

**Sher-e-Kashmir**  
**University of Agricultural Sciences & Technology -**  
**Teachers Association Jammu**  
**(SKUAST-TAJ)**

**CONSTITUTION AND LAWS/BYLAWS**



**The present Constitution was adopted in 1991-92 and later amended and approved by the General Body Meeting on 1<sup>st</sup> September, 2014**

**Headquater/Office, SKUAST – JAMMU**  
**Main Campus Chatha - 180009, Jammu (J&K)**  
**JAMMU DIVISION**

**Sher-e-Kashmir University of Agricultural Sciences & Technology -  
Teachers Association Jammu (SKUAST-TAJ),HQ. Main Campus Chatha-180009  
(A Non-political organization)**

**CONSTITUTION**

**Article 1. Name of the Association**

**Section 1. Name and abbreviation:**

The association shall be named as “Sher-e-Kashmir University of Agricultural Sciences and Technology - Teachers Association Jammu and abbreviated name of the association shall be “SKUAST-TAJ”. The Association shall be nonpolitical organization.

**Section 2. Jurisdiction and Headquarter:**

Jurisdiction shall be Jammu division of J&K State with its headquarter at Main Campus Chatha, Jammu-180009, J&K.

Note: Jammu Division shall hold jurisdiction as per the state revenue records

**Section 3. Aims and Objective:**

- i) To render efficient service to the University.
- ii) To co-operate with associations of other agricultural / non agricultural Universities and agricultural associations of different departments having similar objectives.
- iii) To watch professional interests and to secure satisfactory conditions of work and service of its members.
- iv) To work for the improvement of education and quality of research in response to the challenge of the ever changing socio-economic situation.
- v) To establish a professional code of conduct for the teachers and to ensure that it is followed by members.
- vi) To uphold the privileges and redress the grievances of the members under provisions of Indian Constitution and the Constitution of J&K State and shall not have political affiliation with any party.

**Article 2. Membership**

**Section 1. Membership & Rights:**

Membership shall be open to all the teachers *viz.*, Asstt. Professors/ Jr. Scientists /SMSs, Assoc. Professors/Sr. Scientists/PCs, Professors/Chief Scientists, Director Extension/Assoc. Director Extension, Director Research/ Assoc. Director Research/ Asstt. Director Research, Director Education/ADRI. The technical persons like TAs, STAs, Programme Assistants who after

improvement of qualification and gain of experience are incumbent to become Jr. Scientists/ Asstt. Professors or equivalent in accordance with SKUAST's provision have also been considered to become the members of Association. Membership will also be open to the teachers appointed in various Stations/Sub-Stations/KVKs of SKUAST Jammu.

Every member shall have the right to attend, participate and vote in all meetings of General body of the Association.

**Section 2. Membership Fee:**

The membership fee shall be Rs. 200/ (two hundred only) for old/in-service employees and Rs. 500 (five hundred only) for new employees. The membership fees will be charged only once at the time of registration.

**Section 3. Annual Subscription Fee:**

The annual subscription fee shall be Rs.1000 (one thousand only) for all the members of the Association, payable voluntarily to the treasurer or executive of the Association at various stations/ sub-stations and KVKs of SKUAST in Jammu division in one go by 31<sup>st</sup> December of the Calendar Year.

**Section 4. Termination of Membership:**

Membership of the Association is liable for termination for any of the following reasons:

- i) Ceasing to be a member of the University.
- ii) Voluntary resignation, retirement from service.
- iii) Being in arrears of membership for one or more consecutive years.
- iv) Death.
- v) On being found guilty of any act, commission or omission which in the opinion of the general body is sufficient to disqualify him/her from membership of the Association.

**Article 3. General Body**

**Section 1. Composition:**

All those members duly enrolled in the association shall constitute the General body.

**Section 2. Powers & Duties:**

- i) Consideration and adoption of the annual report together with audited accounts of the association as presented by the executive committee.
- ii) Consideration to the bye-laws and amendments to the constitution.
- iii) Transaction of such business which is brought forwarded by the executive body from time to time.
- iv) Election of office bearers of the Executive body.

