

**MEMORANDUM OF ASSOCIATION  
(Existing)**

1. The name of organisation, known so far as the INDIAN DAIRY SCIENCE ASSOCIATION (IDSA) shall be INDIAN DAIRY ASSOCIATION (IDA).
2. The registered office of the Association shall be located in IDA House, New Delhi.
3. The objective of the Association shall be the advancement of dairy science and industry, farming, animal husbandry, animal sciences and its branches including dairy farming & research on breeding, and management of dairy livestock; and towards that end the association will seek:
  - 3.1 To provide opportunities for the dissemination and exchange of knowledge and ideas gained from experiments and experience through meetings, conferences, and seminars, and for collaboration between persons and/or institutions interested in research and planning and those in production, processing and marketing;
  - 3.2 To practise and promote a high standard of objectivity, scientific expertise and technical proficiency;
  - 3.3 To encourage and promote scientific research and development related to dairy, dairy farming as defined under the Section I - Definitions of Rules and Regulations of Association.
  - 3.4 To promote and participate in every way the rational and economic development of dairy science, industry and farming (as defined under the Rules & Regulations) in the country in association with cooperatives, industry, or any other organisation, national or international, having similar aims and objectives;
  - 3.5 To assume any responsibility or functions when asked to do so, on behalf of Government towards the advancement of dairying;
  - 3.6 To collaborate with societies, associations, or any other organisation, national or international, having similar aims and to participate in meetings held in India or abroad centered around similar objectives.

**MEMORANDUM OF ASSOCIATION  
(Amendments Proposed)**

1. The name of organisation shall be INDIAN DAIRY ASSOCIATION (IDA).
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3. The objective of the Association shall be the advancement of dairy science and industry, farming, animal husbandry, animal sciences, dairy processing and its branches including dairy farming & research on breeding, and management of dairy livestock; and towards that end the association will seek:
  - 3.1 To provide opportunities for the dissemination and exchange of knowledge and ideas gained from experiments and experience through meetings, conferences, and seminars, and for collaboration between persons and/or institutions interested in research and planning and those in production, processing and marketing;
  - 3.2 To practise and promote a high standard of objectivity, scientific expertise and technical proficiency.
  - 3.3 To encourage and promote scientific research and development related to dairy, dairy farming & dairy processing as defined under the Section I - Definitions of Rules and Regulations of Association.
  - 3.4 To promote and participate in every way in economic development of dairy science, industry and farming (as defined under the Rules & Regulations) in the country in association with cooperatives, industry, or any other organisation, national or international, having similar aims and objectives;
  - 3.5 To assume any responsibility or functions when asked to do so, on behalf of Government towards the advancement of dairying;
  - 3.6 To collaborate with societies, associations, or any other organisation, national or international, having similar aims and to participate in meetings held in India or abroad centred around similar objectives.

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| <p>3.7 To promote standards (qualitatively and otherwise) and to foster the growth of the dairy industry in general and for the purpose engage in consultancy activities, set up laboratories and do such like or other things as are necessary for the purpose.</p>   | <p>3.7 To promote standards (qualitatively and otherwise) and to foster the growth of the dairy industry in general and for the purpose engage in consultancy activities, set up laboratories and do such like or other things as are necessary for the purpose.</p>  |
| <p>3.8 To adopt, as and when required, an appropriate logo for the Association and to permit the use thereof by its members on such terms as may deem appropriate.</p>   | <p>3.8 To adopt and register, as and when required, an appropriate logo for the Association and to permit the use thereof by its members on such terms as may deem appropriate.</p>   |
| <p>3.9 To promote dairying as a part of Animal Husbandry activity in particular and agricultural farming in general for the benefit of livestock and agricultural farmers.</p>   | <p>3.9 To promote dairying as a part of Animal Husbandry activity in particular and agricultural farming in general for the benefit of livestock and agricultural farmers.</p>  |
| <p>4. In pursuance of these objectives the Association shall :</p>   | <p>4. In pursuance of these objectives the Association shall :</p>  |
| <p>4.1 Publish a journal or journals devoted to the publication of original scientific and technical research articles, popular articles, technical and personal news items from India and abroad, information regarding the activities of the Association and its members, commercial market information, promotional and developmental activity and similar matters.</p> | <p>4.1 Publish journals and periodicals devoted to the publication of original scientific and technical research articles, popular articles, technical and personal news items from India and abroad, information regarding the activities of the Association and its members, commercial market information, promotional and developmental activity and similar matters.</p> |
| <p>4.2 Publish, <b>reproduce</b>, distribute or circulate any other journals, papers, books and other literature furthering the objectives of the Association.</p>   | <p>4.2 Publish, reproduce, distribute or circulate any other journals, papers, books and other literature furthering the objectives of the Association.</p>   |
| <p>4.3 Accept contribution and fees, grants from government or from other appropriate funding organisations for projects and purposes in consonance with the objectives or spirit of the Association.</p>  | <p>4.3 Accept contribution and fees, grants from government or from other appropriate funding organisations for projects and purposes in consonance with the objectives or spirit of the Association.</p>   |
| <p>4.4 Acquire by gift, purchase, lease, loan or hire any immovable or movable properties required for the purpose of the Association and deal with these properties, monies and other assets to further the Association's objectives.</p>   | <p>4.4 Acquire by gift, purchase, lease, loan or hire any immovable or movable properties required for the purpose of the Association and deal with these properties, funds and other assets to further the Association's objectives.</p>   |
| <p>4.5 To organise training, exhibition and help in the establishment of dairy farm as a part of Animal Husbandry activity for the benefit of agricultural, livestock &amp; dairy farmers.</p>   | <p>4.5 To organise training, exhibition and help in the establishment of dairy farm as a part of Animal Husbandry activity for the benefit of agricultural, livestock &amp; dairy farmers.</p>  |
| <p>4.6 Year mean period from 1st April to March 31 of next year.</p>   | <p>4.6 Year means the financial year from 1st April to March 31 of next year.</p>   |
| <p>5. The Association shall be a non-profit making</p>   | <p>5. The Association shall be a not for profit making</p>  |

organisation. It shall not give any dividend bonus or otherwise in money to any of its members but may pay in good faith remuneration by way of salary, fees, travelling expenses, etc., to any personnel employed by it to serve the organisation, or to any other person including its members for any specific purpose, e.g., as honorarium, travelling allowances, connected with the activities of the Association. Payments indicated above can only be made after the CEC or the competent authority named by the CEC has approved of the expenditure.

organisation. It shall not give any dividend, bonus or otherwise in cash to any of its members but may pay in good faith remuneration by way of salary, fees, travelling expenses, etc., to any personnel employed or contracted by it to serve the organisation, or to any other person including its members for any specific purpose, e.g., as honorarium, travelling allowances, connected with the activities of the Association. Payments indicated above can only be made after the CEC or the competent authority named by the CEC has approved of the expenditure.

## **RULES AND REGULATIONS (EXISTING)**

## **RULES AND REGULATIONS (AMENDMENTS PROPOSED)**

### **SECTION I**

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#### **DEFINITIONS:**

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In the interpretation of the Rules and Regulations, unless there be something in the subject or context inconsistent therewith, the definition of the terms used in these Rules and Regulations **will be** follows:

In the interpretation of the Rules and Regulations, unless there be something in the subject or context inconsistent therewith, the definition of the terms used in these Rules and Regulations will be as follows:

- (i) "IDA" or "Association" means the Indian Dairy Association.
- (ii) "Memorandum and Rules and Regulations" means the Memorandum of the Association and Rules and Regulation of the Indian Dairy Association.
- (iii) "CEC" means the Central Executive Committee of the Indian Dairy Association.
- (iv) "Zone" means a zone of the Indian Dairy Association.
- (v) "Branch" means a branch of the Indian Dairy Association.
- (vi) "Local Chapter" means a Local Chapter of the Indian Dairy Association.
- (vii) "ZEC" means a Zonal Executive Committee of the Indian Dairy Association.
- (viii) "SEC" means a State Executive Committee of the Indian Dairy Association.
- (ix) "General Body" means the body composed of all categories of members of the Indian Dairy Association.
- (x) "AGBM" means the Annual General Body

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- ii) "Memorandum and Rules and Regulations" means the Memorandum of the Association and Rules and Regulations of the Indian Dairy Association.
- (iii) "CEC" means the Central Executive Committee of the Indian Dairy Association.
- (iv) "Branch" means a Zonal, State and Local Branch of Indian Dairy Association.
- (v) "Zone" means a Zonal Branch of the Indian Dairy Association - defined from time to time.
- (vi) "State Chapter" means a State Branch of the Indian Dairy Association.
- (vii) "Local Chapter" means a Local Branch of the Indian Dairy Association.
- (viii) "ZEC" means a Zonal Executive Committee of the Indian Dairy Association.
- (ix) "SEC" means a State Executive Committee of the Indian Dairy Association.
- (x) "LEC" means a Local Executive Committee of the Zone of the Indian Dairy Association.

Meeting of the Indian Dairy Association.

- (xi) "EGBM" means the Extra-ordinary General Body Meeting of the Indian Dairy Association.
- (xii) "General Body of the Zone: means the body composed of all categories of members in the zone
- (xiii) "General Body of the State" means the body composed of all categories of members in the State.
- (xiv) "Bye-laws" means the bye-laws framed under the Rules and Regulations of the Indian Dairy Association.
- (xv) The Words "him" or "his" occurring any where in the text indicate persons of either Sex.
- (xvi) "Agriculture" means Science or Practice of Farming
- (xvii) "Animal Husbandry" means - a branch of agriculture concerned with the breeding & feeding of domestic animals
- (xviii) "Dairying" means - a branch of Animal Husbandry which deals with the breeding and feeding of dairy animals
- (xi) "Office Bearers" means the President, Vice Presidents of the CEC and Chairman, Vice Chairmen, Secretary and Treasurer of the Zones, State and Local Chapters.
- (xii) "General Body" means the body composed of all categories of members of the Indian Dairy Association.
- (xiii) "AGBM" means the Annual General Body Meeting of the Indian Dairy Association.
- (xiv) "EGBM" means the Extra-ordinary General Body Meeting of the Indian Dairy Association.
- (xv) "General Body of the Zone: means the body composed of all categories of members in the zone
- (xvi) "General Body of the State Chapter and Local Chapter" means the body composed of all categories of members in the State.
- (xvii) "Bye-laws" means the bye-laws framed under the Rules and Regulations of the Indian Dairy Association.
- (xviii) The Words "him" or "his" occurring any where in the text indicate persons of either Sex.
- (xix) "Agriculture" means Science or Practice of Farming
- (xx) "Animal Husbandry" means - a branch of agriculture concerned with the breeding, feeding and management of domestic animals
- (xxi) "Dairying" means - a branch of Animal Husbandry which deals with the breeding, feeding and management of dairy animals and dairy processing

## **SECTION II:**

### **1. MEMBERSHIP**

1.1 Membership of the Association shall be open to:

1.1.1 Any person who has had or is undergoing a formal training in dairying or allied sciences, or who is or was on the staff of an institution or organisation connected with the dairy or allied fields.

## **SECTION II:**

### **1. MEMBERSHIP**

1.1 Membership of the Association shall be open to:

1.1.1 Any person who has undergone a formal training and holding a degree or diploma in dairying or allied sciences, or who is or was on the staff of an institution or organisation connected with the dairy or allied fields belonging to scientific, technical and managerial categories. The requirement applies to all the classes of membership given under clause 1.4.1.

- 1.1.2 Any person who is involved in dairying activities or is in a position of responsibility which could promote the growth of dairy science and industry.
- 1.1.3 Any organisation concerned with the area of dairying in its widest aspects, or interested in promoting the aims and objects of the Association.
- 1.2 Every member of the association (which include all classes of membership as described in Section II, Clause 1.3 shall be expected :
- 1.2.1 To acquaint himself with the Memorandum and Rules and Regulations of the Association, and to exert himself to foster and uphold them.
- 1.2.2 To conduct himself at all times in such a way as to enhance the dignity and the ethical and professional standard of the Association through his actions, behaviour and language.
- 1.2.3 To uphold the law in letter and spirit and to employ his scientific and technological expertise to advance the good of society.
- 1.3 There will be 7 classes of membership, 4 for individuals and 3 for organisations
- 1.3.1 An individual can be classified as a Life Member, Ordinary Member, Associate Member or Student Member.
- 1.3.2 An organisation can be classified as a Benefactor, Sustaining Member or Associate Member. When applying for any of these two categories of organisational membership, the organisation will nominate a representative who will be representing the organisation in all the activities. The organisation can, if it so desires, change the nomination with three months notice.
- 1.3.3 All subscriptions excluding that for life membership and benefactorship, will be on the annual basis commencing from 1st April of the year. However, in case of Associate Member, registered during the Conference/Seminar/Workshop, their membership shall be limited to the particular event. The tenure of the
- 1.1.2 Any person who is in a position of responsibility in dairying activities who could promote the growth of dairy science and industry.
- 1.1.3 Any organisation concerned with the area of dairying in its widest aspects, and engaged in promoting the aims and objects of the Association.
- 1.1.4 Any person, as a student, undergoing formal training in dairy science and technology at under graduate or post graduate level.
- 1.2 Every member of the association (which include all classes of membership as described in Section II, Clause 1.3 shall be expected :
- 1.2.1 To acquaint himself with the Memorandum and Rules and Regulations of the Association, and to exert himself to foster and uphold them.
- 1.2.2 To conduct himself at all times in such a way as to enhance the dignity and the ethical and professional standard of the Association through his actions, behaviour and language.
- 1.2.3 To uphold the law in letter and spirit and to employ his scientific and technological expertise to advance the good of society.
- 1.3 There will be following categories of membership, for individuals as given in clause 1.3.1 and for organisations as given in clause 1.3.2:
- 1.3.1 An individual can be classified as a Life Member, Ordinary Member or Student Member
- 1.3.2 Benefactor or Sustaining Member : While applying for any of these two categories of organisational membership, the organisation will nominate a representative who will be representing the organisation in all the activities of the Association. The organisation can, if it so desires, change the nomination with prior intimation to the Head Office of Association.
- 1.3.3 All subscriptions excluding that for life membership and benefactorship, will be on the annual basis commencing from 1st April of the year. The tenure of the Membership could be changed by the CEC in accordance with the bye-laws of the Association.

Membership could be changed by the CEC in accordance with the by-laws framed under the constitution.

#### 1.4 Classes of membership

1.4.1 All classes of membership will be grouped in the following five different categories:-

- (i) Research workers and educationists
- (ii) Milk producers
- (iii) Professionals and planners; and
- (iv) Dairy industry such as manufacturers and/or suppliers of dairy equipment or appliances and milk product factories.
- (v) Others

1.4.2 Any person (or organisation) who wants to be enrolled as a member will be required to indicate in the prescribed form the category in which he desires to be grouped but shall not have any right to be grouped in that category. On receipt of the application form, the CEC shall decide the category into which the member shall be placed and the decision of the CEC shall be final.

1.4.3 Any existing member who has not been placed in a particular category, will be required to indicate his choice by filling up the prescribed form. The CEC shall on receipt of the form, take the decision to place the member in **the** appropriate category and the decision of the CEC shall be final. Where any such existing member fails to submit the form within the prescribed time limit, the CEC may take the decision to categorise the membership without waiting for further communication from the member.

1.4.4 The association shall maintain a register of its members, both individual and organisational (including the name of the representatives) and give a membership number to each of them with suitable prefix or affix to indicate the category of the member.

## 2. **QUALIFICATIONS FOR MEMBERSHIP, ADMISSION PROCEDURES AND RIGHTS OF MEMBERS**

### 2.1 *Individual categories of membership:*

2.1.1 *Ordinary Member:* Any person who fulfils the qualifications prescribed for membership in clause 1.1 is eligible for ordinary membership

#### 1.4 Classes of Membership

1.4.1 All classes of membership will be grouped in the following four different categories:-

- (i) Research workers and educationists
- (ii) Milk producers
- (iii) Professionals and planners; and
- (iv) Dairy industry such as milk product factories and manufacturers and/or suppliers of dairy equipment or appliances.

1.4.2 Any person (or organisation) who wants to be enrolled as a member will be required to indicate in the prescribed form the category in which he desires to be grouped. However on receipt of the application form, the CEC shall decide the category into which the member shall be placed and the decision of the CEC shall be final.

1.4.3 Any existing member who wishes to be placed in a particular category, will be required to indicate his choice by filling up the prescribed form. The CEC shall on receipt of the form, take the decision to place the member in the appropriate category and the decision of the CEC shall be final. Where any such existing member fails to submit the form within the prescribed time limit, the CEC may take the decision to categorise the membership without waiting for further communication from the member.

1.4.4 The association shall maintain a register of its members, both individual and organisational (including the name of the representatives) and give a membership number to each of them with suitable prefix or affix to indicate the category of the member.

## 2. **QUALIFICATIONS FOR MEMBERSHIP, ADMISSION PROCEDURES AND RIGHTS OF MEMBERS**

### 2.1 *Individual categories of membership:*

2.1.1 *Ordinary Member:* Any person who fulfils the qualifications prescribed for membership in clause 1.1 is eligible for ordinary membership

subject to the approval of the CEC. Interested persons have to apply to the Secretary General of IDA in the prescribed form directly or through the Secretary of a Zone along with the requisite admission fee and annual subscription. In every case where the application is rejected the admission fee and the deposit towards subscription shall be refunded. An ordinary member will have the right to be present, participate and vote in all meetings of the Association meant for the members, to propose candidate(s) and to stand for an election if he has acquired the right to vote and right to stand for election, to contribute papers at the meetings of the association and to receive free of charge the journal(s) of the Association and any other publication which is meant to be supplied, free of charge, to the members of IDA.

2.1.2 *Life Member:* Any person who has been an ordinary member, for a period of minimum one year with or without a break, has undergone a formal training in dairying or allied sciences, or who is or was on the staff of an institution or organisation connected with milk production, processing, marketing is eligible to become a life member subject to the approval of the CEC.

2.1.3 *Associate Member :* Any person(s), who is/ are interested to participate in an event of the association but unable to meet the criteria prescribed in all other categories of membership but whose association would be in the interest of IDA may be registered as Associate Member for the particular event only. Interested persons(s) have to apply in a prescribed form for the above class of membership alongwith the prescribed fee as determined by the CEC. This category of membership cannot be renewed. This category of membership is not convertible into any other category. An Associate Member will have no right to vote or stand for election. The Associate Member is not entitled to any of other privileges which are otherwise available to other category of members except the privileges expressly provided hereinbefore.

subject to the approval of the CEC. Interested persons have to apply to the Secretary General/ Secretary of IDA in the prescribed form directly or through the Secretary of a Zone along with a copy of Aadhar Card (self attested) and copy of the academic degree or diploma (self attested) with the requisite admission fee and annual subscription. In every case where the application is rejected the admission fee and the deposit towards subscription shall be refunded.

2.1.2 *Life Member:* Any person who has been an ordinary member, for a period of minimum one year, has undergone a formal training in dairying or allied sciences, or who is or was on the staff of an institution or organisation connected with milk production, processing, marketing is eligible to become a life member subject to the approval of the President of IDA. The interested member has to apply directly to the Secretary General/ Secretary of IDA or through the Secretary of the Zone in the prescribed form with the requisite fee for conversion from Ordinary Member to Life Member. However, to sustain the life membership, the member has to submit life certificate every year during the month of April and May.

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An ordinary member and Life Member will have the right to be present, participate and vote in all meetings of the Association meant for the members, to propose candidate(s) and to stand for an election if he has acquired the right to vote and right to stand for election, to contribute papers at the meetings of the Association and to receive free of charge the journal(s) of the Association and any other publication which is meant to be supplied, free of charge, to the members of IDA.

#### 2.1.4 Student Member :

2.1.4(i) Student Member (**under graduate**): Any person who is a student for diploma or bachelor's degree in any stream of dairy science and not employed by any organisation or drawing any salary, is eligible for student membership (under graduate) subject to the approval of the CEC.

