

CONSTITUTION

AND

BY-LAWS



**AGRICULTURAL RESEARCH SERVICE
SCIENTISTS' FORUM**

Head-quarters

Division of Agricultural Chemicals
Indian Agricultural Research Institute
New Delhi – 110 012

1996-2006

AGRICULTURAL RESEARCH SERVICES SCIENTISTS FORUM

(Regd. Under Societies Reg. Act, XXI of 1860)Reg. No. SR/ARSSF-164/80

CONSTITUTION & BY-LAWS

1.0 NAME AND LOCATION

- 1.1 The Forum shall be called “AGRICULTURAL RESEARCH SERVICES SCIENTISTS FORUM”, herein after referred to as the Forum which will be a non-political body.
- 1.2 The registered Office of the Forum would continue to be at Shillong (Meghalaya).
- 1.3 The Headquarters of the Forum shall be located at the city where Headquarters of ICAR is located.

2.0 AIMS AND OBJECTIVES

- 2.1 To develop a culture and outlook which could become the tradition of the Agricultural Scientific community
- 2.2 To promote and advance agricultural research in the country.
- 2.3 To facilitate scientists’ participation in formulation and execution of agricultural research policy in the country.
- 2.4 To protect the interests and look after the welfare of the Agricultural Research Service Scientists in order to bring about excellence and relevance in the purpose of their mission.

3. MEMBERSHIP

- 3.1 The membership of the Forum will be open to the scientists of the Indian Council of Agricultural Research.
- 3.2 Every member of the Forum will be expected:
 - (a) To strive to develop the feeling of fraternity and mutual trust among the community of ICAR scientists.
 - (b) To uphold the principles of Forum in letter and spirit and to work for the welfare of ICAR Scientists and for the advancement of science in the overall interest of humanity.
- 3.3 There shall be two classes of membership
 - (a) Honorary Patron
 - (b) Life Members

4.0 QUALIFICATIONS OF MEMBERS

- 4.1 **Honorary Patron:** Director General, ICAR may be Honorary Patron of the Forum
- 4.2 **Life Members:** ICAR Scientists, who are interested in promoting professional excellence in research, education and development and believes in fostering socio-cultural fraternity among ICAR Scientists and whose admission would promote the interests of the Forum shall be eligible for Life Membership on payment of prescribed fees.

5.0 RIGHTS AND PRIVILEGES OF MEMBERS

- 5.1 **Honorary Patron:** Patron need not pay registration fee and annual subscription.
- 5.2 **Life Members:** A life member, till he/she continues in the ICAR service, shall have all the rights and privileges. A member shall have the rights (a) to be present and to vote at all meetings of the Forum; (b) to receive a copy of such publications of the Forum as the Executive Committee may determine; (c) to hold any office of the Forum.

6.0 FEE STRUCTURE

- 6.1 The contribution/registration fee/annual subscription fee/life membership fee for various categories of membership shall be as follows:

Category of Membership	Registration	Subscription Fee
1. Life Member	Rs. 10/-	Lumpsum contribution of Rs. 400/-

- 6.2 The contribution/registration fee/annual subscription fee/life membership fee for various categories are subject to change and will be reviewed by the National Executive Council (NEC) from time to time.
- 6.3 The calendar year shall be reckoned for the purpose of annual subscription which shall be payable before December 31 of the previous year.

7.0 RESIGNATION AND TERMINATION.

- 7.1 A member wanting to resign from the membership of the Forum shall intimate his/her desire in writing to the General Secretary.
- 7.2 The Executive Committee may recommend to the General Body, the termination of the membership of any member whose continuation, in its opinion, is detrimental to the interest and status of the Forum.

8.0 ORGANIZATION OF THE FORUM

- 8.1 **Unit:** A unit of Forum shall be formed at any place in India provided a minimum of 10 members are registered from that place. After the formation of the unit, the Central Executive Committee shall be informed accordingly for the formal approval of the unit. Members who do not fall under the jurisdiction of any unit may opt to be members of the nearest unit. In the event of a change of place for any member, his/her membership in the unit of the original place will cease and it will be automatically renewed in the unit of the new place to which he/she moves. This will be arranged by the member himself/herself by contacting the respective units.

For each unit there will be an elected Executive Committee. Any unit having more than 25 members will have five member Executive, viz., "President, Vice-President, Secretary, Joint Secretary and Treasurer", but if unit has less than 25 members, the Executive Committee will comprise of 'President, Secretary and Treasurer only'. Any unit having more than 100 and upto 300 members will have 10 member executive committee and more than 300 but less than 500 members will have 15 member executive committee and more than 500 members will have 20 members executive committee.