**Article 4 Administrative organization**  
**Section 1 Executive Committee Composition:**

The elected office bearers from the general body shall constitute the Executive Committee, which shall conduct the business of the SKUAST-TAJ. The executive body shall consist of the following and may be representative of different stations/sub-stations/KVKs of Jammu division as far as possible:

- i) President (One)
- ii) General Secretary (One)
- iii) Joint Secretary (One)
- iv) Publicity Secretary (One)
- v) Treasurer (One)

**Executives:**

- i. Main Campus Chatha (Vy q)
- ii. R.S. Pura Campus (One)  
(F.V.Sc. & AH)
- iii. KVK, Jammu (RS Pura) (One)
- iv. DLRSS Dhiansar,  
RRSSSTF, Raya, (One)  
PRSS, Samba
- v. KVK, Kathua (One)
- vi. MBSS, Poonch  
KVK, Poonch (One)
- vii. RARS, Rajouri  
KVK, Rajouri (One)
- viii. RHRSS, Bhaderwah  
KVK, Bhaderwah (Two)  
MRC, Udampur
- ix. KVK Reasi (One)

## **Section 2. Powers and Duties of Executive Committee:**

- i) The Executive Committee shall have the powers to nominate / co-opt executive members/ Counselors' from the general body, not exceeding three for a specific period and purpose whenever necessary.
- ii) The Executive Body shall normally hold the office for a period of Two years or till such time as a new executive committee is elected.
- iii) Office bearers of the Executive Committee proceeding for higher trainings / studies *etc.* for more than one year outside the state and those retiring or resigning from the service, six months before the termination of office of the Executive shall cease to be the members of the Executive.
- iv) The Executive Committee shall have the powers to co-opt any of the members of the Association and fill up the vacancies created due to the reasons mentioned in (iii) as above.
- v) Any member of the Executive Committee who resigns or absents himself without adequate reasons for three consecutive meetings shall cease to be a member of the Committee. The Committee shall have the powers to reinstate the same member.
- vi) Retiring elected office bearers and members shall be eligible for re-election only for three terms in all.
- vii) Take important decisions and exercise general control over the affairs of the Association. Sanction the expenditure of the Association presented by the treasurer and exercise control over finances.
- viii) Fill up the vacancies of the Executive Committee, if arising 6 months before the termination of the tenure of office of the Committee. Co-opt the members not exceeding three in number for a specific purpose and period.
- ix) Reinstate a member of the Executive who ceases to be its member due to his continuous absence (in three consecutive meetings) or resignation. The committee shall exercise this power only once.
- x) Take all the legitimate steps in fulfillment and furtherance of the objects of Association.
- xi) The executive can admit new members to the Association and in case of all controversial points their decision, to be adopted by voice vote, to be final and binding.

### **Section 3. Functions of President:**

- i) He shall be the constitutional head of the Association and shall preside over all the meetings of the executive and general body.
- ii) He shall spend Rs.1000/- without any sanction of the executive body but not more than twice a month.
- iii) Exercise a general supervision over the working of Executive Committee.
- iv) He may also address press conferences in consultation with Executive Committee.
- v) He shall nominate two counselors in the executive for the full term.
- vi) Having a casting vote in the event of a tie.

### **Section 4. Powers to General Secretary in absence of President:**

General Secretary shall preside over the meetings in absence of President where he shall have all the powers delegated to the President under the provision of this Constitution.

### **Section 5. Functions of General Secretary:**

- i) He shall be Chief Functional Executive of the Association.
- ii) He shall be the custodian of the properties of the Association.
- iii) He shall be responsible for Implementing the decisions of the Executive Committee and the General Body and to follow the rules laid down in the constitution.
- iv) To convene meetings.
- v) Prepare and submit the annual reports of the Association.
- vi) Maintain a register of members of the Association with their addresses (official and permanent).
- vii) Have the power to spend Rs.500/ at a time (but not more than twice a month ) without any sanction of the Executive Committee.

### **Section 6. Functions of Joint Secretary:**

Joint Secretary shall assist General Secretary in all his duties. He shall discharge in duties of the General Secretary when the later is absent. In addition, he shall discharge all the duties as assigned by the President / General Secretary. He shall also record and issue the minutes of meetings.

### **Section 7. Functions of Publicity Secretary:**

He shall prepare the abstracts from the important decisions taken in meetings of the association and publish in the news papers to be decided by the Executive in the meeting itself. Prepare, publish and issue in accordance with the decisions of the Executive Committee handouts, leaflets, posters *etc.* for furthering the cause of the association.