2.1.4(ii) Student Member (Post Graduate): Any person who is a student for Post Graduate or Doctorate Programme in any stream of dairy science and not employed by any organisation or drawing any salary is eligible for student membership (post graduate) subject to the approval of the CEC. Interested person(s) have to apply in a prescribed form for the above class of membership alongwith the prescribed annual fee as specified in clause 4.5.3(b) and 4.5.3(c) to **the Secretary General of IDA** directly or through the Secretary of a zone. In case the application is rejected by the CEC, the deposit towards subscription will be refunded. There is no admission fee for student membership. A person who has been a student member for two consecutive years, need not pay any admission fee to become an Ordinary Member. A student member will have **no** right to vote or stand for election. However, a student member will have the right to **be** present and participate as a member in the Dairy Industry Conference, Seminars, Meetings **etc.**, of the Association held from time to time and they will also be entitled to **receive** free of charge, the copies of "Indian Dairyman" (under graduate) and "Indian Journal of Dairy Science" and "Indian Dairyman" (Post Graduate).

#### 2.1.3 Student Member :

2.1.3(1) Student Member (under graduate): Any person who is a student for diploma or bachelor's degree in any stream of dairy science and not employed by any organisation or drawing any salary, is eligible for student membership (under graduate) subject to the approval of the CEC.

2.1.3(2) Student Member (Post Graduate): Any person who is a student for Post Graduate or Doctorate Programme in any stream of dairy science and not employed by any organisation or drawing any salary is eligible for student membership (post graduate) subject to the approval of the CEC. Interested person(s) have to apply in a prescribed form for the above class of membership alongwith the prescribed annual fee as specified in clause 4.5.3(b) and 4.5.3(c) with an identity card attested by Principal or Dean of the College concerned to the Secretary General/Secretary of IDA directly or through the Secretary of a zone. In case the application is rejected by the CEC, the deposit towards subscription will be refunded. There is no admission fee for student membership. A person who has been a student member for two consecutive years, need not pay any admission fee to become an Ordinary Member. A student member will have no right to vote or stand for election. However, a student member will have the right to be present and participate as a member in the Dairy Industry Conference, Seminars, Meetings etc., of the Association held from time to time. Under graduate students will be entitled to receive free of charge, the copies of "Indian Dairyman" and post graduate students the "Indian Journal of Dairy Science" and "Indian Dairyman" (Post Graduate), free of charge.

#### 2.2 Organisational categories of membership:

2.2.1 *Benefactor*: Dairy Cooperative Society or any other institution, Association of Milk

#### 2.2 Organisational categories of membership:

2.2.1 *Benefactor*: Dairy Cooperative Society, Dairy Federations, Dairy Plants, dairy equipment



Producers, or Registered group of dairy interest, which fulfill the qualifications laid down in clause 1.1 and by paying prescribed donation may be enrolled as a benefactor of the Association for a period of 8 years from the year of enrollment, provided its application in the prescribed form sent to the Secretary General of the Association directly or through the Secretary of a zone is considered and approved by the CEC. A Benefactor organization will have all the privileges of an ordinary member and act through its nominee, whose name has to be communicated in advance to the CEC.

manufacturers or any other institution, Association of Milk Producers, or Registered group of dairy interest, which fulfill the qualifications laid down in clause 1.1 and by paying prescribed membership fee may be enrolled as a benefactor of the Association for a period of 8 years from the year of enrolment, provided its application in the prescribed form sent to the Secretary General/Secretary of IDA directly or through the Secretary of a zone is considered and approved by the CEC. A Benefactor member will have all the privileges of an ordinary member and act through its nominee, whose name has to be indicated while submitting application. The name of the nominee can be changed with prior intimation to the Association.

**2.2.2 Sustaining Member:** Dairy Cooperative Society or any other institution, Association of Milk Producers, or Registered group of organised dairy interest which fulfill the qualifications laid down in clause 1.1 may be enrolled as a sustaining member by contributing annually the prescribed sum, provided its application in prescribed form addressed to “the Secretary General of IDA” directly or through the Secretary of a zone is considered and approved by the CEC. A sustaining member will have all the rights and privileges of an ordinary member and will act through its nominee, whose name has to be sent to CEC in advance.

**2.2.2 Sustaining Member:** Dairy Cooperative Society, Dairy Federations, Dairy Plants, dairy equipment manufacturers or any other institution, Association of Milk Producers, or Registered group of organised dairy interest who fulfill the qualifications laid down in clause 1.1 may be enrolled as a sustaining member by contributing annually the prescribed sum, provided its application in prescribed form addressed to “Secretary General/Secretary of IDA” directly or through the Secretary of a zone is considered and approved by the CEC. A sustaining member will have all the rights and privileges of an ordinary member and will act through its nominee, whose name has to be indicated while submitting the application form. The name of nominee can be changed with prior intimation to the Association.

**2.2.3 Associate Member :** Any organisation(s), who is/are interested to participate in an event of the association but unable to meet the criteria prescribed in all other categories of membership but whose association would be in the interest of IDA may be registered as Associate Member for the particular event only. Interested organisation(s) have to apply in a prescribed form for the above class of membership alongwith the prescribed fee as determined by the CEC. This category of membership cannot be renewed. This category of membership is not convertible into any other category. An Associate Member will have no right to vote or stand for election. The Associate Member is not entitled to any of other privileges which are otherwise available to other category of members except

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the privileges expressly provided hereinbefore.

2.2.4 “When application for enrollment as member of the Association is forwarded by the Secretary of a Zone, the full amount received towards admission fee and membership subscription shall be sent to the Secretary General of IDA alongwith the application without deducting the Zonal Share if any. If and when subscription for renewal of membership is received by the Zones, the Secretary of the Zone shall send the full amount to the Secretary General of IDA without deducting the Zonal share, if any.

“When application for enrollment as member of the Association is forwarded by the Secretary of a Zone, the full amount received towards admission fee and membership subscription shall be sent to the Secretary General/Secretary of IDA (HQ) alongwith the application without deducting the Zonal Share if any. If and when subscription for renewal of membership is received by the Zones, the Secretary of the Zone shall send the full amount to the Secretary General/Secretary of IDA without deducting the Zonal share, if any.

2.3 The CEC on receipt of application for membership will decide the eligibility of a person or organisation for membership and the CEC’s decision regarding acceptance of the membership shall be final.

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### **3. RESIGNATION, TERMINATION, SUSPENSION AND RE-ADMISSION**

### **3. RESIGNATION, TERMINATION, SUSPENSION AND RE-ADMISSION**

3.1 *Resignation* : Any member who wishes to resign from the Association should write to the Secretary General of IDA or to the Secretary of the Zone for consideration of the CEC. The acceptance of the resignation by the CEC is subject to clearing his dues reckoned up to the date of receipt of his resignation letter, returning any asset, files, papers belonging to the Association temporarily in his custody and paying the subscription for the year in question.

3.1 *Resignation* : Any member who wishes to resign from the Association should write to Secretary General/Secretary of IDA or to the Secretary of the Zone for consideration of the CEC. The acceptance of the resignation by the CEC is subject to clearing his dues reckoned up to the date of receipt of his resignation letter, returning any asset, files, papers belonging to the Association temporarily in his custody and paying the subscription for the year in question.

#### **3.2 Termination:**

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3.2.1 The General Body, on its own or on the recommendation of CEC, may terminate the membership of any category of member whose continuance in its opinion, is detrimental to the interests and status of the Association and the decision of the General Body in this matter shall be final.

3.2.1 The General Body, on its own or on the recommendation of CEC, ZEC, SEC and LEC may terminate the membership of any category of member whose continuance in its opinion, is detrimental to the interests and status of the Association and the decision of the General Body in this matter shall be final.

3.2.2 A member who does not renew his membership within 61 months of the expiry of the membership tenure will lose his membership without further notice from the IDA regarding the termination, provided that the CEC may condone the delay by a period not exceeding another three months.

3.2.2 A member who does not renew his membership within two months of the expiry of the membership tenure will lose his membership without further notice from the IDA.

3.2.3 The membership of a person may be terminated

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by CEC in case it is medically confirmed that he is mentally ill.

by CEC in case of conviction by a court of law for a civil or criminal offence or a moral breach of trust or if it is medically confirmed that he is mentally ill.

3.2.4 The membership of a person who has been convicted by a court for a criminal offence is liable to be terminated by the CEC.

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3.2.5 The termination of membership shall not in any way affect the rights of the Association to claim arrears of subscription, other dues, books, papers and properties of the Association lying with the member. Before terminating the membership under sub clause 3.2.1 and 3.2.4 a show cause notice shall be issued by CEC so as to give the member concerned an opportunity to state his case. Any reply to the show cause notice must reach the Secretary General of IDA, within three weeks from the date of the issue of the notice.

3.2.4 The termination of membership shall not in any way affect the rights of the Association to claim arrears of subscription, other dues, books, papers and properties of the Association lying with the member. Before terminating the membership under sub clause 3.2.1 and 3.2.4 a show cause notice shall be issued by CEC so as to give the concerned member an opportunity to state his case. Any reply to the show cause notice must reach the Secretary General/ Secretary of IDA, within three weeks from the date of the issue of the notice.

3.3 *Suspension*: While it becomes expedient for the CEC to suspend the rights of the membership of a person, for a prescribed period in order to safeguard the interest and objectives of the Association, the CEC will be competent to issue a suspension order indicating broadly the reasons and **indicating** the period of suspension.

3.3 *Suspension*: While it becomes expedient for the CEC to suspend the rights of the membership of a person, for a prescribed period in order to safeguard the interest and objectives of the Association, the CEC will be competent to issue a suspension order indicating broadly the reasons and indicating the period of suspension.

3.4 **Revocation of Suspension and Termination Orders of CEC**: The General Body meeting of members in AGBM or EGBM may revoke the termination and suspension orders with a majority of 3/4th of the members present, if in the opinion of the AGBM or EGBM it is felt that the termination or suspension **order is** not justified. Where the requisite number of members are not present at the meeting, the shall be decided at the next adjourned meeting irrespective of the number of members present

3.4 Revocation of Suspension and Termination Orders of CEC: The AGBM or EGBM may revoke the termination and suspension orders with a majority decision of 3/4th of the members present, if in the opinion of the AGBM or EGBM it is felt that the termination or suspension order is not justified. Where the requisite number of members are not present at the meeting, the matter shall be decided at the next adjourned meeting irrespective of the number of members present on the same day.

Re-admission of a member who has resigned and whose membership has been terminated under sub clause 3.2.2 may be accepted by the CEC on a written request from the member if payment of all outstanding dues has been received and after a fresh admission fee, where applicable, is paid.

Re-admission of a member who has resigned and whose membership has been terminated under sub clause 3.2.2 may be accepted by the CEC on a written request from the member if payment of all outstanding dues has been received and after a fresh admission fee, where applicable, is paid.

3.5 The suspension or termination of any member of the IDA under rules 3.2 and 3.3 shall ipso facto result in the suspension or termination of the membership in any body of the IDA of which he is a member by virtue of his membership of the IDA.

3.5 The suspension or termination of any member of the IDA under rules 3.2 and 3.3 shall ipso facto result in the suspension or termination of the membership in any body of the IDA of which he is a member by virtue of his membership of the IDA.

#### 4. STRUCTURE OF THE ASSOCIATION

4.1 *Central Office, Zonal Branch, State Branch and Local Chapter:* The Central office will be located at the Registered Office. The Association will have 4 Zonal Branches as described in 4.2. The Zonal Branch may open a State Branch of IDA with the approval of the CEC when the number of members from the concerned State is 150 or more and when majority of the members of that State desire to establish a State Branch. The location of Headquarters of the State Branch will be selected by the Zonal Office in consultation with the State Branch and with the approval of the CEC. In a State, where the number of members is at least-50 and where the members in that State desire to have a Local Chapter, the Local Chapter may be opened by the Zonal Office with the approval of the CEC.

4.2 Zones : The CEC will stimulate the functioning of Zones to cover in suitable regional groups or states, the entire Indian Union. The members located in a foreign country may be attached to a suitable Zone. Subject to such modification, as might be considered desirable by the CEC. The Zones shall be as follows

East Zone: Comprising Assam, Arunachal Pradesh, Nagaland, Meghalaya, Manipur, Mizoram, Sikkim, Tripura, West Bengal, Bihar, Orissa, Andaman and Nicobar Islands, Jharkhand and Chhatisgarh.

South Zone: Comprising Andhra Pradesh, Pondicherry, Kerala, Tamil Nadu and Karnataka.

West Zone: Comprising Maharashtra, Gujarat, Madhya Pradesh, Goa, Daman and Diu.

North Zone: Comprising Uttar Pradesh, Delhi, Jammu and Kashmir, Punjab, Haryana, Himachal Pradesh, Rajasthan, Chandigarh and Uttaranchal."

The headquarters of these four zones will be as follows :

*East Zone:* Calcutta  
*South Zone:* Bangalore  
*West Zone:* Bombay  
*North Zone:* Delhi

#### 4. STRUCTURE OF THE ASSOCIATION

4.1 Central Office, Zonal Branch, State Branch/Chapter and Local Branch/Chapter : The Central office will be located at the Registered Office in New Delhi. The Association will have 4 Zonal Branches/Chapters as described in 4.2. The Zonal Branch/Chapter may open a State Branch/Chapter of IDA with the approval of the CEC when the number of members from the concerned State is 150 or more and when majority of the members of that State desire to establish a State Branch/Chapter. The location of Headquarters of the State Branch/Chapter will be selected by the Zonal Office in consultation with the State Branch/Chapter and with the approval of the CEC. In a State, where the number of majority of members is at least-50 and where the members in that State desire to have a Local Branch/Chapter, the Local Branch/Chapter may be opened by the Zonal Office with the approval of the CEC.

4.2 Zones : The CEC will stimulate the functioning of Zones to cover in suitable regional groups or states, the entire Indian Union. Subject to such modification, as might be considered desirable by the CEC. The Zones shall be as follows :

East Zone: Comprising Assam, Arunachal Pradesh, Nagaland, Meghalaya, Manipur, Mizoram, Sikkim, Tripura, West Bengal, Bihar, Orissa, Andaman and Nicobar Islands, and Jharkhand.

South Zone: Comprising Andhra Pradesh, Telangana, Pondicherry, Kerala, Lakshadweep, Tamil Nadu and Karnataka.

West Zone: Comprising Maharashtra, Gujarat, Madhya Pradesh, Chattisgarh, Goa, Daman and Diu.

North Zone: Comprising Uttar Pradesh, Delhi, Jammu and Kashmir, Punjab, Haryana, Himachal Pradesh, Rajasthan, Chandigarh Union Territory and Uttarakhand."

The headquarters of these four zones will be as follows :

*East Zone:* Kolkata  
*South Zone:* Bengaluru  
*West Zone:* Mumbai  
*North Zone:* New Delhi

The locations of the headquarters may be changed by the Zonal Branches with the approval of the CEC.

The locations of the headquarters of the Zones may be changed by the Zonal Branches with the approval of the CEC.

Whenever any new State/Union Territory is carved out from any of the present State/Union Territory, the same shall be attached to the present respective zone.

#### 4.3 Office bearers of Zonal and Branches:

#### 4.3 Office bearers of Zones and Chapters:

4.3.1 *Zonal Branch*: Each Zonal Branch will be managed by an Executive Committee. The number of members of the Executive Committee will depend on the number of members affiliated to the Zones and number of States covered by them. The maximum number of members of the Zonal Executive Committee will be twenty and the minimum number is eight excluding the Chairman but including other office bearers. Attempts should be made to give representation to each of the States and when the number of members from a State is over 20, one seat in the ZEC should be reserved for that State. One of the members may be designated as the Editor of the Zonal publications. The Executive Committee members and the office bearers will be elected by the members affiliated to the Zones in the manner laid down and will hold office for a period of three years. In case, it takes time to hold subsequent election the outgoing Committee and the Office Bearers will carry on the work till the new office bearers are elected and take over charge. In case there is prolonged delay in holding election and handing over charge, the CEC will have the authority to suspend the Zonal Executive Committee, appoint an ad hoc Executive Committee and arrange for election after giving an opportunity to the functional ZEC to explain the delay. The President, IDA may nominate any member to be a member of the Zonal Executive Committee. The Zonal Executive Committee will work within the overall policies and framework of the Association and the guidelines issued by the CEC. The Zonal Executive Committee will have full power to prepare the Zonal Branch budget, get it approved by the CEC and operate it. The Zonal Executive Committee will remain responsible for all expenditure of the Zones and will ensure that the expenditures do not exceed the receipt. The controlling of expenditure in Zonal offices will be according to the bye-laws of IDA. The audited accounts of the Zonal Office

4.3.1 *Zone*: Each Zone will be managed by an Executive Committee. The number of members of the Executive Committee including Office bearers would be in accordance with the clause no. 5.4.3 "Composition of ZEC". The Executive Committee members and the office bearers will be elected by the members affiliated to the Zones in the manner laid down and will hold office for a period of three years. In case, it takes longer time to hold subsequent election the outgoing Committee and the Office Bearers will carry on the work till the new office bearers are elected and take over charge. In case there is prolonged delay in holding election and handing over charge, the CEC will have the authority to suspend the Zonal Executive Committee, appoint an ad hoc Executive Committee and arrange for election after giving an opportunity to the functional ZEC to explain the delay. The President, IDA may nominate any IDA member to be a member of the Zonal Executive Committee. The Zonal Executive Committee will work within the overall policies and framework of the Association and the guidelines issued by the CEC. The Zonal Executive Committee will have full power to prepare the Zonal Branch budget, get it approved by the CEC and operate it. The Zonal Executive Committee will remain responsible for all expenditure of the Zones and will ensure that the expenditures do not exceed the receipt. The controlling of expenditure in Zonal offices will be according to the bye-laws of IDA. The audited accounts of the Zonal Office in harmonisation with the Centre are to be sent to the Central Office in time to be incorporated in the Annual Accounts of the IDA along with the Annual Report of the Zones.

are to be sent to the Central Office in time to be incorporated in the Annual Accounts of the IDA along with the Annual Report of the Zones.

4.3.2 *State Branches:* The State Branches, where they exist, are part of the concerned Zonal Branch and subordinate to it. The affairs of the State Branches and to be managed by an Executive Committee. The State Executive Committee will have a Chairman, a Vice-chairman, a Secretary and a Treasurer and six members, all to be elected by the IDA members affiliated to the State concerned. In addition there will be a nominee of the Chairman of the concerned Zone. The Executive Committee will prepare the budget of the State branch and get it approved by the Zonal Executive Committee. The State Branch's budget will be incorporated into the budget of the Zonal Office and the combined budget will need the approval of the CEC. The State Executive Committee will ensure that the expenditures do not exceed the receipts. The controlling of expenditures in the State Branch will be according to the bye-laws of IDA. The audited accounts of a State Branch are to be sent in time for incorporation with the accounts of the Zonal Branch for onward despatch to the CEC in time for incorporation with the accounts of the IDA. The Annual Report of the State branch also has to be sent at that time. The chairman of a State Branch will be an ex-officio member of the Zonal Executive Committee. The election of the State Executive Committee will be held in the manner specified in the bye-laws of the IDA and the members and the office bearers will hold office for a period of three years. The outgoing members and office bearers will hold office until the new Executive Committee takes over charge. In case there is prolonged delay in holding election the concerned Zonal EC may suspend the State EC and appoint an adhoc EC to carry on the work and conduct the election of the new EC, after giving an opportunity to the functional SEC to explain the delay.