8.2 Central Executive Committee: There shall be a fourteen member Central Executive Committee of the Forum for the management of its affairs. The following office bearers of the CEC shall be directly elected by the members of the Forum:

- | | | |
|----|-------------------|--------------------------|
| 1. | President | One |
| 2. | Vice-Presidents | Five(one from each Zone) |
| 3. | General Secretary | One |
| 4. | Joint Secretary | One |
| 5. | Treasurer | One |

Nine

The Editor and outgoing President and the General Secretary shall be the ex-officio members of the Central Executive Committee.

One life member nominated by D.G., ICAR and one retired life member nominated by elected CEC members shall be ex-officio members of Central Executive Committee. These Ex-Officio members (D.G. nominee and Rtd. Life member) will not have any voting rights.

The term of the directly elected office bearers will be for a period of threeyears.

8.3. National Executive Council: The Secretaries of the affiliated units of the Forum and the Central Executive Committee shall constitute the National Executive Council herein after called NEC.

9.0 ELECTION TO CEC

An Election Committee will conduct the election by secret postal ballots.

9.1 The Central Executive Committee shall nominate a valid member as the Returning Officer who will not contest of any of the posts, Other two members of Election Committee who are not contesting for any of the posts would be nominated in consultation with the Returning Officer to assist the Returning Officer. The receipt of nominations. Scrutiny for eligibility, posting of ballot papers, receipt of marked ballot papers, counting and other related matters shall rest with Election committee and results shall be reported to Executive Committee by Returning Officer. The General Secretary shall assist the Election Committee as and when called for.

9.2 Nominations for offices of President, Vice-Presidents, General Secretary, Treasurer and Joint Secretary shall be sent in writing with the prior consent of the nominees to the Returning Officer. Election schedule and the nomination of Election Committee along with format of nomination forms would be announced by the General Secretary before the end of the term of his/her office. Secret ballot papers shall be issued by the Returning Officer to each member of the Forum within one month from the last date of nomination. The ballot shall be marked by the members and returned directly to the Returning Officer.

Results will be announced as per the schedule and the new Central Executive Committee will be deemed to be in office from January or from the date of General Body Meeting at which the transfer of charge occurs whichever is earlier

9.3 The ballot papers will not be sent to any member who as on the announcement of formation of Election Committee, is not life member.

9.4 In case of a tie the casting vote shall be cast by the President of the Forum.

- 9.5 The Editor shall be nominated by the Central Executive Committee for a term of three years. For any publications of Forum, it would be decided by the Central Executive Committee with the approval of the National Executive Council.
- 9.6 Nominations for General Secretary and Treasure should be from the same city.
- 9.7 The Vice-President elected from the zone, where Headquarters of Forum is located, will be designated as Vice-President (H.Q).
- 9.8 Nominations and election for Vice-Presidents will be restricted to respective zones.
- 9.9 Life member who are in active service in ICAR and have standing of minimum one year as Life member can contest for office of CEC.
- 9.10 Nominations and election for Vice-Presidents will be restricted to respective zones

The five zones which would include all the Institutes and Regional Stations located in those areas for elections of Vice-Presidents are as follow:

ZONES	STATES/AREAS
Northern	Uttar Pradesh, Punjab, Himachal Pradesh and Jammu and Kashmir
Southern	Tamil Nadu, Kerala, Karnataka, Andhra Pradesh, Andaman & Nicobar
Eastern	Bihar, West Bengal, Orissa, Assam, Meghalaya, Nagaland, Mizoram, Arunachal Pradesh, Manipur and Tripura
Western	Maharashtra, Gujarat, Goa, Rajasthan and Lakshadwip
Central	Delhi, Madhya Pradesh and Haryana

- 9.11 The terms and conditions for the executive committee of the units will be in similar lines to those of CEC, except that the election to EC will be done through direct secret ballot instead of postal ballots.
- 9.12 If any office bearer of Central Executive Committee or Unit's Executive Committee, resigns, retires or transferred, the concerned Executive Committee may nominate another office bearer for the remaining period of term of the office.

10.00 MEETINGS

- 10.1 Central Executive Committee: The meeting of Central Executive Committee shall be conducted at least twice in a year.
- 10.2 One third member shall form the quorum for the Executive Committee meetings
- 10.3 **National Executive Council:** It shall be obligatory on the part of Central Executive Committee to hold at least one National Executive Council meeting in a year. However, if the situation demands, any matter requiring the approval of NEC may be taken up by circulation among members.
- 10.4 One third members of N.E.C. shall form the quorum for the National Executive council.
- 10.5 **General Body:** General Body shall consist of all the members of the Forum.