### **Section 8. Functions of Treasurer:**

Shall hold all the assets of the Association on payments on behalf of association, be responsible for maintenance of accounts of the Association. Prepare the budget to get the expenditure passed by the Executive from time to time. Present audited accounts report atleast once in a calendar year, before the General Body. In addition he shall perform such other duties as may be assigned to him by the President/GeneralSecretary.

### **Section 9. Functions of Counselors:**

They shall work in close cooperation with the President/General Secretary and help in the frame work of the policy decisions and will perform such other duties as may be assigned to them by the President/ General Secretary.

### **Article 5. Finances**

#### **Section 1. Money transaction:**

- i) All money due to association shall be payable to the treasurer or in the accounts of the Association at its scheduled bank.
- ii) The President/General Secretary and Treasurer jointly shall be competent to operate on finances of the association.
- iii) The cheques shall issued under signatures of any two out of the above mentioned three members of the executive, but not without the signature of the Treasurer in any case.
- iv) All money in excess of Rs 1000 shall be deposited in the bank.

#### **Section 1. Audit:**

- i) The treasurer shall place the annual audit report before the Executive Body deliberations and adoption by voice vote.
- ii) The executive body shall annually nominate person(s) having sufficient account/audit expertise for the conduct of annual audit of the Association accounts
- iii) The treasurer shall present all accounts before the auditor(s)

## **Article 6. Meetings of the Association**

### **Section 1. Extraordinary/Emergency GBM and Executive:**

- i) An extra ordinary meeting of the General body shall be called within ten days, if a written requisition is received from atleast one/fifth of the members duly verified by the General Secretary. The requisition should clearly indicate the matters to be discussed in the meeting.
- ii) The President may also call an emergency meeting of the General Body, if some matters needs immediate consideration of the General Body.
- iii) Normally a minimum of 48 hours notice will be required to call an extraordinary meeting of General Body. However under special circumstances this notice period may be relaxed for emergency General Body meeting
- iv) Consultative group meeting may be called as and when considered necessary by the President and General Secretary
- v) The Executive Committee shall meet at least once in two months. However meeting of the executive can be called by the President at any time for immediate consideration of urgent matters.

### **Section 2. Quorum for the Meetings:**

Quorum for Executive Committee shall be six. The Quorum for General Body meeting shall be one-third of the total strength of the Association.

### **Section 3. Voting:**

Resolutions at any meeting shall be decided by a majority votes. Each member shall have one vote. Amendments to the bye-laws and constitution shall be passed at least by  $\frac{3}{4}$  majority of the members present at the General Body meeting subject to the condition that the attendance in such meeting is more than 50 percent of the total membership.

### **Section 4. Adjournments:**

- i) If within thirty minutes from the time fixed for the meeting, quorum be not formed, the meeting, if convened upon a requisition signed by the required number of members be dissolved.
- ii) In the case of Executive Committee meetings, it shall stand adjourned to the next suitable date, at the same time and place unless otherwise notified. At such adjourned meetings the rule requiring the quorum shall not operate.



**Article 8. Elections and Election Authority**

**Section 1. Elections and Election Procedure:**

- i) The election shall be held on the date/dates and place/places (to be specified by the Election Authority to be nominated by the Executive Committee) atleast one month before the date of election.
- ii) The nomination paper duly seconded by two members containing request of the person shall reach the Returning Officer on the schedule date notified by the President/General Secretary.
- iii) Only bonafide members are eligible to contest for the Executive Committee.

**Section 2. Election Authority**

The election authority shall comprise of Returning Officer and three Assistant Returning Officers. The returning officer shall be over all incharge and responsible for conducting elections. The election body shall stand dissolved soon after the election are over and its results declared/notified.

**Section 3. Powers & Duties of Election Authority**

- i) The election authority shall not contest for any position in the Executive.
- ii) Returning Officer is authorized to decide any issue pertaining to the electoral list, can permit any member to cast his vote, if he/she has paid the membership fee and is not in arrears.
- iii) The election authority shall be authorized to design print and issue ballot and other papers connected with the elections of the Executive Committee.

**Article 8. Miscellaneous**

**Any question not provided in the Constitution can be decided by the Executive Body/General Body of the Association.**

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***ISSUED UNDER THE AUTHORITY OF EXECUTIVE COMMITTEE OF  
SKUAST-TAJ***

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