4.3.3 *Local Chapter:* The Local Chapter will be the direct responsibility of the ZEC. The Zonal EC will appoint a committee of three or five members from amongst the members of the concerned State. The members will elect a Chairman and a Secretary to conduct the affairs of the Local Chapter. The receipts and expenditures of the Local Chapter will be the direct responsibility of the Zonal Office. The

4.3.2 *State Branches/Chapters:* The State Branches/ Chapters, where they exist, are part of the concerned Zone Branch and subordinate to it. The affairs of the State Branches/Chapters will be managed by an Executive Committee. The number of members of the State Executive Committee including Office bearers would be in accordance with the clause no. 5.4.4 "Composition of SEC" In addition there will be a nominee of the Chairman of the concerned Zone. The Executive Committee will prepare the budget of the State Branches/Chapters and get it approved by the Zonal Executive Committee. The State Branch's/ Chapter's budget will be incorporated into the budget of the Zonal Office and the combined budget will need the approval of the CEC. The State Executive Committee will ensure that the expenditures do not exceed the receipts. The controlling of expenditures in the State Branch/Chapter will be according to the bye-laws of IDA. The audited accounts of a State Branches/Chapters in harmonisation with the Centre are to be sent in time for incorporation with the accounts of the Zonal Branch/Chapter for onward despatch to the CEC in time for incorporation with the accounts of the IDA. The Annual Report of the State Branches/Chapters also has to be sent at that time. The election of the State Executive Committee will be held in the manner specified in the bye-laws of the IDA and the members and the office bearers will hold office for a period of three years. The outgoing members and office bearers will hold office until the new Executive Committee takes over charge. In case there is prolonged delay in holding election the concerned Zonal EC may suspend the State EC and appoint an adhoc EC to carry on the work and conduct the election of the new EC, after giving an opportunity to the functional SEC to explain the delay.

4.3.3 *Local Branch/Chapter :* The Local Branch/ Chapter, where they exist, are part of the concerned Zone. The affairs of the Local Branch/ Chapter are to be managed by an Executive Committee. The number of members of the Local Branch/Chapter including Office bearers would be in accordance with the clause no. 5.4.4 "Composition of SEC and Local Branch/ Chapter". The receipts and expenditures of the

Chairman or his nominated representative member will be an ex-officio member of the ZEC.

Local Branch/Chapter will be the direct responsibility of the Zonal Office. The Local Executive Committee will prepare the budget of the Local Branch/Chapter and get it approved by the Zonal Executive Committee. The Local Branch's/Chapter's budget will be incorporated into the budget of the Zonal Office and the combined budget will need the approval of the CEC. The Local Executive Committee will ensure that the expenditures do not exceed the receipts. The controlling of expenditures in the Local Branch/Chapter will be according to the bye-laws of IDA. The audited accounts of a Local Branch/Chapter are to be sent in time for incorporation with the accounts of the Zonal Branch/Chapter for onward despatch to the CEC in time for incorporation with the accounts of the IDA. The Annual Report of the Local Branches/Chapters also has to be sent at that time. The Chairman of a Local Branches/Chapters will be an ex-officio member of the Zonal Executive Committee. The election of the Local Executive Committee will be held in the manner specified in the bye-laws of the IDA and the members and the office bearers will hold office for a period of three years. The outgoing members and office bearers will hold office until the new Executive Committee takes over charge. In case there is prolonged delay in holding election the concerned Zonal EC may suspend the Local EC and appoint an adhoc EC to carry on the work and conduct the election of the new EC, after giving an opportunity to the functional LEC to explain the delay.

4.4 "The Normal Address" of a member recorded at the IDA Central Office at the time of enrollment will determine the affiliation of a member to a State or Zone. It may happen that a member affiliated to a particular Zone or State may temporarily be residing in another State or Zone. Such a member will have the right to attend any meeting or seminar of that State or Zone but will have no voting right in the state or zonal election other than the State or Zone to which he is affiliated. The member who wants to change the affiliation should intimate the parent state or parent zone as well as the new state or new zone, giving one months' notice. The change of the affiliation will take effect only if and when accepted by both. If a member wishes to change his "Normal Address" he shall give two months' notice to the Secretary General of IDA and the Secretary of the concerned Zone and Branch.

4.4 "The Normal Address" of a member recorded at the IDA Central Office at the time of enrolment will determine the affiliation of a member to a State or Zone. It may happen that a member affiliated to a particular Zone or State may have shifted to another State or Zone. Such a member will have the right to attend any meeting or seminar of that State or Zone but will have no voting right in the state or zonal election other than the State or Zone to which he is affiliated. If a member wishes to change his "Normal Address" he shall give two months' notice to Secretary General/Secretary of IDA and wait for approval of the change from IDA head quarters.

#### 4.5 Funds, Accounts and Audit

4.5.1 The funds of the Indian Dairy Association will consist of the following :

- (a) The grants made by the Government of India or State Government to Central Office, Zonal Branch, State Branch or Local Chapters.
- (b) Contributions to the Central Office, Zonal Branch, State Branch or Local Chapters and receipts by any branch of IDA from other sources, any fees for services rendered and rent received if any.
- (c) Income of the Central Office, Zonal Branch, State Branch of the IDA from investments.
- (d) Membership subscriptions and donations.

4.5.2 The Funds at the disposal of the Central Office, Zonal Branch and State Branch can be handled respectively by the Central Office, Zonal Branch and State Branch.

4.5.3 Membership fee in respect of ordinary member, student member, life member, sustaining member and benefactor member shall be determined by CEC after reviewing the cost of maintenance of IDA time to time subject to ratification in the AGBM.

4.5.4 CEC may revise the membership fees time to time, subject to ratification in the AGBM.

4.5.5 The bankers of the Association shall be one or more Nationalised or Scheduled banks as decided by the CEC, ZEC or SEC as the case may be. All funds of the Association shall be paid into Associations' account in case of Headquarters, IDA Zone's account in case of Zones and IDA state Branch account in case of the concerned State Branch, and may be withdrawn only against cheques duly signed -

- (i) in case of Headquarters, by two persons as

#### 4.5 Funds, Accounts and Audit

4.5.1 The funds of the Indian Dairy Association will consist of the following :

- (a) The grants made by the Government of India or State Government to Central Office, Zonal Branches/Chapters , State Branch/Chapter or Local Branches/Chapters .
- (b) Contributions to the Central Office, Zonal Branch/Chapter, State Branch/Chapter or Local Branch/Chapter and receipts by any branch of IDA from other sources, any fees for services rendered and rent received if any.
- (c) Income of the Central Office, Zonal Branch/Chapter, State Branch/Chapter of the IDA from investments.
- (d) Membership subscriptions and donations.

4.5.2 The Funds at the disposal of the Central Office, Zonal Branch, ~~and~~ State Branch/Chapter and Local Branch/Chapter can be handled respectively by the Central Office, Zonal Branch ~~and~~ State Branch/Chapter and Local Branch/Chapter.

4.5.3 Membership fee in respect of ordinary member, student member, life member, sustaining member and benefactor member shall be determined by CEC after reviewing the cost of maintenance of IDA time to time subject to ratification in the AGBM.

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4.5.4 The bankers of the Association shall be one or more Nationalised or Scheduled banks as decided by the CEC, ZEC or SEC as the case may be. All funds of the Association shall be paid into Associations' account in case of Headquarters, IDA Zonal Branch account in case of Zones, IDA state Branch/Chapter account in case of the concerned State Branch/Chapter and IDA Local Branch/Chapter account in case of concerned Local Branch/Chapter, and may be withdrawn only against cheques duly signed atleast by two authorised signatories through a resolution.

- (i) in case of Headquarters, by two persons as



designated by CEC in accordance with the by-laws.

(ii) in case of Zones and branches, by the Treasurer and any one of the Office Bearers as may be authorised in that behalf by the EC of SEC, as the case may be.

4.5.6 The accounts of the Association shall be subject to an audit by a properly qualified auditor or auditors appointed at the Annual General meeting on the recommendation of the CEC. The Auditor/Auditors will continue until new auditor/auditors are appointed. The auditors appointed for Zonal offices and State branches will be appointed with due regard to local convenience.

4.5.7 All moneys, investments and other properties of the Association at headquarters will vest in the CEC, at the Zones in the ZEC and at State in SEC. The **monies**, investments and properties if any held at Local Chapter level will be held by the ZEC through the convener or by the SEC of a State Branch where it exists.

4.5.8 All contracts and other engagements arranged by the CEC shall be signed on behalf of the Association by the Secretary General of IDA and countersigned by any other officer who is duly authorised in that behalf by the CEC. The contracts and other engagements arranged by the Zone shall be signed on behalf of the Zonal office by the Secretary of the Zonal branch and by any other officer or member who is duly authorised in that behalf by the ZEC, and in case of the State Branch by the Secretary and by any other officer who is duly authorised by the SEC.

4.5.9 The annual account of the Association, together with a report of the activity during the year shall be presented to the Annual General Meeting which should be held within six months of the close of the financial year.

4.5.10 The financial year of the Association shall be 1st April to 31st March of the following year. The financial year can be changed by the General Body in AGBM or EGBM with due notice.

4.5.11 The individual membership fees will be shared

designated by CEC in accordance with the by-laws.

(ii) in case of Zones, State and Local Branch/Chapter, by the Treasurer and any one of the Office Bearers as may be authorised in that behalf by the respective Executive Committee.

4.5.5 The accounts of the Association shall be subject to an audit by the auditors appointed at the Annual General Body meeting on the recommendation of the CEC. The Auditor/Auditors will continue until new auditor/auditors are appointed. The auditors for Zonal, State and Local Branches/Chapters will be appointed at the AGBM of Zones & State respectively.

4.5.6 All funds and investments of the Association at headquarters will vest in the CEC, at the Zones in the ZEC, at State in SEC and Local Chapter will vest in LEC. The funds and investments at Local Chapter level will be held by the ZEC or by the SEC of a State Branch/Chapter where it exists.

Any immovable property in the form of land and building of the Association including zones, state and local branch/chapter will vest with IDA HQ.

4.5.7 All contracts and other engagements arranged by the CEC, ZEC, SEC and LEC shall be signed on behalf of the Association by the Secretary General/Secretary of IDA and countersigned by any other officer who is duly authorised in that behalf by the CEC.

4.5.8 The annual account of the Association, together with a report of the activity during the year shall be presented to the Annual General Meeting which should be held within six months of the close of the financial year.

4.5.9 The financial year of the Association shall be 1st April to 31st March of the following year. The financial year can be changed by the General Body in AGBM or EGBM with due notice.

4.5.10(i) The individual membership fees will be

among the headquarters, zones and branches on the basis indicated below, unless changed by the CEC with the approval of the General Body of Members :

(i) Central Office: 70% of all membership fees from Ordinary and Student members.

(ii) Zones : 30% of all membership fees from Ordinary and Student members.

(iii) State Branches: 15% of the membership fees affiliated to the concerned state out of the allocation to the Zones concerned.

4.5.12 The CEC will retain the entire collection from organisational members. The CEC may, depending on the need of an individual Zone or a State branch and having regard its own financial position, grant additional funds to any Zone or State Branch.

4.5.13 Excess, if any, of funds raised for the Annual Dairy Industry Conference ( whether by the CEC or by the Zones or by the State Branches or by the Reception Committee) shall accrue to CEC and be placed at its disposal.'

shared among the headquarters, zones and branches on the basis indicated below, unless changed by the CEC with the approval of the General Body of Members :

(i) Central Office: 55% of all membership fees from Ordinary and Student members.

(ii) Zones : 30% of all membership fees from Ordinary and Student members.

(iii) State Branches: 15% of the membership fees affiliated to the concerned state

(ii) The CEC will retain the entire collection from institutional members and from Life Members.

4.5.11 The CEC may, depending on the need of an individual Zone or a State Branch/Chapter or a Local Branch/Chapter and having regard its own financial position, grant additional funds to any Zone or State Branch/Chapter, Local Branch/Chapter.

4.5.12 Excess, if any, of funds raised for the Annual Dairy Industry Conference (whether by the CEC or by the Zones or by the State Branches/ Chapters or by the Reception Committee) shall accrue to CEC and it would be distributed as under :

IDA HQ : 50 per cent

Zone : 50 per cent

In case the DIC is organised by a State Chapter:

IDA HQ : 50 per cent

Zone : 20 per cent

State Chapter : 30 per cent

#### **“4A ADVISORY COMMISSIONS**

4A.1 The CEC may constitute one or more of the Commissions to advise the Committee and to render such manner of assistance as it may require on all or any of the following aspects-

- i) Technology,
- ii) Engineering,
- iii) Milk production,
- iv) Farmers' issues,
- v) Trade and marketing,
- vi) Networking and Information
- vii) Quality,

#### **“4A ADVISORY COMMISSIONS**

4A.1 The CEC may constitute one or more of the Commissions to advise the IDA and to render such manner of assistance as it may require on all or any of the following aspects-

- i) Technology and Engineering,
- ii) Milk production and Farmers' issues
- iii) Trade, Marketing, Networking and Information
- iv) Quality and Regulatory Affairs

- viii) Environment,
- ix) Human Resource Development,
- x) Legislation, and
- xi) Any such like matters.

4A.2 The members of any Commission, constituted under the preceding sub rule, shall be selected by the CEC from amongst the members of the IDA (and in the matter of professionals from even outside it) and the term of every such Commission shall be co-terminus with the term of the CEC. The membership of the Commission shall, as far as may be, consist of core members (not exceeding 5) and zonal representatives from different zones (not exceeding 4).

Apart from the above not more than three persons chosen by CEC from eminent professionals may be invited to serve as members in the concerned Commission.

4A.3 In any case, where the member of a commission or other person invited to attend is not eligible to draw any corresponding allowance from any other institution, the CEC may allow the member, or other person, on his request, to receive such allowances as it may determine from time to time.

4A.4 The broad objectives of any Commission that may be constituted under the preceding sub rule shall be to serve in an advisory capacity as an agency -

- a) to serve as a think tank for dairy development;
- b) to enable IDA to keep abreast of the developments worldwide;
- c) to pursue the recommendations emerging at the Dairy Industry Conference/Seminars/Symposia etc.
- d) to coordinate between the various institutions involved in policy formulation and development strategies;
- e) to identify and utilise the available expertise in the relevant fields; and
- f) broadly to serve as Standing Committees for the above mentioned purposes.

4A.5 Any Commission constituted by CEC as aforesaid may -

- a) organise meetings amongst its members;
- b) deliberate on any issue of current interest;
- c) enable interactions amongst agencies of allied

4A.2 The members of any Commission, constituted under the preceding sub rule, shall be selected by the CEC from amongst the members of the IDA (and in the matter of professionals from even outside it) and the term of every such Commission shall be co-terminus with the term of the CEC. The membership of the Commission shall consist of 5 core members and 4 zonal representatives, one each from four zones.

Apart from the above not more than three persons chosen by CEC from eminent professionals may be invited to serve as members in the concerned Commission.

4A.3 In any case, where the member of a commission or other person invited to attend is not eligible to draw any corresponding allowance from any other institution, the CEC may allow the member to receive such allowances as it may determine from time to time.

4A.4 The broad objectives of any Commission that may be constituted under the preceding sub rule shall be to serve in an advisory capacity -

- a) to serve as a think tank for dairy development;
- b) to enable IDA to keep abreast of the developments worldwide;
- c) to pursue the recommendations emerging at the Dairy Industry Conference/Seminars/Symposia etc. Based on recommendations, IDA may coordinate between the various institutions involved in policy formulation and development strategies;
- d) to identify and utilise the available expertise in the relevant fields; and
- e) broadly to serve as Standing Committees for the above mentioned purposes.

4A.5 Any Commission constituted by CEC as aforesaid may -

- a) organise meetings amongst its members;
- b) deliberate on any issue of current interest;
- c) enable interactions amongst agencies of allied

interests;

- d) render necessary guidance to the CEC;
- e) identify issues of interest in the areas in respect of which the Commission has been constituted.

4A.6 Every Commission constituted under sub rule 4A.1 shall prepare an activity report each year or as often as CEC may require, and present it to the Committee for adoption.

#### **4B EDITORIAL BOARD**

4B.1 There shall be an Editorial Board consisting of:

- (a) The President of IDA who shall be the Chairman of the Board,
- (b) Two members of the CEC nominated by the Committee,
- (c) Secretary-General of IDA,
- (d) Editor for Indian Dairyman, and
- (e) Editor for Indian Journal of Dairy Science,

4B.2 Two subject specialists, nominated in this behalf by CEC, may be invited by President to participate in the meetings of the Editorial Board as and when required.

4B.3 The Editorial Board shall have its tenure coterminous with the tenure of CEC, but the two nominated members may, however, be substituted by the CEC on the recommendation of the President.

4B.4 The Editorial Board of the Association shall decide upon the task of publications. A decision of the Editorial Board regarding acceptance or rejection of any material submitted for publication shall be final. Either or both of the nominated members of the Editorial Board will act as and when required as Referees and Scrutinizers of materials submitted to them by the Editors for review and, where required, they may take the help of any specialist on the subject.

4B.5 The Editorial Board may lay down the principles and give any direction on broad policy matters relating to the journals and other publications of the Association.

#### **4C PUBLICATIONS**

4C.1 The Association may bring out either

interests;

- d) render necessary guidance to the CEC;
- e) identify issues of interest in the areas in respect of which the Commission has been constituted.

4A.6 Every Commission constituted under sub rule 4A.1 shall prepare an activity report each year or as often as CEC may require, and present it to the CEC for adoption.

#### **4B EDITORIAL BOARD**

4B.1 There shall be an Editorial Board consisting of:

- (a) The President of IDA who shall be the Chairman of the Board,
- (b) Two members of the CEC nominated by the Committee,
- (c) Secretary General/Secretary of IDA
- (d) Editor for Indian Dairyman
- (e) Editor for Indian Journal of Dairy Science, and
- (f) Editor of Dugdh Sarita

4B.2 Six to eight subject matter specialists may be invited to constitute an Editorial Advisory Board. They will be invited by President to participate in the meetings of the Editorial Board as and when required.

4B.3 The Editorial Board shall have its tenure coterminous with the tenure of CEC, but the two nominated members may, however, be substituted by the CEC on the recommendation of the President.

4B.4 The Editorial Board of the Association shall decide upon the task of publications. A decision of the Editorial Board regarding acceptance or rejection of any material submitted for publication shall be final. Either or the nominated members of the Editorial Board will act as and when required as Referees and Scrutinizers of materials submitted to them by the Editors for review. As and when required, Editors may take the help of any other specialist as referees.

4B.5 The Editorial Board may lay down the principles and give any direction on broad policy matters relating to the journals and other publications of the Association.

#### **4C PUBLICATIONS**

4C.1 The Association may bring out periodicals,

periodicals or other publications of interest to all those engaged in the various segments of dairy science and industry for furtherance of the objectives of the Association in accordance with the procedure as laid down in the bye-laws of the Association.

4C1.1 The Indian Journal of Dairy Science shall be devoted mainly to the publication of articles on original research in science or technology in the field of dairying. It may also contain review articles, bibliographies etc, pertaining to dairy science and industry, report of the proceedings of the Association and such like.

4C1.2 The Indian Dairyman shall seek to serve dairy industry through technical articles, reports of lectures, information on developments in dairy science and dairy industry and market information in India and abroad, news about people connected with dairy science and industry, and similar features.

#### **4D. PRINTING AND PUBLICATION**

The Secretary General of IDA shall be the Printer of publications.

4D.1 The ZEC may constitute a Zonal Editorial Board for publication of any journal, book, Souvenir and Newsletter.

4D.2 *Publication Procedure:* All materials submitted for publication shall be recorded. All contributions intended for publication or for reading before the Association, shall be addressed to the Secretary General of IDA who may in case of a research or technical article, refer the matter of publication to any appropriate member for review. Outside experts may also be referred to. The views of the referees, when required, shall be communicated to the authors.

4D.3 All papers and other contributions submitted for publication in the journals of the Association shall become the property of the Association till they are rejected and if accepted for publication shall have the right to retain the manuscripts, illustrated drawings, photographs, etc. relating to them.

4D.4 Once a paper has been accepted for publication, the author shall not have the liberty to publish it elsewhere, save with the written permission of Editorial Board.

4D.5 No paper published elsewhere will be accepted for publication in the "Indian Journal

monographs or other publications of interest to all those engaged in the various segments of dairy science and industry for furtherance of the objectives of the Association in accordance with the procedure as laid down in the bye-laws of the Association.