- 10.6 General Body shall ordinarily meet once in three years.
- 10.7 The time and place of General Body Meeting shall be fixed by the Central Executive Committee and shall be announced by the General Secretary at least one month in advance.
- 10.8 All notices of motions for considerations at the General Body Meeting/N.E.C shall be submitted to the General Secretary so as to reach him/her at least one week before the date of meeting.
- 10.9 The President of the Forum shall preside over the meetings of General Body/National Executive Council/Central Executive Committee. In his/her absence, the Vice-President(H.Q.) will preside or in his/her absence any Member of the Central Executive Committee may be elected as Chairperson for the meeting.
- 10.10 Ten per cent of members who are entitled to vote shall form the quorum for the General Body Meeting. In absence of requisite quorum, meeting will be adjourned and reassemble after 30 minutes and it will be presumed that quorum is complete.
- 10.11 On any emergent or extra-ordinary occasion, the President can call for a special meeting of the General Body.
- 10.12 Whenever one third or more of the total members demand that a particular matter has to be referred to the General Body, the President shall call for a special meeting of the General Body for that purpose. Such a requisition must be made to the President with at least one month's advance notice.
- 10.13 The following business shall be obligator for General Body meeting/N.E.C.
 - (a) Consideration of the Annual Report which should contain a statement of activities of the Forum already accepted by the N.E.C.
 - (b) Presentation of the audited statement of accounts and balanced sheet for two years which has been approved by the National Executive Council.
 - (c) Sanctioning of budget for the following year by the N.E.C.
- 10.14 No business shall be considered at an extra-ordinary General Body Meeting other than for which it is summoned.

11.0 POWERS AND FUNCTIONS OF OFFICE BEARERES OF CENTRAL EXECUTIVE COMMITTEE AND NATIONAL EXECUTIVE COUNCIL.

11.1 President

- (i) The President shall be the Executive and Administrative Head of the Forum and the other office bearers shall work under his instructions and guidance within the existing regulations.
- (ii) The President shall preside over all the meetings of the Central Executive Committee, National Executive Council and General Body, in which he/she shall have a casting vote.

- (iii) The President shall control the finances of the forum and shall sanction expenditure on the basis of the budget approved by the National Executive council.

11.2 Vice President

- (i) The Vice-Presidents shall carry out the functions of President during his/her absence or when specially required by the President to do so.
- (ii) In the absence of President, Vice-President (H.Q.) will preside over the meeting and shall have the same power as President.
- (iii) The Vice-Presidents shall assist the President in managing the affairs of the Forum.
- (iv) The Vice-President shall act as Liasion between the Central Executive Committee and unit Executive Committee of his/her zone for Forum's affairs and activities.
- (v) The Vice-President of respective zones will coordinate the activities of all the units located in his/her zone.

11.3 General Secretary

- (i) The General Secretary shall do the needful for the achievements of the objectives of the Forum.
- (ii) The General Secretary shall arrange for convening meetings of the Central Executive Committee, National Executive Council and General Body.
- (iii) The General Secretary shall prepare the agenda of meetings in consultation with the President and circulate it among the concerned.
- (iv) The General Secretary shall record the proceedings of the meetings and after the same is signed by the President, put up the same in the next meeting for confirmation as well as review.
- (v) The General Secretary shall maintain a correct record of all the business of the Forum.
- (vi) The General Secretary shall be custodian of all the properties and official records of the Forum.
- (vii) He/She shall have a liquid cash of Rs. 500/- or an amount as decided by CEC to run the day to day affairs of the Forum.
- (viii) A budget estimate of income and expenditure shall be prepared each year by the General Secretary for approval by the National Executive Council before the commencement of the year to which the budget relates.
- (ix) All the expenditure made by the General Secretary will be subject to the approval of the Central Executive Committee.

11.4 Treasurer

- (i) The Treasurer shall receive subscriptions, fees, and other amounts of the Forum and shall issue receipts.
- (ii) The Treasurer shall maintain properly the records of all monetary transactions of the Forum. The books of accounts shall be open to inspection by the members of the Central Executive Committee.

- (iii) The Treasurer shall submit the annual audited statement of accounts to the National Executive Council and General Body.
- (iv) The Treasurer shall open and maintain a Bank account in the name of the Forum in a nationalized Bank.
- (v) All money received by Treasurer on behalf of the Forum shall be deposited immediately in the Bank Account of the Forum and no direct expenditure out of this shall as a rule be allowed.

