## **12. Powers and functions of the office bearers**

### **12.1 President**

- 12.1.1 President will be Head of the Society. All other executive members will work under the authority of the President. He shall preside over all the meetings of the society. If he is unable to preside any meeting, he may nominate one of the Vice- Presidents to act on his behalf. Such a nominee of the President will exercise all the powers vested in the President. The President will have a casting vote only in case of a tie that may arise during executive or any other meeting. Normally he will not exercise this power. The President has to sign all the proceedings of the meetings, declarations and notifications, etc.

### **12.2 Vice-Presidents**

- 12.2.1 The Vice-Presidents will assist the President in the execution of his duties and powers. One of the Vice-Presidents nominated by the President will act as President during his absence.

### **12.3 General Secretary**

- 12.3.1 The General Secretary may have to execute all the deeds, contracts and other documents regarding assets and liabilities of the society, on behalf of the society. All these contracts have to be countersigned by the Joint-Secretary/Treasurer.

The General Secretary will issue notices regarding executive and other meetings to be held from time to time. He along with Joint Secretaries will be responsible for maintaining the membership registers and other registers of the society. The General Secretary will have to organize all meetings, decide in consultation with President and the executive, dates for calling nominations and elections for central executive committee. He will also maintain such correspondence which is needed for achieving the objectives of the society. All deeds executed on behalf of the society will be under his safe custody. He will procure such facilities etc. which is essential for running the office of the headquarter of the society. The staff appointed for the office work of the headquarters will be under his administrative control. The Secretary will also perform such of the duties which will enhance the dignity of the society.

#### 12.4 **Joint Secretary**

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

#### 12.5 **Treasurer**

12.5.1 The Treasurer shall be responsible for the Society's funds and properties and ensure proper books of accounts. He will also maintain Savings Accounts on behalf of the Society in a local bank. All the cheques of withdrawals and deposits will be signed by the treasurer along with Secretary. He will also prepare statement of income and expenditure and get the accounts audited. He will present the budget and balance sheet at the executive as well as general body meeting. He will honor bills and vouchers only when they are signed by the General Secretary / Joint Secretary. Advance of cash payments for any particular expenditure will be made by him only if the cash advance is sanctioned by the General Secretary or in his absence by the Joint Secretary. He will issue receipt under his signature when cash is received by him. Membership cards will be issued with the signature of the Treasurer / General Secretary only.

#### 12.6 **Publications**

12.6.1 The executive can nominate Chief Editor, Editor and the Editorial Board for publishing scientific material/Journal on behalf of the society.

12.6.2 **Chief Editor** will be Chairman of the Editorial Board and shall exercise overall control on the quality of publication.

12.6.3 **The Editor** will receive the articles and send them to the referees initially. Only final manuscripts will be placed before the editorial board. The Editor in consultation with the Chief Editor will finalize the articles for publication in any particular issue of the Journal. All correspondence regarding advertising from financial transactions etc. will be the responsibility of the editor.

He will place all the accounts before the editorial board for approval, before presenting them finally to the general body and executive committee. All executive members will contribute effectively for the proper functioning of the association.

12.6.4 Apart from publishing a Journal by the society, the society may also undertake publishing technical and other information bulletins for the benefit of the members.

12.6.5 The Journal of the society will be purely devoted to the publication of high standard scientific articles or articles containing technical achievements in the field of Animal Physiology, Biotechnology and allied sciences. Details regarding the publication procedures will be decided and reported to the executive committee and the general body by the chief editor of the Journal.

### **13. Functioning of the Association**

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

13.1.1 Presentation of annual report by Secretary.

13.1.2 Audit statement of accounts of the society by treasurer.

13.1.3 Budget for the subsequent years by Treasurer.

13.1.4 Conducting of election where necessary and announcement of the names of the elected members.

13.1.5 Approve amendments etc. to the constitution

13.1.6 Any other item to be brought to the notice of the President and Secretary at least 7 days in advance

13.2 Extraordinary executive general body meetings and executive meetings:

13.2.1 Extraordinary executive meetings can be requested to be held within a specified time by submitting a written request at least by 5 executive committee members to the President. They should clearly specify the agenda to be discussed at such meeting.

13.2.2 The President himself may call an emergency /extra ordinary executive meeting.

13.2.3 At least a week prior notice should be given for holding such meetings.

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



## **14. Amendments to constitution**

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

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

### **14.3 Dissolution of the Society**

The society shall be dissolved if at a general body meeting, 90% of the life members present decide to do so and a resolution dissolving the society. In such circumstances, before the assets are distributed to the members or transferred to any other society, all the liabilities and debts will be cleared and only the remaining finances will be distributed. In case members with 2/3 majority accept that the balance of assets be transferred to any society, it will be done accordingly.

- a) The income and property of society shall be applied solely towards the promotion of the objects of the society as set forth in the Memorandum of Association and no portion thereof shall be paid or transferred directly or indirectly to the members of the Society.
- b) No member of the Governing Body of the society shall be appointed to any salaried office of the society paid by fees, that no remuneration shall be given by the society to any member of such Governing Body extra payment of out of pocket expenses and interest on money lent or rent for premises / demises to the society.
- c) The society by its constitution is required to apply its profits, if any, or other income in promoting its objects.
- d) If upon the winding up or dissolution of the society there remains after satisfaction of all its debts and liabilities any property whatsoever, the same shall not be paid or distributed among the members of the society, but shall be given or transferred to some other institution having objects similar to the objects of the society to be determined by the members of the society at or before the time of dissolution.