4C1.1 The Indian Journal of Dairy Science shall be devoted mainly to the publication of articles on original research in science or technology in the field of dairying. It may also contain review articles, bibliographies, etc. pertaining to dairy science and industry and report of the proceedings of the Association and such like.

4C1.2 The Indian Dairyman and Dugdh Sarita shall seek to serve dairy industry through technical articles, reports of lectures, information on developments in dairy science and dairy industry and market information in India and abroad, news about people connected with dairy science and industry, and similar features.

#### **4D. PRINTING AND PUBLICATION**

The Secretary General/Secretary of IDA shall be the Printer of publications.

4D.1 The ZEC may constitute a Zonal Editorial Board for publication of any journal, book, Souvenir and Newsletter.

4D.2 *Publication Procedure:* All materials submitted for publication shall be recorded. All contributions intended for publication or for reading before the Association, shall be addressed to the Editor of the concerned journal who may in case of a research or technical article, refer the matter of publication to any appropriate member for review. Outside experts may also be referred to. The views of the referees, when required, shall be communicated to the authors.

4D.3 All papers and other contributions submitted for publication in the journals of the Association shall become the property of the Association till they are rejected and if accepted for publication shall have the right to retain the manuscripts, illustrated drawings, photographs, etc. relating to them.

4D.4 Once a paper has been accepted for publication, the author shall not have the liberty to publish it elsewhere, save with the written permission of the Chairman of Editorial Board.

4D.5 No paper published elsewhere will be accepted for publication in the "Indian Journal of Dairy Science" unless the Editorial Board decides

of Dairy Science” unless the Editorial Board decides otherwise as a special case.

#### 4E EDITORS

4E.1 There shall be two Editors, one for the Indian Dairyman and one for Indian Journal of Dairy Science, who may be employees of the IDA.

4E.2 The Editors shall function under the policy guidance of the Editorial Board but shall report administratively to the Secretary General of the IDA.

4E.3 Any, Zonal Executive Committee having its own publications of the Zonal Branch shall do so under the overall Policy guidance of the Editorial Board constituted under rule 4B.”

#### 5. POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

5.1 **Powers** and functions of the Central Executive Committee (CEC) :

Without prejudice of the generality of the provision of the Constitution enabling the Central Executive Committee called the CEC to exercise its powers, functions and authority, the **powers** functions and **authority** of the CEC shall be as under :

The CEC shall be the governing body of the Association and it shall have all the powers, functions and authority in respect of the administration, policy formulation and coordination of the working of the Association including Zonal and State Branches, and such powers and functions of the CEC will also include the following:

CEC may authorize the President or **the Secretary General of IDA** by a resolution in this behalf to exercise any of its powers to administer the affairs of the Association.

5.1.1 To employ such staff as may be necessary for the proper functioning of any or all of those functions and to fix their emoluments, the duties, terms and conditions of their services and to terminate their services by discharge or dismissal as and when necessary.

5.1.2 To form sub-committees such as Editorial

otherwise as a special case.

#### 4E EDITORS

4E.1 There shall be three Editors, one each for the Indian Dairyman, Dugdh Sarita and Indian Journal of Dairy Science , who may or may not be employees of the IDA.

4E.2 The Editors shall function under the policy guidance of the Editorial Board and the President who shall be the Chairman of the Editorial Board of ~~the~~ IDA.

4E.3 Any, Zonal Executive Committee having its own publications of the Zonal Branch/Chapter shall do so under the overall Policy guidance of the Editorial Board constituted under rule 4B.”

#### 5. POWERS AND FUNCTIONS OF THE EXECUTIVE COMMITTEE

5.1 Powers and functions of the Central Executive Committee (CEC) :

Without prejudice of the generality of the provision of the Constitution enabling the Central Executive Committee called the CEC to exercise its powers, functions and authority, the powers functions and authority of the CEC shall be as under :

The CEC shall be the governing body of the Association and it shall have all the powers, functions and authority in respect of the administration, policy formulation and coordination of the working of the Association including Zonal and State Branches/Chapters, and such powers and functions of the CEC will also include the following:

CEC may authorize the President or the Secretary General/Secretary of IDA by a resolution in this behalf to exercise any of its powers to administer the affairs of the Association.

5.1.1 To employ such staff as may be necessary for the proper functioning of any or all of those functions and to fix their emoluments, the duties, terms and conditions of their services and to terminate their services by discharge or dismissal as and when necessary.

5.1.2 To form sub-committees such as Editorial

Board, Election Committee or any other Committees or sub-committees for the proper functioning and administration of the Association and the exercise of powers of the CEC for various purposes as may be conferred upon it.

Board, Election Committee or any other Committees or sub-committees for the proper functioning and administration of the Association and the exercise of powers of the CEC for various purposes as may be conferred upon it.

5.1.3 To consider and to accept or reject proposals for patronship and fellowship of the Association and to decide all questions of admission, re-admission and termination of membership and any other matter connected thereto.

5.1.3 To consider and to accept or reject proposals for patronship and fellowship of the Association and to decide all questions of admission, re-admission and termination of membership and any other matter connected thereto.

5.1.4. To purchase, hire, take on lease, accept as a gift or otherwise, acquire any land or building or works or assets which may be required for the purpose of the Association and to enter into contracts or legal proceedings on behalf of the Association.

5.1.4. To purchase, hire, take on lease, accept as a gift or otherwise, acquire any land or building or works or assets which may be required for the purpose of the Association and to enter into contracts or legal proceedings on behalf of the Association.

5.1.5 To administer and operate the bank accounts and the monies of the Association through deposits, investments and the like and to appoint auditors to inspect the accounts of the Association.

5.1.5 To administer and operate the bank accounts of the Association through deposits, investments and the like and to appoint auditors to inspect the accounts of the Association.

5.1.6 To charge fees for services rendered, to remunerate any member or person for services performed for the Association to meet travel expenses and incidental expenses of any member or person in connection with works of the Association, to realize subscription and raise donations for furtherance of the objectives of the Association, to receive gifts and undertake the management of any endowment, trust funds or donations with a view in achieving the objectives of Association.

5.1.6 To charge fees for services rendered, to remunerate any member or person for services performed for the Association to meet travel expenses and incidental expenses of any member or person in connection with works of the Association, to realize subscription and raise donations for furtherance of the objectives of the Association, to receive gifts and undertake the management of any endowment, trust funds or donations with a view to achieve the objectives of Association.

5.1.7 To sell, lease, mortgage or exchange and otherwise transfer all or any portion of the properties of the Association, subject to approval of AGBM or EGBM with a majority of not less than 75%.

5.1.7 To sell, lease, mortgage or exchange and otherwise transfer all or any portion of the properties of the Association, subject to approval of AGBM or EGBM with a majority of not less than 75% of the members present.

5.1.8 To establish a provident fund and/or a pension fund for the benefit of the employees of the Association.

5.1.8 To establish a provident fund and/or a pension fund for the benefit of the employees of the Association.

5.1.9 To delegate financial and administrative powers to any office bearer or official of the Association.

5.1.9 To delegate financial and administrative powers to any office bearer or official of the Association.

5.1.10 To frame bye-laws for election and management of the Association including the zonal offices, state branches and Local Chapters

5.1.10 To frame bye-laws for election and management of the Association including the zonal offices, state Branches/Chapters and Local

**and** such bye-laws should be placed for information of the subsequent AGBM or EGBM whichever is held first and the General Body will have the power to amend, rescind or modify the bye-laws by a majority of three fourths of the members present. The amendment or **rescission** will not have any retrospective effect.

Branches/Chapters and such bye-laws should be placed for information of the subsequent AGBM or EGBM whichever is held first and the General Body will have the power to amend, rescind or modify the bye-laws by a majority of three fourths of the members present. The amendment or rescission will not have any retrospective effect.

5.1.11 To act with full powers in any emergency, notwithstanding any limitations in these rules, provided the spirit of the constitution is maintained and any action taken is reported to the next Annual General Body Meeting or any Extraordinary General Body Meeting for information, and is subject to **rescission** or alteration by a majority of three fourths of the members present in the meeting. The **rescission** or amendment will not have any retrospective effect.

5.1.11 To act with full powers in any emergency, notwithstanding any limitations in these rules, provided the spirit of the constitution is maintained and any action taken is reported to the next Annual General Body Meeting or any Extraordinary General Body Meeting for information, and is subject to rescission or alteration by a majority of three fourths of the members present in the meeting. The rescission or amendment will not have any retrospective effect.

5.1.12 To approve budget estimates for submission to the AGBM and to incur expenditure on the basis of that budget until the budget is finally approved in the AGBM.

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## 5.2 Meetings of the CEC:

## 5.2 Meetings of the CEC:

5.2.1 The CEC shall meet at least once in two months; one of the meetings is to be held just prior to the AGBM. The meetings are to be held at such time and at such place as decided by the President. At least 15 days notice of the meeting shall be given to each member of the CEC along with a statement of the main business to be transacted at the meeting.

5.2.1 The CEC shall meet at least once in three months; one of the meetings is to be held one month prior to the AGBM. The meetings are to be held at such time and at such place as decided by the President. At least 15 days notice of the meeting shall be given to each member of the CEC along with a statement of the main business to be transacted at the meeting. The Awards shall be approved at the meeting prior to AGBM.

5.2.2 *Extra-ordinary CEC Meeting:* The President either at his own discretion or on receiving a requisition signed by 7 CEC members, shall call an Extra-ordinary CEC meeting for which 7 days notice will be required.

5.2.2 *Extra-ordinary CEC Meeting:* The President either at his own discretion or on receiving a requisition signed by 7 CEC members, shall call an Extra-ordinary CEC meeting for which 7 days notice will be required.

## 5.3. Powers and Functions of Zonal and State Branch:

## 5.3 Powers and Functions of Executive Committees of Zones/State Branch/Chapter and Local Branch/Chapter

5.3.1 Powers and functions of Zonal and State Branch Executive Committees: "Without prejudice to the generality of the Constitution, the Powers and functions of the Zonal and State Executive Committees will be as under:-

5.3.1 "Without prejudice to the generality of the Constitution, the Powers and functions of the Zonal/State/Local Executive Committees will be as under:-



- (i) The ZEC or the SEC may authorize its Chairman or Secretary or Treasurer or any other member of the SEC or ZEC as the case may be, by a resolution passed in this behalf to exercise any of its powers to administer the affairs of the Zone or State Branch, as the case may be.
- (ii) To employ such staff as may be necessary for the proper functioning of any or all those functions and to fix their emoluments, the duties, terms and conditions of their services and to terminate their services by discharging or dismissal as and when necessary.
- (iii) To form committees such as Election Committee or any other Committee for the proper functioning and the administration of the Zone or State branches and the exercise of the powers of the SEC or the ZEC, as the case may be, for various purposes as may be conferred upon it.
- (iv) To purchase, hire, take on lease, accept as a gift or otherwise, acquire any land or building or works or assets which may be required for the purpose of the Zone or State Branch, as the case may be, subject to the approval of the CEC and to enter into contracts or legal proceedings on behalf of the Zone and State branch after obtaining approval of the CEC.
- (v) To administer and operate the bank accounts and the monies of the Zone and State branch of the Association through deposits, investments and the like and to appoint the auditor to inspect the accounts maintained at the Zone or State Branch, as the case may be, provided that the appointment of Auditor will require the approval of the CEC.
- (vi) To charge fees for services rendered, to remunerate any member or person for services performed for the Association, to meet travel expenses of any member or person in connection with **the** works of the Association, to raise donations for furtherance of the objectives of the Association.
- (i) The ZEC, SEC or LEC or may authorize its Chairman or Secretary or Treasurer or any other member of the ZEC, SEC or LEC as the case may be, by a resolution passed in this behalf to exercise any of its powers to administer the affairs of the Zone or State/Local Branch/Chapter, as the case may be.
- (ii) To employ such staff as may be necessary for the proper functioning of any or all those functions and to fix their emoluments, the duties, terms and conditions of their services and to terminate their services by discharging or dismissal as and when necessary. The staff may be hired on contract basis only taking into consideration the rules of the Labour Act.
- (iii) To form committees such as Election Committee or any other Committee for the proper functioning and the administration of the Zone, State or Local Branches/Chapter and the exercise of the powers of the ZEC, SEC or LEC, as the case may be, for various purposes as may be conferred upon it.
- (iv) The President of IDA on behalf of CEC shall be authorised to purchase, hire, take on lease, accept as a gift or otherwise, acquire any land or building or works or assets which may be required for the purpose of the Zone, State and Local Branches/Chapter, and to enter into contracts or legal proceedings on behalf of the Zone, State and Local Branches/Chapter. All the assets acquired or created will vest in the name of IDA HQ.
- (v) To administer and operate the bank accounts and the funds of the Zone, State and Local Branches/Chapter of the Association through deposits, investments and the like and to appoint the auditor to inspect the accounts maintained at the Zone, State and Local Branches/Chapter, as the case may be, provided that the appointment of Auditor will require the approval of the CEC.
- (vi) To charge fees for services rendered, to remunerate any member or person for services performed for the Association, to meet travel expenses of any member or person in connection with the works of the Association, to raise donations for furtherance of the objectives of the Association.

(vii) To establish provident fund and/or pension fund for benefit of the employees of the Zone and State Branch of the Association provided that the terms and conditions for those funds should be finalised in consultation with the CEC.

(viii) To delegate financial and administrative powers to any office bearer or official of the Zone or State branch of the Association.

(ix) To hold seminars, symposia and workshops or publish News Letters in regional languages or any other language or coordinate with institutions and organisations engaged in dairy development activities subject to the approval of the CEC.”

**5.3.2 State Branch Executive Committee (SEC):**  
The powers and functions of the SEC are similar to the Zonal EC except that its jurisdiction is over the concerned State activities and members.

**5.3.3** The notice period for the meetings of the ZEC and SEC is 15 days except that the Chairman of the ZEC or the Chairman of the SEC respectively can call urgent EC meetings on his own or on the requisition of 33% of members of the EC with a notice of 7 days.

#### **5.4 Composition of CEC, ZEC and SEC:**

##### **5.4.1 Composition of CEC:**

The CEC will consist of:-

- (A) President;
- (B) Two Vice-Presidents;
- (C) Four members.

Note: The above three categories referred to in (A), (B) and (C) shall be elected by all the eligible members of the IDA.

(D) Eight members being two representatives each chosen from the following categories (to be elected by the members belonging to the

(vii) To establish provident fund and/or pension fund for benefit of the employees of the Zone, State and Local Branches/Chapter of the Association provided that the terms and conditions for those funds should be finalised after approval of the CEC.

(viii) To delegate financial and administrative powers to any office bearer or official of the Zone, State and Local Branches/Chapter of the Association.

(ix) To hold Conferences, seminars, symposia and workshops or publish News Letters in regional languages or any other language or coordinate with institutions and organisations engaged in dairy development activities subject to the approval of the CEC.”

**5.3.2 State Branch/Chapter Executive Committee (SEC):** The powers and functions of the SEC are similar to the Zonal EC except that its jurisdiction is over the concerned State activities and members.

**5.3.3. Local Branch/Chapter Executive Committee (LEC):** The powers and functions of the LEC are similar to the Zonal EC except that its jurisdiction is over the concerned State or part of state activities and members.

**5.3.4** The notice period for the meetings of the ZEC, SEC and LEC is 15 days except that the Chairman of ZEC, SEC and LEC can call urgent EC meetings on his own or on the requisition of 33% of members of the EC with a notice of 7 days.

#### **5.4 Composition of CEC, ZEC, SEC and LEC:**

##### **5.4.1 Composition of CEC:**

The CEC will consist of:-

- (A) President;
- (B) Two Vice-Presidents;
- (C) Four members from General Category.

Note: The above three positions referred to in (A), (B) and (C) shall be elected by all the eligible voters of the IDA.

(D) Eight members being two representatives each chosen from the following four categories (to be elected by the members belonging to the

respective categories), namely :-

- i) Research Workers and Educationists;
- ii) Milk producers;
- iii) Professionals and Planners;
- iv) Dairy Industry, such as manufacturers or Suppliers of dairy equipment or appliances and milk product factories;

(E) Eight nominated members as follows:

- i) The retiring President;
- ii) Chairmen of each of the Four Zones or duly authorised representative of each of the four Zonal Executive Committees;
- iii) One each from the National Dairy Research Institute and the National Dairy Development Board nominated by the Heads of these Institutions;
- iv) One from any other Public Sector Enterprise dealing with dairying or dairy development activities;

(F) Secretary-General of IDA, Ex-officio who shall function as Member-Secretary of CEC.

5.4.2 The Executive Committee members of the CEC, including the President and the Vice President, the Executive Committee Members of the ZEC and SEC, including the Chairmen and Vice Chairmen, shall all hold honorary posts which shall not normally carry with it any salary or other remuneration. However, if so desired, any of them may claim honorarium and reimbursement for all out of pocket expenses to such extent as the CEC or ZEC or SEC, as the case may be, may decide. The reimbursement aforesaid shall not be admissible in a case where the incumbent is entitled to any corresponding allowance from any other institution. In the case of ZEC or SEC the reimbursements shall not exceed such limits as the CEC may impose in this behalf.

#### 5.4.3 Composition of the ZEC:

The Zonal Executive Committee will consist of the following:-

- |                    |     |
|--------------------|-----|
| (i) Chairman       | one |
| (ii) Vice Chairman | two |
| (iii) Secretary    | one |
| (iv) Treasurer     | One |

respective categories), namely :-

- i) Research Workers and Educationists;
- ii) Milk producers;
- iii) Professionals and Planners;
- iv) Dairy Industry, such as manufacturers or Suppliers of dairy equipment or appliances and milk product factories;

(E) Eight nominated members as follows:

- i) The Immediate Past President; (for two terms only)
- ii) Chairmen of each of the Four Zones or duly authorised representative out of the elected Executive Committees;
- iii) One each from the National Dairy Research Institute and the National Dairy Development Board nominated by the Heads of these Institutions, provided they are members of IDA;
- iv) One from any other Public Sector Enterprise dealing with dairying or dairy development activities;

(F) Secretary General/Secretary of IDA, Ex-officio who shall function as Member-Secretary of CEC.

5.4.2 The Executive Committee members of the CEC, including the President and the Vice President, the Executive Committee Members of the ZEC and LEC, including the Chairmen and Vice Chairmen, shall all hold honorary posts which shall not normally carry with it any salary or other remuneration. However, if so desired, any of them may claim reimbursement of travel expenses and out of pocket expenses as per the policy of IDA, as the case may be. The reimbursement of aforesaid shall not be admissible in a case where the incumbent is in a business or to those entitled to any corresponding allowance from his organisation or any other institution like NDRI, NDDB, Public and private sector undertakings, cooperative milk unions, and Federations of the States.

#### 5.4.3 Composition of the ZEC:

The Zonal Executive Committee will consist of the following:-

- |                    |     |
|--------------------|-----|
| (i) Chairman       | one |
| (ii) Vice Chairman | two |
| (iii) Secretary    | one |
| (iv) Treasurer     | One |

(v) Members Minimum four and maximum sixteen of which one shall be nominated by the President-IDA.

Note: The ZEC members shall be elected by the eligible members of the respective Zones.

(v) Members Maximum eight (2 each from four categories)  
 (v) Member One nominated by the President  
 (vi) Member Immediate Past Chairman (not more than two terms)

Note: The Chairman, Vice Chairmen, Secretary and Treasurer will be elected by all the eligible members of the respective zones. The other eight ZEC members shall be elected by the eligible members of respective category of the respective Zones.

5.4.4 Composition of the State Branch Executive Committee (SEC): The SEC will consist of:

- (i) Chairman one
- (ii) Vice-Chairman one
- (iii) Secretary one
- (iv) Treasurer one
- (v) Members Six, of which one shall be nominated by the Chairman of the affiliated Zone.”

Note: The members of the SEC shall be elected by the eligible members of respective States.