11.5 Joint Secretary

The Joint Secretary shall assist the General Secretary in affairs of the Forum and shall act as General Secretary in his/her absence.

11.6 Editor

The Editor shall be responsible for the publication activities of the forum.

11.7 Ex-Officio member nominated by D.G., ICAR

The D.G. nominee in CEC to cease the record, the financial/bank transactions etc. if Forum's activities violate the recognition rules and/or constitution's provisions, and/or if CEC election is not conducted timely and as per constitution. He may.....accounts is not done.

11.8 Ex-Officio Rtd. CEC Member

Rtd. Life member will take up the matters pertaining to problems of retired ICAR scientists for its redressal

11.9 Members

- (i) The members shall assist in the cause of the Forum in fulfilling the aims and objectives.
- (ii) The members shall carry out such tasks as assigned to them by the Central Executive Committee.

12.0 Accounts

- 12.1 All the units will enroll the members for the Forum and raise subscription
- 12.2 The Units will forward the registration fee and life membership subscription to the Treasurer of the Central Executive Committee. This may be reviewed from time to time as per the need by the National Executive Council.
- 12.3 Life membership fees shall be kept as reserve capital and shall be invested in approved securities.
- 12.4 The accounts of the Forum (Head-quarters) shall be audited by the Chartered Accountant and after the approval by National Executive Council shall be circulated to all Units.
- 12.5 The Accounts of the Units shall be audited whenever required by two nominees of the National Executive Council, or by D.G. nominee in the CEC.

- 12.6 Any of the nationalized bank shall be banker of the forum.
- 12.7 The Bank accounts of the Head-quarters of the Forum (Central Executive Committee) shall be maintained in the name of the Forum and operated under the signature of the Treasurer and General Secretary/President.
- 12.8 The Bank account of the Unit shall be opened in the name of the Forum and will be operated under the signature of Treasurer/ secretary if members are 25 or less and under the joint signatures of Treasurer and Secretary/President if members are more than 25.
- 12.9 All the units will issue receipts for the money received from individual members while the Head-quarters shall issue the receipt to units for the money sent by units and to individual members if money has been sent to Head-quarters directly. For the life members, individual receipts shall be issued by the Headquarters.
- 12.10 Traveling allowance for the members of the Central Executive Committee shall be met by the Headquarters limited to III AC fare or actual expenditure wherever is less. Expenditure on food, etc. during the journey and stay shall be paid by the Headquarters limited to actual expenditure or Rs. 100/- per day or the allowance as decided by the CEC.
- 12.11 Expenditure towards the travel and stay of Units' representative or Unit's Executive Members shall be met by the Units' own fund. However, if the Unit's Secretaries or Representatives are coming to attend National Executive Council Meeting, General Body Meetings, arrangements for the board and lodging shall be done by the Headquarters or Unit hosting the meeting at a nominal charge.
- 12.12 Expenditure on tour incurred by the CEC Member must be sanctioned by the President.
- 12.13 Tour programme of any Executive Member may be approved by the President, before undertaking the tour. If due to shortage of time approval could not be taken, post-facto approval must be taken by the official undertaking tour.
- 12.14 For the Unit's Executive undertaking any tour, approval of the Executive committee of the Unit should be obtained.
- 12.15 For all the expenditure incurred by the Central Executive Committee (Headquarters), post-facto sanction/approval of the National Executive Council is essential.
- 12.16 For expenditure by the Units' Executive Committee, post-facto sanction by the General Body of the Unit is needed, before the accounts are audited by the Forum's Auditor.

13.00 GENERAL

- 13.1 The constitution and by-laws of the Forum may be amended by the General Body in any of its meetings by two third majority of the members present and voting.
- 13.2 Any motion for such amendments must be communicated to the General Secretary of the Central Executive Committee at least with two months advance notice.
- 13.3 Disciplinary action including suspension and expulsion may be taken by the Central Executive Committee against any member working against the interests of the Forum. Such an action requires final ratification by the General Body.

- 13.4 The Central Executive Committee shall be responsible to deal with all matters regarding the assets, liabilities and legal affairs of the Forum in consultation with the National Executive Council.
- 13.5 The Forum shall not be dissolved except by a resolution duly moved and carried out by the votes of three fifths of the members of the Forum at a General Body Meeting convened for the purpose.
- 13.6 In case of such a dissolution of the Forum, the assets, if any, of the Forum shall be dealt with in such manner as found fit by the majority of the members of the dissolved Forum.