5.4.4 Composition of the State *Branch/Chapter* Executive Committee (SEC): The SEC will consist of:

- (i) Chairman one
- (ii) Vice-Chairman one
- (iii) Secretary one
- (iv) Treasurer one
- (v) Members Four (One each from four categories)
- (vi) Nominated Member One (shall be nominated by the Chairman of the affiliated Zone.)
- (vi) The Immediate Past Chairman One

Note: The Chairman, Vice Chairmen, Secretary and Treasurer will be elected by all the eligible members of the respective zones. The members of the SEC shall be elected by the eligible members of respective category of respective States.

5.4.5 Composition of the Local Branch/Chapter: The Local Branch/Chapter will consist of:

- (i) Chairman one
- (ii) Vice Chairman one
- (iii) Secretary-cum-Treasurer one
- (iv) Members Four (One each from four categories),
- (v) Nominated member One shall be nominated by the Chairman of the affiliated Zone.”

Note: The Chairman, Vice Chairman and Secretary -cum-Treasurer will be elected by all the eligible members of the respective zones. The members of the LEC shall be elected by the eligible members of respective category of respective States.

*5.5 Eligibility and Mode of Election:*

Any person who has been a member for at least a year at the time of election and not in arrears so far as his membership subscriptions concerned, will have the voting right. Any person who has been a member for at least two years will have the right to stand for election. The office bearers of the CEC, shall be eligible for re-election to the same office or to any other office in the CEC. Person for election as members of CEC, ZEC and SEC and office bearers thereof will be proposed by the respective outgoing Executive Committee and circulated to all members in case of CEC to all members of the concerned Zone in case of ZEC and to all members of the concerned State in case of SEC, at least 12 weeks before the date fixed for polling. The members will be requested to propose alternative name(s) in case they do not agree to any one or more names circulated by the outgoing Executive Committee. In case no alternative names against specific proposals are received within the date specified by the Executive Committee, the member(s) whose name(s) have been proposed by the Executive Committee will be considered to have been elected. In case any member does not agree to any or all the name(s) in the list he has to nominate alternative name(s) duly seconded by another member and a signed agreement by the nominated candidate to stand for election to the concerned Executive Committee. If such a nomination comes, the election will be conducted in the manner specified in the bye-laws. The members initially nominated by the Executive Committee should give their consent in writing to the Executive Committee that they agree to be nominated or stand for election. The Executive Committee or, if authorized by it, the Returning Officer, will announce schedule of election in terms of Bye-laws specifying different dates for receipt of suggestions or alternative proposals/nominations.

*5.5 Eligibility and Mode of Election:*

Any person who has been a member for at least three years consecutively at the time of election and not in arrears so far as his membership subscriptions is concerned, will have the voting right. Any person who has been a member for at least three years consecutively and life member will have the right to stand for election. The office bearers of the CEC, shall be eligible to contest for election to the same office or to any other office in the CEC for one more term. However, the condition of two terms will not apply on the nominated members i.e. Representatives of NDDDB, NDRI, Public Sector enterprise dealing with dairying or dairy development.

The Members of Executive Committee who have completed two terms may contest election to the post of Member after a gap of three years. Each member shall be eligible to seek election for one post only. However, a member who has completed two terms can stand for the higher post like President or Vice President. The CEC, ZEC, SEC and LEC after completion of tenure shall declare the election and appoint 3 members Election Committee. The Returning Officer will invite nominations for the post of office bearers and members of CEC/ZEC/SEC or LEC, duly proposed and seconded by another member, within the stipulated date and time. The Executive Committee or, if authorized by it, the Returning Officer, will announce schedule of election in terms of Bye-laws specifying different dates for receipt of nominations, withdrawals and last date for receipt of ballot.

*5.6 Election Procedure:* In case an election is held, the CEC, ZEC and SEC will appoint a Returning

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Officer for election to the CEC, ZEC and SEC respectively, from amongst the members who are not standing for election or from amongst the officers of the IDA and if necessary, a three member Election Committee consisting of the Returning Officer and two members who are not standing for election or two officials of IDA for conducting the election in CEC, ZEC and SEC respectively.

The Returning Officer will announce the result of the election and the new Executive Committee will take over from the out-going Committee after the calendar year's term of the out-going Executive Committee is over. In case the next AGBM is due to be held within one month of the date when the election result is declared, the new Executive Committee will take over only at the time of the AGBM and the out-going office bearers and members of the Executive Committee will function till then.

The Returning Officer will notify the result of the election and the new Executive Committee will take over from the out-going Committee after the formal announcement of the results.

5.7 Quorum: Seven members in case of CEC and one-third the number of members in case of ZEC and SEC will constitute the quorum for the CEC, ZEC and SEC respectively. In case a meeting can not be held for want of quorum, the meeting will stand adjourned to a date seven days after the original date of the meeting and at the same place and at the same time. The adjourned meeting can take place even if there is no quorum. Each member will have one vote and the President of CEC, Chairman of ZEC and Chairman of SEC will have an extra casting vote in case of tie.

5.7 *Quorum for meetings:* Atleast Seven members in case of CEC and one-third the number of members in case of ZEC, SEC, and LEC will constitute the quorum for the CEC, ZEC, SEC, and LEC meetings respectively. In case a meeting can not be held for want of quorum, the meeting will stand adjourned to a date seven days after the original date of the meeting and at the same place and at the same time. The adjourned meeting can take place even if there is no quorum. Each member will have one vote and the President of CEC, Chairman of ZEC and Chairman of SEC will have an extra casting vote in case of tie.

5.8 *Term of office:*

5.8 *Term of office:*

5.8.1 All office bearers and members of CEC, ZEC and SEC shall hold office for three calendar years commencing from first January or from such other date, synonymous with the actual date of assumption of charge by the any Executive Committee. The continuance in office by members of CEC, ZEC and SEC shall, however, be subject to the provisions set out hereunder.

5.8.1 All office bearers and members of CEC, ZEC, SEC and LEC shall hold office for three calendar years commencing from the actual date of assumption of charge by the any Executive Committee. The continuance in office by members of CEC, ZEC, SEC and LEC shall, however, be subject to the provisions set out hereunder.

5.8.1(A) No President shall hold office consequently and continuously for more than two terms.

5.8.1 (A) No Office Bearer and member of CEC/ZEC/ SEC and LEC shall hold the same office/post consecutively for more than two terms.

5.8.1 (B) In case due to reasons beyond the control,

5.8.1 (B) In case due to reasons beyond the control,

it is not possible to hold elections and/or complete the process of election before the expiry of due date, the term of CEC, ZEC and SEC shall be extended to the date till the newly elected CEC, ZEC and SEC is in office and takes over. However, such extension would not be more than six months.

- 5.8.2 If any member of CEC conducts himself in a manner derogatory to his position as a member thereof or where it becomes so necessary to safeguard the interest and objectives of the Association, the President may, suo moto or on Information, after giving the member concerned an opportunity to show cause, place the matter before CEC and if the Committee approves the same he shall, forthwith cease to be a member thereof. In a case where the President deems it necessary so to do in the interest of IDA, he may suspend any such member from the Committee pending consideration by CEC.

Unless the CEC decides otherwise, the cessation of membership of CEC shall not by itself deprive him of his membership of IDA.

- 5.8.3 If any member of the CEC, ZEC or SEC absents himself from its meetings, without leave of absence being granted to him, for three consecutive meetings of the Executive Committee, he shall cease to be a member of the CEC, ZEC or SEC, as the case may be.

- 5.8.4 Any member of the CEC wishing to resign shall do so in writing addressed to the President. He shall cease to be a member of CEC only upon its acceptance of the resignation by the CEC. In the case of member of ZEC or SEC, such resignation shall be addressed to the Chairman of the concerned Zonal or State Executive Committee and he shall cease to be a member thereof only upon the acceptance of the resignation by the Executive Committee concerned.

- 5.8.5 Any vacancy arising by reason of the resignation or death of a member will be filled by the CEC, ZEC or SEC, as the case may be, from amongst the members of the IDA, Zone or State respectively so as to have effect only for the remaining period of the concerned Committee. In the case of CEC, any such interim appointment shall be for the period upto the next meeting of the General Body when the

it is not possible to hold elections and/or complete the process of election before the expiry of due date, the term of CEC, ZEC, SEC and LEC shall be extended to the date till the newly elected CEC, ZEC, SEC and LEC is in office and takes over. However, such extension would not be more than six months.

- 5.8.2 If any member of CEC conducts himself in a manner derogatory to his position as a member thereof or where it becomes necessary to safeguard the interest and objectives of the Association, the President may, suo moto or on Information, after giving the member concerned an opportunity to show cause, place the matter before CEC and if the Committee approves the same he shall, forthwith cease to be a member thereof. In a case where the President deems it necessary to do so in the interest of IDA, he may suspend any such member from the Committee pending consideration by CEC.

Unless the CEC decides otherwise, the cessation of membership of CEC shall not by itself deprive him of his membership of IDA.

- 5.8.3 If any member of the CEC, ZEC, SEC or LEC absents himself from its meetings, without leave of absence requesting for three consecutive meetings of the Executive Committee, he shall cease to be a member of the CEC, ZEC, SEC or LEC, as the case may be.

- 5.8.4 Any member of the CEC wishing to resign shall do so in writing addressed to the President. He shall cease to be a member of CEC only upon its acceptance of the resignation by the CEC. In the case of member of ZEC, SEC or LEC, such resignation shall be addressed to the Chairman of the concerned Zonal, State or Local Executive Committee and he shall cease to be a member thereof only upon the acceptance of the resignation by the Executive Committee concerned.

- 5.8.5 Any vacancy arising by reason of the resignation or death of a member will be filled by the CEC, ZEC, SEC or LEC, as the case may be, from amongst the life members of the IDA, Zone or State respectively so as to have effect only for the remaining period of the concerned Committee. In the case of CEC, any such interim appointment shall be for the period upto the next meeting of the General Body when the

appointment shall be placed for ratification. The General Body shall be free either to continue the substitute member or to direct the CEC to conduct election afresh for the substitute member who shall hold office for the remaining period.

appointment shall be placed for ratification. The General Body shall be free either to continue the substitute member or to direct the CEC to conduct election afresh for the substitute member if the vacancy arises for greater than 18 months who shall hold office for the remaining period.

5.8.6 Where a vacancy is caused by the vacation of the membership under any other circumstance as set out in the proceeding sub rules, CEC may appoint any member of the IDA as it may consider appropriate, to take the place of the vacated member, but the same shall be limited to the remaining period.

5.8.6 Where a vacancy is caused by the vacation of the membership under any other circumstance as set out in the preceding sub rules, CEC may appoint any life member of the IDA as it may consider appropriate, to take the place of the vacated member, but the same shall be limited to the remaining period. In case the vacancy arises for greater than 18 months CEC will order election for the remaining period.

5.8.7 The Provisions contained in rules 5.8.2 and 5.8.6 shall apply to every member of the ZEC and SEC as if, in the said provisions, for the expression "CEC" the expression "ZEC", or "SEC", as the case may be, and for the word "President" the word "Chairman", have been substituted.

5.8.7 The Provisions contained in rules 5.8.2 and 5.8.6 shall apply to every member of the ZEC and SEC as if, in the said provisions, for the expression "CEC" the expression "ZEC", "SEC" and "LEC", as the case may be, and for the word "President" the word "Chairman", have been substituted.

5.8.8 An Appeal shall lie to CEC within thirty days of the passing of the order of suspension or cessation of membership of ZEC or SEC by the concerned Committee and the CEC may confirm, modify or cancel the same and it shall thereafter have effect accordingly.

5.8.8 An Appeal shall lie to CEC within thirty days of the passing of the order of suspension or cessation of membership of ZEC, SEC or LEC by the concerned Committee and the CEC may confirm, modify or cancel the same and it shall thereafter have effect accordingly.

5.8.9 Every member of an Executive Committee vacating the seat in the Committee of which he is a member, shall forthwith hand over all articles, papers and records as are in his custody -

5.8.9 Every member of an Executive Committee vacating the seat in the Committee of which he is a member, shall forthwith hand over all articles, papers and records as are in his custody-

- (i) in the case of a member of CEC, to the Secretary General; and
- (ii) in the case of a member of ZEC or SEC, to the Chairman of the Committee concerned.

- (i) in the case of a member of CEC, to the Secretary General/Secretary of IDA ; and
- (ii) in the case of a member of ZEC, SEC or LEC, to the Chairman of the Committee concerned.

5.8.10 The cessation or suspension of membership of CEC, ZEC or SEC, as the case may be, and the appointment of the substitute member thereof as aforesaid shall all be placed before the next General Body meeting for ratification and the same shall thereafter have effect in accordance with its decision taken at the meeting."

5.8.10 The cessation or suspension of membership of CEC, ZEC, SEC and LEC as the case may be, and the appointment of the substitute member thereof as aforesaid shall be placed before the next General Body meeting for ratification and the same shall thereafter have effect in accordance with its decision taken at the meeting." However, this will not apply to members selected through election.

5.8.11 If in the opinion of CEC, any ZEC/SEC/LEC



is not functioning or it is not possible to function in accordance with the rules and regulations and bye-laws of IDA, the CEC shall have power after giving due notice to supercede the concerned ZEC/SEC/LEC and order for fresh election within a period of three months. The CEC shall appoint a Committee of three members belonging to concerned ZEC/SEC/LEC to carry out day to day functioning of ZEC/SEC/LEC for the interim period.

Note : The notice given by the CEC shall have to be replied within one month by ZEC/SEC/LEC, failing which CEC shall have a right to take exparte decision.

**6. POWERS AND FUNCTIONS OF OFFICE BEARERS:**

6.1 *President of IDA:* The President of the IDA shall be the head of the Association and at all other office bearers shall work under his guidance and instruction. He shall preside over the meetings of the CEC; in his absence, one of the Vice-Presidents or failing that any other member of the CEC elected to preside over the meeting will exercise the power of the President. The meetings of the CEC, AGB, EGB will be called by the President or with his written approval. If the President takes leave, the functions of the President will be executed by one of the Vice-Presidents or in their absence by a member of CEC who is authorized by the President in writing to act in his absence during the period of leave.

6.2 *Chairman of Zonal Branch:* The Chairman of IDA Zone will be the head of the concerned Zone and all other office bearers of that zone shall work under his guidance and instructions. He shall preside over all the meetings of ZEC and general body meetings of the Zone. In his absence, in the meeting, one of the Vice-Chairmans of the Zonal Branch concerned or failing that any other member of the concerned ZEC elected for the purpose will preside over the meetings and exercise the powers of the Chairman of the Zone. All ZEC and Zonal General Body Meetings will be called by the Chairman of the Zone or with his written approval. If the Chairman takes leave, the functions of the Chairman will be executed by one of the Vice-Chairmans or in his absence by a member of

**6. POWERS AND FUNCTIONS OF OFFICE BEARERS:**

6.1 *President of IDA:* The President of the IDA shall be the head of the Association and at all other office bearers shall work under his guidance and instruction. He shall preside over the meetings of the CEC; in his absence, one of the Vice-Presidents or failing that any other member of the CEC elected to preside over the meeting will exercise the power of the President. The meetings of the CEC, AGB, EGB will be called by the President or with his written approval. If the President takes leave, the functions of the President will be executed by one of the Vice-Presidents or in their absence by a member of CEC who is authorized by the President in writing to act in his absence during the period of leave. Vice Presidents will assist the President, as and when advised by the President.

6.2 *Chairman of Zonal Branch:* The Chairman of IDA Zone will be the head of the concerned Zone and all other office bearers of that zone shall work under his guidance and instructions. He shall preside over all the meetings of ZEC and general body meetings of the Zone. In his absence, in the meeting, one of the Vice-Chairmen of the Zonal Branch concerned or failing that any other member of the concerned ZEC elected for the purpose will preside over the meetings and exercise the powers of the Chairman of the Zone. All ZEC and Zonal General Body Meetings will be called by the Chairman of the Zone or with his written approval. If the Chairman takes leave, the functions of the Chairman will be executed by one of the Vice-Chairmen or in his absence by a member of ZEC authorised in writing by the

ZEC authorised in writing by the Chairman and shall execute the functions of the Chairman during the period of leave.

6.3 *Vice-Chairman*: Vice-Chairman will assist the Chairman in carrying out his functions. One of the Vice-Chairmen, nominated in writing by the Chairman for the prescribed period, shall perform his duties and exercise his powers during his absence.

6.4 *Chairman of State Branch*: The Chairman of the State Branch will be the head of the State Branch and all other office bearers of the State Branch will act under his guidance and instructions. He shall preside over the SEC and the General Body Meeting of State Branch; in his absence the Vice-Chairman or failing that any other member elected for the purpose shall preside over the meeting and execute the functions of the Chairman. During the absence of the Chairman on leave the Vice-Chairman or in his absence one member of EC authorised by the Chairman will execute the functions of the Chairman. The meetings of the SEC and the General Body Meetings of the State Branch shall be called by the Chairman or with his written approval.

6.5 *Vice-Chairman of State Branch*: The-Vice Chairman will assist the Chairman in carrying out his functions.

## **6.6 SECRETARY GENERAL**

6.6.1 There shall be one post of the Secretary General of IDA who shall, subject to the provisions of the bye-laws and the overall control of the President of the IDA, function as the Executive Head of the IDA.

6.6.2 The term of office of the Secretary General of the IDA, his pay and other conditions of service shall be such as may be determined by the CEC (the appointing authority being the President of IDA), and the Secretary General may even be appointed on contract basis for a specified term.

6.6.3 The Secretary General of the IDA shall be the member convener of the meetings of the CEC but he shall not have the right to vote.

Chairman and shall execute the functions of the Chairman during the period of leave.

6.3 *Vice-Chairman*: Vice-Chairman will assist the Chairman in carrying out his functions. One of the Vice-Chairmen, nominated in writing by the Chairman for the prescribed period, shall perform his duties and exercise his powers during his absence.

6.4 *Chairman of State Branch/Chapter*: The Chairman of the State Branch/Chapter will be the head of the State Branch/Chapter and all other office bearers of the State Branch/Chapter will act under his guidance and instructions. He shall preside over the SEC and the General Body Meeting of State Branch/Chapter; in his absence the Vice-Chairman or failing that any other member elected for the purpose shall preside over the meeting and execute the functions of the Chairman. During the absence of the Chairman on leave the Vice-Chairman or in his absence one member of EC authorised by the Chairman will execute the functions of the Chairman. The meetings of the SEC and the General Body Meetings of the State Branch/Chapter shall be called by the Chairman or with his written approval.

6.5 *Vice-Chairman of State Branch/Chapter*: The-Vice Chairman will assist the Chairman in carrying out his functions.

## **6.6 SECRETARY GENERAL/SECRETARY**

6.6.1 There shall be one post of the Secretary General/Secretary of IDA who shall, subject to the provisions of the bye-laws and the overall control of the President of the IDA, function as the Executive Manager of the IDA.

6.6.2 The term of office of the Secretary General/Secretary of IDA, his pay and other conditions of service shall be such as may be determined by the CEC (the appointing authority being the President of IDA), and the Secretary General/Secretary of IDA may even be appointed on contract basis for a specified term.

6.6.3 The Secretary General/Secretary of IDA shall be the member convener/Secretary of the meetings of the CEC but he shall not have the right to vote.

6.6.4 The CEC may confer such additional powers on the Secretary General or impose such restrictions or conditions as regards the extent and manner of exercise of powers by him as it may deem fit.

6.6.5 The Secretary General of the IDA shall be deemed to be the appointing and disciplinary authority in respect of all the other employees of the IDA (to be appointed in accordance with the sanction of the CEC).

6.6.6 In the absence of the Secretary General for whatsoever cause, the President of IDA may authorise any other office holder or employees to discharge all or any of his duties.

6.6.7 The Secretary General or any other officer discharging his duties shall be subject to the control and directions of the President of IDA.

6.7 The Secretary General of IDA in case of IDA and Secretary in case of Zone and the State Branch will execute contracts, deeds and other documents on behalf of the Association, Zonal branch and the State Branch and on behalf of the respective Executive Committees. The Secretary General of IDA on behalf of IDA and Secretary on behalf of the Zone or the State Branch may however, subject to the approval of the CEC, ZEC and the SEC respectively, may authorise in writing any other officer of the Association, Zonal Branch, State Branch as the case may be, to execute contracts, deeds and other instruments on his behalf. All these contracts, deeds and other instruments shall be countersigned by the Secretary General of IDA or the treasurer in case of Zone & State Branch or any other member of the respective Executive Committee named by it.

6.8 The Secretary General of IDA or the treasurer of the Zonal Branch or the State Branch shall be responsible respectively for the funds and properties of the Association, Zonal Branch and State Branch and shall ensure maintenance of proper books of accounts.

6.6.4 The CEC may confer such additional powers on the Secretary General/Secretary of IDA or impose such restrictions or conditions as regards the extent and manner of exercise of powers by him as it may deem fit.

6.6.5 The Secretary General/Secretary of IDA shall be deemed to be the disciplinary authority in respect of all the other employees of the IDA (to be appointed in accordance with the sanction of the CEC).

6.6.6 In the absence of the Secretary General/Secretary of IDA for whatsoever cause, the President of IDA may authorise any other office holder or an employee of IDA to discharge all or any of his duties.

6.6.7 The Secretary General/Secretary of IDA or any other officer discharging his duties shall be subject to the control and directions of the President of IDA.

## **6.7 EXECUTION OF CONTRACT, DEEDS AND OTHER DOCUMENTS**

6.7.1 The Secretary General/Secretary of IDA in case of IDA (HQ), Zone and the State Branch/Chapter or Local Branch/Chapter will execute contracts, deeds and other documents on behalf of the Association. The Secretary General/Secretary of IDA on behalf of IDA, on behalf of the Zone or the State Branch/Chapter or Local Branch/Chapter may however, subject to the approval of the CEC execute the contracts, deeds and other instruments. CEC may authorise in writing any other officer of the Association, Zonal Branch, State Branch/Chapter or Local Branch/Chapter, to execute contracts, deeds and other instruments. CEC behalf with the approval of President. All these contracts, deeds and other instruments shall be countersigned by the Secretary General/Secretary of IDA.

6.8 The Secretary General/Secretary of IDA or the treasurer of the Zonal Branch or the State/Local Branch/Chapter shall be responsible respectively for the funds and properties of the Association, Zonal Branch and State//Local Branch/Chapter and shall ensure maintenance of proper books of accounts.

6.9 *Members of Executive Committee:* Members of the CEC, ZEC and SEC will contribute to the effective functioning of the Association, Zonal Branches and State Branches respectively.

6.10 *Convener and Secretary of Local Chapters:* The Conveners and Secretaries where they are appointed, will function under the control of the Zonal Chairman or State Chairman.

## **7. GENERAL BODY MEETING:**

7.1 The General Body of the Association shall consist of all individual members and nominated representatives of the Organisational Members. The General Body of the Association is the supreme body and its decision subject to the provisions of the Memorandum and Rules and Regulations, are final. For any specific matter, if there is no provision in the constitution the decision of the General Body shall be final provided such decision do not contravene the Societies Registration Act of the Union Territory of Delhi. The General Body of the Zones and States shall consist of members affiliated to the Zones and States respectively. The notice for the meeting of the General Body shall mention the purpose for which it is called, the venue, date and time of the meeting and shall be issued at least with a notice of 15 days.

7.2 The Annual General Body Meeting (AGBM) shall be called once in a year, within six months of the end of the financial year. The AGBM shall consider the following:

- (i) Annual Report of the IDA.
- (ii) Audited statement of annual accounts and the Expenditure and Income Statement for the previous financial year.
- (iii) Budget for the current year as submitted by the CEC
- (iv) Ratification of the appointment of Auditor and Auditors and their remuneration.
- (v) Proposal for amendments or new provision for Memorandum and Rules and Regulations if there is any such proposal.
- (vi) Any other matter that may be brought forward with the permission of the President but with a notice of seven days.

6.9 *Members of Executive Committee:* Members of the CEC, ZEC, SEC and LEC will contribute to the effective functioning of the Association, Zonal Branches and State Branches/Chapters respectively.

6.10 *Secretary of Local Chapters:* The Secretaries, will function under the control of the Zonal Chairman or State Chairman.

## **7. GENERAL BODY MEETING:**

7.1 The General Body of the Association shall consist of all individual members and nominated representatives of the Institutional Members. The General Body of the Association is the supreme body and its decision subject to the provisions of the Memorandum and Rules and Regulations, are final. For any specific matter, if there is no provision in the constitution the decision of the General Body shall be final provided such decision does not contravene the Societies Registration Act of the Union Territory of Delhi. The General Body of the Zones and States shall consist of members affiliated to the Zones and States respectively. The notice for the meeting of the General Body shall mention the purpose for which it is called, the venue, date and time of the meeting and shall be issued at least with a notice of 30 days.

7.2 The Annual General Body Meeting (AGBM) shall be called once in a year, within six months of the end of the financial year. The AGBM shall consider the following:

- (i) Annual Report of the IDA.
- (ii) Audited statement of annual accounts and the Expenditure and Income Statement for the previous financial year.
- (iii) Budget for the current year as submitted by the CEC
- (iv) Ratification of the appointment of Auditor and Auditors and their remuneration.
- (v) Proposal for amendments or new provision for Memorandum and Rules and Regulations if any.
- (vi) Any other matter that may be brought forward with the permission of the President but with a notice of seven days. However, matters related with amendments, rules regulations and bye-laws will be governed by Clause 10.1.

Any other meetings of the General Body, held in the year, will be extraordinary General Body Meeting (EGBM).

Any other meetings of the General Body, held in the year, will be extraordinary General Body Meeting (EGBM).

7.3 General Body Meeting of the Zones and States will consider the following:

7.3 General Body Meeting of the Zones and States will consider the following:

- (i) Annual Report of the Zone or the State Branch
- (ii) Budget for the **current** financial year for the Zone or the State Branch.
- (iii) Any other matter with the permission of the Chairman of the zone or the Chairman of the State Branch, as the case may be.

- (i) Annual Report of the Zone or the State Branch/Chapter
- (ii) Budget for the current financial year for the Zone or the State Branch/Chapter.
- (iii) Any other matter with the permission of the Chairman of the zone or the Chairman of the State Branch/Chapter, as the case may be with prior notice of 30 days. However, matters related with amendments, rules, regulations and by-laws will be governed by Clause 10.1.

7.4 *Extraordinary General Body Meeting (EGBM):*

An Extraordinary General Body Meeting may be called, if considered necessary, by the President or by the CEC to transact business of special urgency. An EGBM shall be called by the CEC/President on being requisitioned by 10% of the membership or 50 members whichever is less. The requisitioned meeting shall be held only in the headquarters of the Association while EGBM meetings called by the President or CEC shall be held at any place decided by the CEC. The notice calling the EGBM shall clearly state the purpose for which the EGBM is being called and at the EGBM no other business shall be discussed which has not been specifically mentioned in the notice. The notice calling the EGBM shall mention the venue, date and time of the meeting, and shall be issued at least with notice of 15 days.

7.4 *Extraordinary General Body Meeting (EGBM):*

An Extraordinary General Body Meeting may be called, if considered necessary, by the President to transact business of special urgency. An EGBM shall be called by the President on being requisitioned by 10% of the membership or 50 members whichever is less. The requisitioned meeting shall be held only in the headquarters of the Association while EGBM meetings called by the President shall be held at any place decided by the CEC. The notice calling the EGBM shall clearly state the purpose for which the EGBM is being called and at the EGBM no other business shall be discussed which has not been specifically mentioned in the notice. The notice calling the EGBM shall mention the venue, date and time of the meeting, and shall be issued at least with notice of 15 days.

7.5 *Conduct of AGBM and EGBM:* The President of the Association shall preside over the AGBM and EGBM of the Association. In his absence at the meeting one of the Vice-Presidents or failing that one of the members may be elected to preside over the deliberations of the AGBM and the EGBM.

7.5 *Conduct of AGBM and EGBM:* The President of the Association shall preside over the AGBM and EGBM of the Association. In his absence at the meeting one of the Vice-Presidents or failing that one of the members may be elected to preside over the deliberations of the AGBM and the EGBM.

7.6 *Quorum for AGBM and EGBM:* The quorum for the AGBM and EGBM shall be 50 members who are entitled to vote, that for Zones shall be 25 members who are entitled to vote. Whenever there is no quorum in the meeting, the same shall be adjourned and all pending matters shall be decided by the majority of the members present at the adjourned meeting irrespective of

7.6 *Quorum for AGBM and EGBM:* The quorum for the AGBM and EGBM shall be 50 members who are entitled to vote, that for Zones/State and Local Branch/Chapter, respectively shall be 20 members who are entitled to vote. Whenever there is no quorum in the meeting, the same shall be adjourned and all pending matters shall be decided by the majority of the members present

the quorum.

7.7 The General Body Meeting of the Zone or the State is to be called by the Chairman of the Zone or the Chairman of the State Branch as the case may be. Such meetings can also be called by the ZEC or SEC. The General Body Meeting of the Zone or the State Branch shall be called by the Chairman of the Zone or the Chairman of the State Branch when requisitioned by 30 members of the Zone or the State Branch. The requisitioned General Body Meeting shall be held only at the Headquarters of the concerned zone or the State. The notice for the meetings of the General Body shall mention the purpose for which it is called, the venue, date and time of the meeting and shall be issued at least with a notice period of 15 days.

The Chairman of the Zonal Branch or Chairman of the State Branch shall preside over the General Body Meeting of the zone or the State Branch respectively. In absence of the Chairman of the concerned zone or the Chairman of the concerned State in the meeting, the Vice Chairman of the ZEC or the Vice-Chairman of the SEC or failing that any member elected at the meeting shall preside over the deliberations of the General Body Meeting.

## 8. PUBLICATIONS:

8.1 CEC may take such action as may be necessary to promote standards (qualitatively or otherwise) and to foster the growth of the dairy industry in general and for the purpose engage in consultancy activities, set up laboratories and do such like or other things as are necessary for the purpose.

8.2 In the larger interest of the Association and its members, the CEC may adopt, as and when required, an appropriate logo for the Association and permit the use thereof by its members on such terms as it may deem appropriate.

8.3 *Publication Procedure:* All materials submitted for publication shall be recorded. All contributions intended for publication or for reading before the Association, shall be addressed to the Editor who may in case of a research or technical article, refer the matter of publication to any appropriate member for review. Outside experts may also be referred to. The views of the

at the adjourned meeting irrespective of the quorum.

7.7 The General Body Meeting of the Zone or the State is to be called by the Chairman of the Zone or the Chairman of the State Branch/Chapter as the case may be. The General Body Meeting of the Zone or the State Branch/Chapter shall be called by the Chairman of the Zone or the Chairman of the State Branch/Chapter when requisitioned by 20 members of the Zone or the State Branch/Chapter. The requisitioned General Body Meeting shall be held only at the Headquarters of the concerned zone or the State. The notice for the meetings of the General Body shall mention the purpose for which it is called, the venue, date and time of the meeting and shall be issued at least with a notice period of 30 days.

The Chairman of the Zonal Branch or Chairman of the State Branch/Chapter shall preside over the General Body Meeting of the zone or the State Branch/Chapter respectively. In absence of the Chairman of the concerned zone or the Chairman of the concerned State in the meeting, the Vice Chairman of the ZEC or the Vice-Chairman of the SEC or failing that any member elected at the meeting shall preside over the deliberations of the General Body Meeting.

8. Already given in the clause 4 C.

referees, when required, shall be communicated to the authors.

8.3.1 All papers and other contributions submitted for publication in the journals of the Association shall become the property of the Association till they are rejected and if accepted for publication shall have the right to retain the manuscripts, illustrated drawings, photographs, etc. relating to them.

8.3.2 Once a paper has been accepted for publication, the author shall not have the liberty to publish it elsewhere, save with the permission of the Editorial Board.

8.3.3 No paper published elsewhere will be accepted for publication in the "Indian Journal of Dairy Science".

## 9. AMENDMENTS TO THE MEMORANDUM AND RULES AND REGULATIONS

9.1 *Procedure:* Every proposal for amendment, addition or alteration to the constitution of the Association may be sponsored by any member of the Association or by the CEC or by the Zonal Executive Committee provided that any such proposal for addition amendment or alternation to the Constitution shall be submitted in the form of a draft resolution to the Secretary General of IDA at its Registered Office 90 days before the date fixed for holding of Annual General Body Meeting. The draft of the resolution for amendment, addition or alteration to the Constitution shall be moved by the members sponsoring the same or his nominee at Annual General Body Meeting or at Extra Ordinary General Body Meeting.

9.2 *Implementation:* The CEC shall be entitled to give its comments to such a resolution for amendment, alteration or additions at the said Annual General Body Meeting or Extra Ordinary General Body Meeting and any resolution so proposed for the amendment, or alteration to the constitution shall be deemed to have been passed with such addition amendment or alteration thereof provided that 66% of the members present support the said amendment, addition or alteration of the constitution and vote for the same.

One of the resolution for amendment, alteration or addition been passed, as above the same will come into force with immediate effect or from such date as such resolution may provide.

## 9. USE OF IDA LOGO

In the larger interest of the Association and its members, the CEC may adopt, as and when required, an appropriate logo for the Association and permit the use thereof by its members or other agencies on such terms as it may deem appropriate.

## 10. AMENDMENTS TO THE MEMORANDUM AND RULES AND REGULATIONS

10.1 *Procedure:* Every proposal for amendment, addition or alteration to the constitution of the Association may be sponsored by any member of the Association or by the CEC or by the ZEC/ SEC/LEC provided that any such proposal for addition amendment or alternation to the Constitution shall be submitted in the form of a draft resolution to the Secretary General/ Secretary of IDA at its Registered Office 45 days before the date fixed for holding of Annual General Body Meeting/EGBM. The draft of the resolution for amendment, addition or alteration to the Constitution shall be moved by the members sponsoring the same or his nominee at Annual General Body Meeting or at Extra Ordinary General Body Meeting.

10.2 *Implementation:* The CEC shall be entitled to examine such a resolution for amendment, alteration or additions at the said Annual General Body Meeting or Extra Ordinary General Body Meeting and any resolution so proposed for the amendment, or alteration to the constitution shall be deemed to have been passed by the AGBM/EGBM with such addition amendment or alteration thereof provided that two-third of the members present support the said amendment, addition or alteration of the constitution and vote for the same.

Once the resolution for amendment, alteration or addition is passed, as above the same will come into force with immediate effect or from such date as such resolution may provide.

## 10. RECOGNITION AND AWARDS

10.1 *Patronship*: A person who has been a member of the Association with outstanding academic or profession achievement in Dairy Science and/or technology or has rendered signal service to the cause of the Association and/or dairying or dairy industry for many years may be awarded the Patronship of the Association. A Patron shall be nominated for life, and shall be entitled to have all the rights and privileges of a Life Member of the Association.

10.2 *Fellowship*: A person who is a life member of the Association and has been a member for not less than last five consecutive years, who has actively participated in the affairs of the Association and who has rendered valuable service to dairying and dairy industry by way of research, teaching, extension, administration and development may be awarded the Fellowship of the Association.

10.3 *Special Awards*: The Indian Dairy Association may also honour selected members for distinguished services or for conspicuous achievements in the field of dairying with special awards. The Central Executive Committee shall decide the manner of establishing the awards by accepting cooperation, financial or otherwise, from individuals and/or organisations.

10.4 The manner in which the awards of Patronship, Fellowship and Special awards will be bestowed shall be laid down in the bye-laws of the Association. The CEC shall appoint a Board of Adjudication for selection of persons for **award** of Patronship, Fellowship and Special Awards on each occasion. The Board of Adjudication should leave a confidential note of the proceedings detailing the justification for its decisions.

## 11. DISSOLUTION OF THE ASSOCIATION:

11.1 *Dissolution*: The Association may be dissolved if at a General Body Meeting convened for the purpose resolution to dissolve the Association is passed by majority by not less than **4/5ths** of membership, present and voting and 85 per cent of the members so present vote for the dissolution and any such resolution shall provide for transfer of the property and assets

## 11. RECOGNITIONS AND AWARDS

11.1 *Patronship*: A person who has been a life member of the Association for 10 years with outstanding academic or professional achievements in Dairy Science and/or technology and has rendered signal service to the cause of the Association and/or dairying or dairy industry for atleast 20 years may be awarded the Patronship of the Association. The Number of Patron Award shall not exceed two each year.

11.2 *Fellowship*: A person who is a life member of the Association for not less than 10 consecutive years, who has actively participated in the affairs of the Association and who has rendered valuable service to dairying and dairy industry by way of research, teaching, extension, administration and development may be awarded the Fellowship of the Association. Number of fellowships awarded each year shall not exceed four.

11.3 *Special Awards*: The Indian Dairy Association may also honour selected members for distinguished services or for conspicuous achievements in the field of dairying with special awards. The Central Executive Committee shall decide the manner of establishing the awards by accepting cooperation, financial or otherwise, from individuals and/or organisations.

11.4 The manner in which the awards of Patronship, Fellowship and Special awards will be bestowed shall be laid down in the bye-laws of the Association. The CEC shall appoint a Board of Adjudication for selection of persons under the chairmanship of President for award of Patronship, Fellowship and Special Awards on each occasion. The Board of Adjudication should leave a confidential note of the proceedings detailing the justification for its decisions.

## 12. DISSOLUTION OF THE ASSOCIATION:

12.1 *Dissolution*: The Association may be dissolved if at a General Body Meeting convened for the purpose resolution to dissolve the Association is passed by majority by not less than 4/5ths of membership, present by voting. Such resolution shall provide for transfer of the property and assets of the Association to a body with identical aims and objectives.



of the Association to a body with identical aims and objects.

11.2 *Residual Property:* Upon dissolution of the Association, and other payment of liabilities and debts, if there remains any property whatsoever, the same shall not be distributed among members, but given or transferred to another body having objectives similar to those of the Association, and so determined by voting on a resolution supported by three-fifths of the members of the Association, or in default thereof, by an appropriate court of law.

12.2 *Residual Property:* Upon dissolution of the Association, and other payment of liabilities and debts, if there remains any property whatsoever, the same shall not be distributed among members, but given or transferred to another body having objectives similar to those of the Association, and so determined by voting on a resolution supported by three-fifths of the members of the Association, or in default thereof, by an appropriate court of law.

**THE BYE-LAWS OF THE INDIAN DAIRY  
ASSOCIATION (EXISTING)**

(Framed under the provisions of Section II, Clause 5.1.10 of the Rules and Regulations)  
(As amended on 16th March, 2013)

**Preamble:**

Whereas it is expedient to make bye-laws for election of Office bearers and Members of the Indian Dairy Association (IDA), its Zones, State Branches and Local Chapters and for such matters as are conducive for the furtherance of any objectives of the Indian Dairy Association, the Central Executive Committee (CEC) in exercise of the powers vested in it under Section II, Clause 5.1.10 is hereby pleased to make the following bye-laws.

1. **Administration:**

The CEC shall have powers to frame rules as it deems fit, for the employment of the staff and their welfare as may be necessary for the proper performance of any or all the functions of the IDA specially with regard to duties, appointments, terms and conditions, probation, termination of service, conduct, discipline, grades of pay and allowance, foreign service, traveling allowance, provident fund, gratuity, superannuation etc.

1.1 Copies of the minutes of the Zonal Executive Committees (ZEC) and State Executive Committees (SEC) shall be sent to **the Secretary General of IDA** as and when these are confirmed, in accordance with the procedure laid down by the respective committees.

1.2 The CEC is empowered to take action as deemed fit against the office bearers and members of the ZEC and SEC in case of violation of the provision(s) of the Memorandum and Rules and Regulations of the Association after giving due opportunity to explain the lapses.

1.3 Without prejudice to his normal managerial powers and duties, the Secretary General of IDA shall exercise all the powers and discharge all the duties as are exercisable by him under the Bye-laws or as may be assigned to him by

**THE BYE-LAWS OF THE INDIAN DAIRY  
ASSOCIATION (AMENDMENTS PROPOSED)**

(Framed under the provisions of Section II, Clause 5.1.10 of the Rules and Regulations)  
(As amended on \_\_\_\_\_ 2018)

**Preamble:**

Whereas it is expedient to make bye-laws for election of Office bearers and Members of the Executive Committee of Indian Dairy Association (IDA), its Zones, State Chapters and Local Chapters and for such matters as are conducive for the furtherance of any objectives of the Indian Dairy Association, the Central Executive Committee (CEC) in exercise of the powers vested in it under Section II, Clause 5.1.10 is authorized to make the following bye-laws.

1. **Administration:**

The CEC shall have powers to frame rules as it deems fit, for the employment of the staff and their welfare as may be necessary for the proper performance of any or all the functions of the IDA specially with regard to duties, appointments, terms and conditions, probation, termination of service, conduct, discipline, grades of pay and allowance, foreign service, travel allowance, provident fund, gratuity, superannuation, etc.

1.1 Copies of the minutes of the Zonal Executive Committees (ZEC), State Executive Committees (SEC) and Local Executive Committee (LEC) shall be sent to the Secretary General/Secretary of IDA as and when these are confirmed, in accordance with the procedure laid down by the respective committees. Simultaneously the SEC & LEC to forward the copy of the minutes to ZEC.

1.2 The President on behalf of the CEC is empowered to take action as deemed fit against the office bearers and members of the ZEC, SEC and LEC in case of violation of the provision(s) of the Memorandum and Rules and Regulations of the Association after giving due opportunity to explain the lapses.

1.3 Without prejudice to his normal managerial powers and duties, the Secretary General/Secretary of IDA shall exercise all the powers and discharge all the duties as are exercisable by him under the Bye-laws or as may be

CEC.

**2. Preparation of budget estimates:**

- (i) The Secretary General of IDA or any member authorized by the CEC will prepare a detailed estimate of the receipts and expenditure and place it before the CEC for approval. Such approved estimates shall be placed before the Annual General Body Meeting (AGBM) for final approval and adoption. The estimates should show separately the estimates of incomes and expenditure of the Zones and State Branches as approved by the CEC.

The budget estimates will be in two parts. The first part will show the expenditure of Capital nature and the second part will show the estimates of income and expenditure on Revenue account.

- (ii) The Treasurer of a Zone, in his absence, the Secretary of the Zone or any member as authorized by the ZEC will prepare the estimate of expenditures and incomes of the concerned Zones and will submit it to the CEC for approval after the estimate is approved by the respective ZEC. The Zonal budget will show the estimate of expenditure and income of the State Branches under its jurisdiction. In a State where there is a Local Chapter but no State Branch, the estimate of the Zone should include the estimate of the income and expenditure of the Local Chapter. The budget estimate shall be in two parts, one part showing the expenditure of Capital nature and the other part showing the estimate of income and expenditure on Revenue account. The ZEC should observe the time limit set by the CEC for submission of the estimates.
- (iii) The Treasurer of the State Branch, in his absence the Secretary of the State Branch, or any member duly authorized by the SEC will prepare the estimate of income and expenditure of the concerned State Branch including the income and expenditure of the Local Chapter, if there be a Local Chapter, and send it to the Treasurer of the concerned Zone after approval by the SEC. The ZEC will send it in turn to the CEC after incorporating it with the budget estimates of the ZEC. The estimates should show separately the expenditure of Capital

assigned to him by CEC.

**2. Preparation of budget estimates:**

- (i) The Secretary General/Secretary of IDA or any member authorized by the CEC will prepare a detailed estimate of the receipts and expenditure and place it before the CEC for approval. Such approved estimates shall be placed before the Annual General Body Meeting (AGBM) for formal approval and adoption. The estimates should show separately the estimates of incomes and expenditure of the Zones, State and Local Chapters as approved by the CEC.

The budget estimates will be in two parts. The first part will show the expenditure of Capital nature and the second part will show the estimates of income and expenditure on Revenue account.

- (ii) The Treasurer of a Zone, in his absence, the Secretary of the Zone or any member as authorized by the ZEC will prepare the estimate of expenditures and incomes of the concerned Zones and will submit it to the CEC for approval after the estimate is approved by the respective ZEC. The Zonal budget will show the estimate of expenditure and income of the State and Local Chapters under its jurisdiction. In a State where there is a Local Chapter but no State Chapter, the estimate of the Zone should include the estimate of the income and expenditure of the Local Chapter. The budget estimate shall be in two parts, one part showing the expenditure of Capital nature and the other part showing the estimate of income and expenditure on Revenue account. The ZEC should observe the time limit set by the CEC for submission of the estimates.
- (iii) The Treasurer of the State Chapter, in his absence the Secretary of the State Chapter, or any member duly authorized by the SEC will prepare the estimate of income and expenditure of the concerned State Chapter including the income and expenditure of the Local Chapter, if there be a Local Chapter, and send it to the Treasurer of the concerned Zone after approval by the SEC. The ZEC will send it in turn to the CEC after incorporating it with the budget estimates of the ZEC. The estimates should show separately the expenditure of Capital

nature and of the income and expenditure on Revenue account. The SEC should send the estimates within the time limit set by the ZEC.

nature and of the income and expenditure on Revenue account. The SEC should send the estimates within the time limit set by the ZEC.

### **SECRETARY GENERAL'S POWERS AND DUTIES**

### **Secretary General's/secretary's powers and duties**

Without prejudice to his normal managerial powers and duties, the Secretary General of IDA shall exercise all the powers and discharge all the duties as are to be exercised or discharged by the Secretary or Treasurer under these bye-laws.

Without prejudice to his normal managerial powers and duties, the Secretary General/ Secretary of IDA shall exercise all the powers and discharge all the duties as are to be exercised or discharged by the Secretary or Treasurer under these bye-laws.

#### **3. Controlling of expenditures:**

- (i) No expenditure from the funds of the IDA shall be incurred without the sanction of the competent authority. The CEC in case of the funds controlled by the CEC, the ZEC in case of the funds controlled by the ZEC and SEC in case of the funds controlled by the SEC shall name the competent authority or authorities in these regards.
- (ii) No expenditure shall be incurred unless there is a provision in the approved budget estimates and requisite funds are available.
- (iii) In case a necessity arises for incurring an expenditure for which there is no provision in the approved budget, the proposal should be placed before the respective Executive Committee. The Executive Committee shall decide the method of financing either by reappropriation from the provisions in other heads of expenditure or by securing additional funds, provided the Executive Committee is of the opinion that the expenditure should be incurred. In case of urgency, the President of the IDA, the Chairman of the Zone or Chairman of the State Branch, as the case may be, may exercise the power of reappropriation of the approval by the Executive Committee.
- (iv) In case no funds are available for meeting an expenditure, whether provided in the approved budget or not, the approval of the CEC shall be sought before expenditure is committed or incurred.
- (v) One copy of the approved budget estimate should be made available to the Secretary

#### **3. Controlling of expenditures:**

- (i) No expenditure from the funds of the IDA shall be incurred without the sanction of the competent authority. The CEC in case of the funds controlled by the CEC, the ZEC in case of the funds controlled by the ZEC, and SEC in case of the funds controlled by the SEC and LEC in case of funds controlled by the LEC shall name the competent authority or authorities in these regards through resolution.
- (ii) No expenditure shall be incurred unless there is a provision in the approved budget estimates and requisite funds are available.
- (iii) In case a necessity arises for incurring an expenditure for which there is no provision in the approved budget, the proposal should be placed before the respective Executive Committee. The Executive Committee shall decide the method of financing either by reappropriation from the provisions in other heads of expenditure or by securing additional funds, provided the Executive Committee is of the opinion that the expenditure is essential. In case of urgency, the President of the IDA, the Chairman of the Zone/State Chapter/Local Chapter, as the case may be, may exercise the power of reappropriation of the approval by the Executive Committee and take it to the subsequent meeting for ratification.
- (iv) In case no funds are available for meeting an expenditure, whether provided in the approved budget or not, the approval of the CEC shall be sought before expenditure is committed or incurred.
- (v) One copy of the approved budget estimate should be made available to the Secretary

General of IDA and Accounts Officer.

General/Secretary of IDA and Accounts Officer of IDA.

- (vi) The Secretary General of IDA shall prepare quarterly statements showing the details of expenditure and receipts and submit the same to the concerned Executive Committee, for information, with explanation for unusual variations. Such quarterly statements for the Zones should be sent to the CEC and for the State Branch to the Zone for onward submission to the CEC.
- (vii) The Secretary General of IDA or any other office bearer or an official may be authorized by the concerned Executive Committee to draw and keep at his disposal an imprest amount as considered necessary to meet day to day expenses. An advance from the imprest should be recouped promptly.
- (viii) The Bank account shall be operated jointly by at least two persons named by the concerned Executive Committee.
- (ix) On being asked by the CEC, the Secretary or the Treasurer of the ZEC or the SEC shall furnish details of bank accounts and Term Deposits or reserve funds of the Zones and the State Branches, as the case may be, or such information as may be required to satisfy the Statutory Authorities.
4. **Annual Accounts:**
- (i) The Secretary General of IDA, and in his absence any office bearer or member of the CEC authorized by the President, shall prepare the annual accounts of the IDA, get it audited by the auditor(s) approved by the IDA, and place it before the CEC for review and submission to AGBM for adoption.
- (ii) The annual accounts of the IDA should show separately the audited accounts of the Zones and the State Branches. For this purpose the ZEC and the SEC should ensure preparation
- (vi) The Secretary General/Secretary of IDA shall prepare quarterly statements showing the details of expenditure and receipts and submit the same to the concerned Executive Committee, for information, with explanation for unusual variations. Such quarterly statements for the Zones should be sent to the CEC and for the State and Local Chapter to the Zone for onward submission to the CEC.
- (vii) The Secretary General/Secretary of IDA or any other office bearer or an official may be authorized by the concerned Executive Committee to draw and keep at his disposal an imprest amount as considered necessary to meet day to day expenses. An advance from the imprest should be recouped promptly.
- (viii) The Bank account shall be operated jointly by at least two persons authorised through resolution by the concerned Executive Committee.
- (ix) The Secretary or the Treasurer of the ZEC, SEC or the Local Chapter shall furnish details of bank accounts and Term Deposits or reserve funds of the Zones, State and Local Branches, as the case may be to CEC, or such information as may be required to satisfy the Statutory Authorities.
- (x) The IDA (HQ), Zones, State Chapters and Local Chapters will abide by the guidelines of accounting policies and procedures of IDA laid down by the CEC.
4. **Annual Accounts:**
- (i) The Secretary General/Secretary of IDA, and in his absence any office bearer or member of the CEC authorized by the President, shall prepare the annual accounts of the IDA, get it audited by the auditor(s) (approved by the General Body of IDA), and place it before the CEC for review and submission to AGBM for adoption.
- (ii) The annual accounts of the IDA should show separately the audited accounts of the Zones, State and the Local Chapter. For this purpose the ZEC, SEC and the LEC should ensure

of their respective annual accounts, get them audited and submit them to the Treasurer within the time limit set by the Treasurer.

- (iii) The CEC shall deal with the audit objections, if there be any, and take appropriate action as it deems fit.

5. **Power to write off losses:**

The President of the IDA and the Chairman of the Zone are empowered to write off losses up to a value of Rupees one thousand only while the Chairman of the State Branch is empowered to write off losses up to a value of Rupees five hundred only. In case the losses exceed the above limits, the proposal to write off the loss should be submitted to the CEC. The limits of losses mentioned are on an annual basis. A statement showing the items written off annually should be submitted to the CEC for information.

6. **Contracts:**

Without prejudice to the provisions in Section II Clause 6.6 & 6.7 of the Rules and Regulations, the CEC may issue guidelines with regard to the form and content of contracts, guidelines regarding signing of contract deeds and other instruments so that a uniformity in this regard is observed by the IDA, Zones and State Branches. The drafts of the contract deeds and instruments should be carefully examined and wherever possible, should be vetted by legal experts. Any contract deed or instrument involving a substantial amount of money should be executed or signed after obtaining legal opinion preferably from the lawyer of the IDA if there be any.

7. **Law Suits:**

The CEC in case of the parent body, the ZEC and SEC in the case of the Zonal and State Branches, as the case may be, shall nominate an office bearer or member of the Executive Committee or an officer of the Association. Zonal or State Branch who can be sued or can sue on behalf of the Association, Zonal and State Branch respectively. The President of

preparation of their respective annual accounts through their Treasurers, duly audited by auditors, approved by the respective General Body for further submission to Secretary IDA(HQ) within the time limit set by the respective Committees.

- (iii) The CEC shall deal with the audit objections, if any, and take appropriate action as it deems fit.

5. **Power to write off losses:**

The President of the IDA and the Chairman of the Zone are empowered to write off losses up to a value of Rupees twenty five thousand only while the Chairman of the State/Local Chapter is empowered to write off losses up to a value of Rupees five thousand only. In case the losses exceed the above limits, the proposal to write off the loss should be submitted to the CEC. The limits of losses mentioned are on an annual basis. A statement showing the items written off annually should be submitted to the CEC for information.

6. **Contracts:**

Without prejudice to the provisions in Section II Clause 6.6 & 6.7 of the Rules and Regulations, the CEC may issue guidelines with regard to the form and content of contracts, guidelines regarding signing of contract, deeds and other instruments so that a uniformity in this regard is observed by the IDA, Zones, State Branches and Local Chapters. The drafts of the contract deeds and instruments should be carefully examined and wherever possible, should be vetted by legal experts. Any contract deed or instrument involving a substantial amount of money should be executed or signed by IDA(HQ) after obtaining legal opinion preferably from the lawyer of the IDA (HQ) if there be any.

7. **Law Suits:**

The CEC in case of the parent body, the ZEC, SEC and LEC in the case of the Zonal, and State Chapters and Local Chapters, as the case may be, shall nominate an office bearer or member of the Executive Committee or an officer of the Association. Zonal, State Chapter or Local Chapter who can be sued or can sue on behalf of the Association, Zonal State

the IDA in case of the IDA, the Chairman of a Zone in case of the Zonal Branch and the Chairman of the State Branch in case of the State Branch shall have the power to compromise, settle or refer to arbitration any dispute relating to the IDA, Zonal Branch and State Branch respectively provided that whenever time permits the concerned Executive Committee should first be consulted and the decision of the Executive Committee complied with. The Chairman of the Zone or the Chairman of the State Branch shall refer the matter promptly to the President of the IDA whenever an occasion arises to file or defend any suit or refer any dispute for arbitration and the directive of the President IDA should be followed if there is a directive in the matter.

Chapters and Local Chapters, respectively. The President of the IDA in case of the IDA, the Chairman of a Zone in case of the Zonal Branch, ~~and~~ the Chairman of the State Branch in case of the State Chapter and the Chairman of the Local Chapter in case of Local Chapter, shall have the power to arrange for a compromise, settle or refer to arbitration any dispute relating to the IDA, Zonal Branch, State Chapter and Local Chapter respectively provided that whenever time permits the concerned Executive Committee should first be consulted and the decision of the Executive Committee complied with. The Chairman of the Zone or the Chairman of the State and Local Chapter shall refer the matter promptly to the President of the IDA whenever an occasion arises to file or defend any suit or refer any dispute for arbitration and the directive of the President IDA should be followed if there is a directive in the matter.

8. ***Maintenance of stock books and books of accounts:***

The Executive Committee shall lay down procedures for maintenance of cash books, stock books, periodic cash verification, bank accounts and stock, safe custody of securities, term deposits and their periodic verification, minute books and other important records. In case of any discrepancy, defalcation, fraud or misappropriation comes to the notice of the President IDA, Chairman of the Zone or Chairman of the concerned State Branch as the case may be, the President/Chairmen shall take appropriate action to rectify the situation and report the incident to the concerned Executive Committee.

8. ***Maintenance of stock books and books of accounts:***

The Central Executive Committee shall lay down procedures for maintenance of cash books, stock books, periodic cash verification, bank accounts and stock, safe custody of securities, term deposits and their periodic verification, minute books and other important records. In case of any discrepancy, defalcation, fraud or misappropriation comes to the notice of the President IDA, Chairman of the Zone or Chairman of the concerned State/Local Chapter as the case may be, the President/Chairmen shall take appropriate action to rectify the situation and report the incident to the Central Executive Committee. Zones/Chapters shall also send a communication to IDA(HQ) on the action taken in this regard.

9. The Executive Committee may lay down procedures for handing over and taking over charge of the office under the concerned jurisdictions.

9. The Executive Committee may lay down procedures for handing over and taking over charge of the office under the concerned jurisdictions.

10. The CEC may frame rules for the management of the library and other properties held by it, and issue guidelines for the management of libraries and properties held by the Zonal and State Executive Committees.

10. The CEC may frame rules for the management of the library and other properties held by it, and issue guidelines for the management of libraries and properties held by the Zonal, ~~and~~ State and Local Executive Committees.

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| <p>11. The CEC or the Chief Editor when authorized by the CEC may issue guidelines for publications by the IDA, Zonal, State and Local Chapters.</p>   | <p>11. The CEC or the Editorial Board when authorized by the CEC may issue guidelines for publications by the IDA, Zonal, State and Local Chapters.</p>  |
| <p>12. No member of the IDA, the CEC and the SEC shall ventilate his grievances through the press and media nor there should be any publication of any matter which may be detrimental to the interest and status of the IDA. Publication, if any, of any controversial issue should be done after approval of the CEC.</p>  | <p>12. No member of the IDA, the CEC, ZEC, <del>and the</del> SEC and the LEC shall ventilate his grievances through the press and media nor there should be any publication of any matter which may be detrimental to the interest and status of the IDA. Publication, if any, of any controversial issue should be done after approval of the CEC.</p>   |
| <p>13. Disputes and differences among members of the IDA, if any, should be settled amicably and if that is not possible, should be referred to the President of the IDA, Chairman of a Zone or Chairman of a State Branch depending on the nature of the issue, for settlement. If such a settlement is not possible even at the level of the President of the IDA, the matter may be referred to for arbitration by an Arbitration Committee to be set up by the President of the IDA. The Chairman of the Arbitration Committee should be acceptable to both the disputing parties and who need not necessarily be a member of the IDA. The decision of the Arbitration Committee should be made binding so that the disputes are not taken to a Court of Law for decision.</p> | <p>13. Disputes and differences among members of the IDA, if any, should be settled amicably and if that is not possible, should be referred to the President of the IDA, Chairman of a Zone State Branch or Local Chapter depending on the nature of the issue, for settlement. If such a settlement is not possible even at the level of the President of the IDA, the matter may be referred to for arbitration by an Arbitration Committee to be set up by the President of the IDA. The Chairman of the Arbitration Committee should be acceptable to both the disputing parties and who need not necessarily be a member of the IDA. The decision of the Arbitration Committee should be made binding so that the disputes are not taken to a Court of Law for decision.</p> |
| <p>14. The minutes of the Annual General Body Meeting and the Extra Ordinary General Body Meeting should be circulated to all the members who attended the meeting as quickly as possible. The final version of the minutes, after approval of the CEC, shall be placed before the next AGBM or EGBM, as the case may be, for information.</p>   | <p>14. The minutes of the Annual General Body Meeting and the Extra Ordinary General Body Meeting should be circulated to all the members who attended the meeting within 15 days. The final version of the minutes, after approval of the CEC, shall be placed before the next AGBM or EGBM, as the case may be, for information.</p>   |
| <p>15. <b>Election:</b></p> <p>Without prejudice to the provisions regarding Eligibility and Mode of Election in Clause 5.5 and Election Procedure in Clause 5.6 of Section II, the following rules are to be followed for election of office bearers and members of the CEC, ZEC and SEC.</p> <p>(i) Any person who has been a member, other than a student member, at least for a year from the date of his enrollment at the time of election (Last date for receipt of ballot) will have voting</p>  | <p>15. <b>Election:</b></p> <p>Without prejudice to the provisions regarding Eligibility and Mode of Election in Clause 5.5 and Election Procedure in Clause 5.6 of Section II, the following rules are to be followed for election of office bearers and members of the CEC, ZEC, SEC and LEC.</p> <p>(i) Any person who has been a member, other than a student member, at least for three consecutive years on the date of declaration of election process by CEC, ZEC, SEC and LEC</p>   |



rights. Any person who has been a member, other than a student member, for at least two consecutive years from the date of his enrollment at the time of election (last date of receipt of ballot) will be eligible to stand for election. However, any person who is in arrears in payment of subscription for renewal of membership within 15 days of issue of a notification, announcing the nomination by the outgoing Executive Committee or within 61 days from the beginning of the new membership year, whichever is shorter, will be considered as arrears in payment for renewal of membership and will neither have any voting right nor will be eligible for election. The two year qualification for a member will not be applicable to the members nominated by the CEC, as they are not standing for election.

will have voting rights. Any person who has been a member, other than a student member, for at least three consecutive years from the date of his enrolment or Life Member at the time of election will be eligible to contest for election.

Persons for election as members of CEC, ZEC and SEC and office bearers thereof will be nominated by the respective outgoing Executive Committees and their names circulated to all eligible members in case of the CEC, to all members of the concerned Zone, in case of the ZEC and to all members of the concerned State in case of the SEC at least 12 weeks before the date fixed for election.

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| <p>(ii) The Executive Committee, or, if so authorized, the Election Committee should fix the date of polling in such a manner that the suggested names can be circulated to the eligible members atleast 12 weeks before the date of polling.</p>  | <p>(ii) The CEC, ZEC, SEC and LEC should appoint, out of its members, a Returning Officer and two other members to form an Election Committee for each of the CEC, ZEC, SEC and LEC with the Returning Officer as the Chairman. The Returning Officer and Members of the Election Committee shall not be eligible to contest for election to the Executive Committee for which they are to conduct the election.</p> |
| <p>(iii) The CEC, ZEC and SEC should appoint a Returning Officer and two other members to form an Election Committee for each of the CEC, ZEC and SEC with the Returning Officer as the Chairman. The Returning Officer and Members of the Election Committee shall not be eligible to stand for election to the Executive Committee for which they are to conduct the election.</p> | <p>(iii) The Election Committee shall fix the date of polling in such a manner that sufficient time required for postal communication for inviting nominations, withdrawals and receipt of ballots, but not less than 6 weeks is given to the members.</p>   |
| <p>(iv) The eligible members should be requested to suggest alternative name(s) in case they do not agree to any one or more of the names circulated by the outgoing Executive Committee within the date so fixed. The reply from the</p>  | <p>Deleted</p>   |

members should be sent or addressed directly to the Returning Officer named by the concerned Executive Committees. The last date for receipt of replies should be fixed in such a manner that the members can furnish replies by post allowing atleast seven days' time for transit of outgoing letters and seven days time for incoming replies.

(v) In case no alternative name(s) is/are received, the Returning Officer should declare the names of the persons as elected to the concerned Executive Committee.

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(vi) In case alternative names are received, the Returning Officer should verify if the proposed candidate is eligible to stand for election and the member who has proposed the name(s) has the necessary voting right. The nominations for election should be seconded by at least another member who has the voting right and the nominee should sign the nomination form to signify his willingness to contest the election.

(iv) The Returning Officer shall verify each nomination received if the candidate is eligible to contest for election and the proposer has the necessary voting right. The nominations for election should be proposed and seconded by at least one member each who has the voting right and the nominee should sign the nomination form to signify his willingness to contest the election. Members contesting under the categories mentioned under clause 1.4.1 of Rules & Regulations are to be proposed and seconded by members of the same category.

The concerned Executive Committee should devise a suitable nomination form which should be circulated along with the names proposed by the Executive Committee as per paragraphs (iv) and (v) above.

The CEC shall devise a standard nomination form for use in the elections.

(vii) After verification the Returning Officer should prepare a list of persons who are standing for election and circulate the list to all the offices of the Zonal Branches, State Branches, Local Chapters of the Association, to the candidates, to the members who have proposed the names and who have seconded the proposals. Along with the list, candidates may be intimated the date by which they can exercise their option to withdraw their candidature.

(v) After verification the Returning Officer should prepare a list of candidates found eligible for contesting election and circulate the list to the respective candidates and members who have proposed and seconded the nomination. Along with the list, candidates may be intimated the date by which they can exercise the option to withdraw their candidature from election.

(viii) After withdrawal of candidatures, if the number of candidates are such that there is no need to issue any ballot paper, they should be declared as winners by the Returning Officer. The candidates whose names are declared by the Returning Officer will be considered to have been elected to the Executive Committee.

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(ix) After the withdrawal of names, if any and if the number of candidates is more than the number of vacancies, the Returning Officer should

(vii) After the withdrawal of names, if any and if the number of candidates is more than the number of vacancies, the Returning Officer shall issue

issue ballot papers as per proforma approved by the Election Committee to members who are eligible to cast votes. The voting should be done by secret ballot.

ballot papers as approved by the Election Committee to members who are eligible to cast their votes. The voting should be done by secret ballot.

Members of IDA residing in foreign countries shall be eligible to use electronic system for casting votes. The Election Committee will issue a password or devise suitable method for overseas individual members to participate in the election.

- (x) In case of election of members to the CEC, the procedure should be a little different from what has been mentioned in paragraph (vii) above in view of the provision in Clause 5.4.2 of Section II of the Rules and Regulations that the four categories of members mentioned in Section II, Clause 1.4 will each elect two members from their own categories of members. The ballot papers for CEC therefore should be two. One ballot paper is for the office bearers which should be sent to all members of the IDA who have voting right. The second type of ballot papers should have four different distinguishing marks preferably by four different coloured papers with a clear mention of the category for which each of these four is meant.

Each category of members with voting right shall use the form meant only for the particular category for which he can exercise his franchise. The Election Committee will be the authority to decide the manner in which the ballot papers are to be printed and sent to **the** members. The voting should be done by secret ballot.

- (viii) In case of election of members to the CEC, ZEC, SEC and Local Chapters, according to clauses of 5.4.1, 5.4.3 and 5.4.4 of Section II, the four categories of members mentioned in Section II, Clause 1.4.1 will each elect two members from their own categories of members in the case of CEC and ZEC and one member from each category in the case of SEC and Local Chapters. The ballot papers for CEC, ZEC, SEC and Local Chapters, therefore, should be two. One ballot paper is for the office bearers and four general category members which should be sent to all members of the IDA in case of CEC. In case of ZEC, SEC and Local Chapters, one ballot paper for the Office bearers only, to be circulated to all the eligible members of respective Zones/Chapters, who have voting right. The second type of ballot papers should have four different distinguishing marks preferably by four different coloured papers with a clear mention of the category for which each of these four is meant, applicable for CEC, ZEC, SEC and Local Chapters elections and to be circulated to all the eligible members of IDA of respective categories in case of CEC and to all the eligible members of Zones and Chapters of respective categories in case of Zones and Chapters. As far as possible the same colour code to be followed in all elections in harmonisation with CEC election.

Each category of members with voting right shall use the form meant only for the particular category for which he can exercise his franchise. The Election Committee will be the authority to decide the manner in which the ballot papers are to be printed and sent to the members. The voting should be done by secret ballot, within India and by electronic process from abroad.

- (ix) The Election Committee shall decide the last date of receipt of ballot papers from the

(xi) The Election Committee shall decide the last date of receipt of ballot papers from the members and fix the date and time up to which the ballot papers will be received. At least 20 days time, after issue of ballot papers should be given for receipt of ballot papers to allow at least seven days time for transit by post each way. The ballot papers should be placed in a sealed box directly by the members or his representative and by the office of the IDA if these are received by post. The empty ballot box(es) should be sealed by the members of the Election Committee and after the **closing** hour, the ballot box(es) should be completely closed, **and** sealed by the members so that no paper can be put inside the ballot box(es) after the closing hours. Any ballot paper received by post after the closing hour and before the start of counting of votes on the following day should be signed by the recipient at the office giving the time and date of receipt and handed over to the Returning Officer. The Returning Officer should place these before the other members of the Election Committee so that these can be counted and recorded separately. The members of the Election Committee with the assistance of other members, who are not candidates themselves in that election or with any of the employees of the IDA office should count the votes in the presence of the candidates or their authorized representatives. After the counting of the votes, the Returning Officer shall declare the result forthwith and leave a statement in duplicate, duly signed by all members of the Election Committee. One copy of the statement should be retained by the Returning Officer until the newly elected Committee takes over from the outgoing Committee. The result of the election showing the votes polled by each of the candidates should be suitably notified to the members.

(xii) If the result of the election is before the end of the three year term of the outgoing Committee, which is normally 31st December of a three-year term beginning in January, the new members should takeover from 1st January and continue for a three-year term ending on 31st December. The new members should takeover from the outgoing Committee members on the day the results are declared and continue for the calendar year ending on 31st December

members and fix the date and time up to which the ballot papers will be received. At least 20 days time, after issue of ballot papers should be given for receipt of ballot papers to allow at least seven days time for transit by post each way. The ballot papers should be placed in a sealed box directly by the members or his representative and by the office of the IDA if these are received by post. The empty ballot box(es) should be sealed by the members of the Election Committee and after the closing hour, the ballot box(es) should be completely closed, and sealed by the members so that no paper can be put inside the ballot box(es) after the closing hours. Any ballot paper received by post after the closing hour should be declared invalid. The members of the Election Committee with the assistance of other members, who are not candidates themselves in that election or with any of the employees of the IDA office should count the votes in the presence of the candidates or their authorized representatives. After the counting of the votes, the Returning Officer shall declare the result forthwith and leave a statement in duplicate, duly signed by all members of the Election Committee. One copy of the statement should be retained by the Returning Officer, and another copy handed over to President or Chairman as the case may be. The formal results of the election shall be declared in the first joint meeting. Subsequently the new Committee will take over from the outgoing Committee. The result of the election showing the votes polled by each of the candidates should be suitably notified to the members.

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or till the results of the next election are declared.

In case of the next AGBM is due to be held within one month of the date when the election result is declared, the new Executive Committee will takeover only at the time of the AGBM and the out-going office bearers and members of the Executive Committee will function till then.

- (xiii) The office bearers of the CEC, may seek re-election to the same office or to any other office in the CEC.
- (xiv) The CEC is empowered to declare an Election for the ZEC and SEC as invalid, if the election procedures laid down in the Rules and Regulations and/or the Bye-Laws are not strictly followed. Before taking any action under this sub-clause the CEC shall give an opportunity to the out-going ZEC or the SEC to explain the alleged violation within a reasonable time limit which should not be less than a month. If no explanation is received within the time set by the CEC, the CEC can take **ex-parte** decision.
- (x) The office bearers and members of the CEC, may seek re-election to the same office or to any other office in the CEC to a maximum of two consecutive terms vide clause 5.5 of the Memorandum of Association & Rules and Regulations of IDA.
- (xi) The members of Executive Committee may seek re-election to the post of Member after a gap of one term of three years (clause 5.5). However, members of Executive Committee will be eligible to contest for higher post (vertical movement). Each contestant shall be eligible to seek election for one post only.
- (xii) The President after consultation with the CEC is empowered to declare an Election for the ZEC, SEC and LEC as invalid, if the election procedures laid down in the Rules and Regulations and/or the Bye-Laws are not strictly followed. Before taking any action under this sub-clause the CEC shall give an opportunity to the ZEC, SEC or LEC to explain the alleged violation within a reasonable time limit which should not be less than a month. If no explanation is received within the time set by the CEC, the CEC can take ex-parte decision.

16. **Recognition and awards:**

- (i) The CEC may decide the total number of Patronships and Fellowships depending on the total number of members of the IDA. The number of Patronships should be less than the number of Fellowships.
- (ii) The Patronship or the Fellowship should be awarded after careful consideration of the achievements in the sphere mentioned in Section II, Clause 10.1 of the nominee in case of Patronship and Clause 10.2 of the nominee in case of Fellowship. Nominations from the individual members, ZEC and SEC may be invited, if the CEC so decides in a particular

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year, along with brief details of the career and achievements in dairying/dairy science/industry which are considered outstanding. These should be referred to a Board of Adjudication consisting of persons who may or may not be (members of the CEC. The number of members of the Board shall be decided by the CEC. The Board of Adjudication shall consider the matter after going through the nomination papers and may refer to any person to obtain further information about the nominee. The Board, on its' own, can also recommend the names for the awards of Patronship and Fellowship. The Board, after it has reached a conclusion, should prepare a confidential note and submit it to the President or any other office bearer of the CEC, who in turn, shall place it before the CEC for final decision.

year, along with brief details of the career and achievements in dairying/dairy science/industry which are considered outstanding. These should be referred to a Board of Adjudication consisting of eminent persons presided over by the President. The number of members of the Board shall not be less than four. The Board of Adjudication shall consider the matter after going through the nomination papers and may refer to any person to obtain further information about the nominee. The Board should prepare a confidential note of its recommendations and submit it to the for final decision.

(iii) Depending on the extent of co-operation, financial or otherwise, the CEC shall decide the nature and type of special Awards for distinguished services or for conspicuous achievements in the field of dairying. The CEC shall decide in a year the specialized field or fields for which the nominations should be received from the members of the IDA, ZEC and SEC. The nominations should indicate briefly the career and achievements. The CEC shall place the nominations for consideration of the Board of Adjudications formed by the CEC for this purpose. The Board shall consider the nominations confidentially and may co-opt any specialist or refer the matter to him to obtain further information. The recommendations of the Board shall be sent to the President of the IDA or any other office bearer named by him, who in turn, shall place the recommendations before the CEC for final decision. The deliberations and recommendations should be dealt with confidentially.

(iii) Depending on the extent of co-operation, financial or otherwise, the CEC shall decide the nature and type of special Awards for distinguished services or for conspicuous achievements in the field of dairying or contributions to IDA. The CEC shall decide in a year the specialized field or fields for which the nominations should be received from the members of the IDA, ZEC and SEC. The nominations should indicate briefly the career and achievements. The Board shall consider the nominations confidentially and may co-opt any specialist or refer the matter to him to obtain further information. The recommendations of the Board shall be placed before the CEC for final decision. The deliberations and recommendations should be dealt with confidentially.

(iv) The citations and bestowal of Patronship, Fellowship and Special Awards are to be made at a suitable time during either the Annual General Body Meeting or any other important function in the field of dairying.

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(v) **Board of Adjudication for Dr. Kurien Award:** The Association has instituted an award in the name of Dr.V. Kurien of Rs.two lakh to honour those who have progressed the cause of the White Revolution. The award is an

(v) **Board of Adjudication for Dr. Kurien Award:** The Association has instituted an award in the name of Dr. V. Kurien of Rs.two lakh to honour those who have contributed to the cause of the White Revolution. The award is an

acknowledgement of significant services rendered towards the growth and development of the Indian dairy industry and to recognize the efforts of such persons who have done the industry proud. The award shall be only through nominations. Nominations may be made by any individual, recognized institution or organisation. The nominee must be an Indian national working in India and must have made significant contribution to Indian Dairying. The award will normally be presented to one person but may be shared. Institutions are also eligible for the award. The nominations must follow the specified format, stating how the nominee qualifies for the award. Supporting **documents** must be **given** with the names and addresses of individuals familiar with the nominee or the nominee's work, who may be contacted for further reference. The Selection Committee shall be composed of three eminent personalities who have been in the forefront of Indian agriculture for a long time namely Dr. V. Kurien, Chairman; President IDA; and Managing Director- Gujarat Cooperative Milk Marketing Ltd. Any vacancies in the selection panel will be made by the Central Executive Committee. The selection panel will be aided by additional material describing current trends and activities within the nominee's field and identifying others with whom the candidate's may be compared. Excerpts from the nominator's statement will be forwarded and attributed to selected references for comments and confirmation. All information on the nominee will be kept in strict confidence. All nominations for Dr.Kurien Award will be reviewed for appropriateness and completeness. It will be the selection committee's responsibility to review and assess the nominations and to select the candidate most worthy of the award in accordance with the stated objectives. The President of the Association will be the Member Secretary of the Selection Committee. The Committee already constituted for the selection of the award shall be the Board of Adjudication for Dr.Kurien Award. If the Board is not satisfied with the nominations received for the award, the Board on its own can also suggest the names of the recipient or recipients who could be given the "Dr.Kurien Award". It is further resolved that the selection of the awardee by the Board of Adjudication shall be final and binding on the Central Executive Committee.

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## 17. **Publications:**

17.1 The Association may bring out periodical(s)/ publication(s) of interest to dairymen for furtherance of the objectives of the Association with prior approval of the CEC.

17.1.1 ZEC/SEC are empowered to bring out other publications for furtherance of the objectives of the Association with the prior approval of the CEC and by complying with the guidelines, if any issued by the CEC and/or the Chief Editor.

17.1.2 "*The Indian Journal of Dairy Science*" shall be developed mainly for the publication of articles on original research in science or technology in the field of dairying. It may also contain review articles, bibliographies, etc., pertaining to dairy science and industry, report of the proceedings of the Association and similar matter.

17.1.3 "*The Indian Dairyman*" shall seek to serve the dairy industry through technical articles, reports of lectures, information on developments in dairy science and dairy industry in India and abroad, news about people connected with dairy science and industry, and similar features.

17.2 **Editorial Board:** The Editors of "Indian Journal of Dairy Science" and "Indian Dairyman" and in other journals may added in future and the members chosen by the CEC shall constitute the Editorial Board of the IDA. The Editorial Board shall hold office for a period coterminous with the tenure of the CEC.

17.2.1 **Editorial Board:** The Editorial Board of the Association shall advise the Editors in every way in the task of publications. The decision of the Editorial Board regarding acceptance or rejection of any material submitted for publication shall be final. Individual members of the Editorial Board will act when required as referees and scrutinizers of material submitted to them by the Editors for review.

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17.1.3 "*The Indian Dairyman*" shall seek to serve the dairy industry through technical articles, reports of lectures, information on developments in dairy science and dairy industry in India and abroad, news about people connected with dairy science and industry, and similar features.

17.1.4 "*The Dugdh Sarita*" will be published in Hindi as a bimonthly for the benefit of the milk producers.

17.2 **Editorial Board:** The Editors of "Indian Journal of Dairy Science", "Indian Dairyman" and "Dugdh Sarita" and Editors of other journals which may be added in future and the members chosen by the CEC shall constitute the Editorial Board of the IDA. The Editorial Board shall hold office for a period coterminous with the tenure of the CEC.

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17.2.2 *Printer:* The Editors shall be the Printer of the respective publications.

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17.2.3 The ZEC may constitute Zonal Editorial Boards for publication of any journal, book, souvenir and newsletter.

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17.3 *Publication procedure:* All materials submitted for publication shall be recorded. All contributions intended for publication or for reading before the Association, shall be addressed to the Editor, who may in case of a research or technical article, refer the matter of publication to any appropriate member for review. Outside experts may also be referred to. The views of the referees, when required, shall be communicated to the authors.

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17.3.1 All papers and other contributions submitted for publication in the journals of the Association shall become the property of the Association till they rejected, and if accepted for publication the Association shall have the right to retain the manuscripts, illustrated drawings, photographs, etc., relating to them.

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17.3.2 Once a paper has been accepted for publication, the author shall not have the liberty to publish it elsewhere without the permission of the Editorial Board.

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17.3.3 No paper published elsewhere will be accepted for publication in "The Indian Journal of Dairy Science."

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17.3.4 As per the provision in the Memorandum of Association, clause 3.8, the Association has since adopted a logo for the association as superscribed on the cover page of the Memorandum of Association and got registered under Trade Mark Act 1999 and allotted TM number 2568601 by Trade Mark Department, Government of India, to safeguard its misuse by anybody else other than the office of IDA and its Branches. The Logo of the Association cannot be allowed to be used by any person or bodies without a written permission of the IDA(HQ) and on such terms and conditions as decided by IDA.

