

Dear Colleagues,

You are requested to go through the draft of the NAUTA Constitution to be passed during the next General Body Meeting to be held on 04/04/2019. The draft of the constitution was discussed in the EC meeting.

If you have any suggestions, kindly bring it to our notice before evening of 3 April, 2019.

You may write your suggestions to nautanavsari@gmail.com with reference from the draft page number.

Thank you.

President

NAVSARI AGRICULTURAL UNIVERSITY TEACHERS' ASSOCIATION (NAUTA)

CONSTITUTION AND RULES (Draft)

1. Name:

The name of the Association shall be NAVSARI AGRICULTURAL UNIVERSITY TEACHERS' ASSOCIATION (NAUTA) and in vernacular language NAVSARI KRISHI UNIVERSITY ADHYAPAK MANDAL and it shall, in the following rules, be referred as the "Association"

2. Definitions:

- a) **Teacher/s:** The word TEACHER/S means the employees of the University who are Assistant/Associate Professors, Professors and on its equivalent posts.
- b) **University:** The word UNIVERSITY means the Navsari Agricultural University.
- c) **Association:** The word ASSOCIATION means Navsari Agricultural University Teachers' Association
- d) **Federation:** The word FEDERATION refers to the Gujarat Agricultural Universities Teachers' Association Federation (GAUTAF), a joint organization/body of the all four Agricultural Universities Teachers' Associations (Navsari, Anand, Junagadh, Sardarkrushinagr, Dantiwada).
- e) **Constitution:** The constitution of India in words and spirit.
- f) **Government:** The Government of Gujarat and/or the Government of India

3. The Association Logo & Seal: The Association shall have a logo & seal approved by the executive committee.

4. Headquarter: The headquarters shall be at the Navsari Agricultural University, Navsari-396450

5. Objectives of the Association:

The objectives of the Association shall be as under:

- I. To contribute in the development of the state and the nation by providing efficient liaison between the teachers, the University and the Government/ Govt. bodies.
- II. To organise and unite, through a duly constituted representative body, the teachers of the Navsari Agricultural University and to ensure their healthy relations with the employer viz., The Navsari Agricultural University/the Government.
- III. To foster spirit of co-operation, unity and fraternity among the teachers through social, cultural and welfare activities.
- IV. To protect the rights and interests of the teachers of the university entrusted upon them by the university and the Constitution, abiding by the Constitution.
- V. To protect and safeguard the teachers from any injustice, individually or collectively, in law abiding manner.

- VI. To contribute in charity and carry out charity on voluntary basis for deserving causes like natural calamities, disasters or in emergency or crisis.
- VII. To carry out professional development activities for the teachers
- VIII. To help the teachers uphold high professional ethics and integrity.
- IX. To co-operate and federate with non-political sister organizations, in the state of Gujarat and within the territory to Indian Union, having similar objectives.

6. Organization:

The association, for the purpose of working for the objectives outlined in 5 above, shall have....

(1) General Body: Consisting the all members of the Association

(2) The Executive Committee: Consisting members selected/elected to the committee as subsequently mentioned under clause (13 a) below.

7. Membership

- i. Any employee of the Navsari Agricultural University designated as Assistant/Associate Professor , Professor, Principal or its equivalent (contributing in teaching or research or extension or in-charge of administrative activities) shall be eligible for membership in the Navsari Agricultural University Teachers' Association on payment of one time admission fee Rs.100/- (Rupees One Hundred Only)and an annual membership fee of Rs.100/- (Rupees One Hundred only), provided he/she agrees to abide by the rules and regulation made/amended/resolved by the Association from time to time in its general body meeting.
- ii. A member once removed/expelled from the Association under the resolution of the General Body under clause (14-iii) shall not be eligible to rejoin the Association, provided the General Body reassesses his/her case for the membership. However, s/he has to pay the admission fee along with the prescribed annual fee of the association again.
- iii. The association will have a membership in the Gujarat Agricultural Universities Teachers' Association Federation (GAUTAF). The President, theSecretary and the Treasurer of the association will be members of the GAUTAF Executive Committee by virtue of the post held by them during their tenure in the association. All members of the Association, by default, will be members of GAUTAF as well.
- iv. In case of transfer or joining any other SAU, the member will cease to be the member of this association.

8. Entitlement to benefits:

- i. The association membership is voluntary. Therefore, including the teachers on the post of the President, the Secretary, the Treasurer, members of executive committee and members assigned any responsibility as and when required are not entitled to any remuneration or honorarium.
- ii. The President and The Secretary (or any Executive Committee member nominated by the President or Secretary on his/her behalf) shall be entitled to actual travel, food and accommodation expenses if travelling to represent the association for any work related to

the association activities. However, such expenses will have to be approved by the executive committee in the subsequent meeting.

- iii. All Executive Committee members (including the President, the Secretary and the Treasurer) shall be entitled to maximum 10 Special Leave per year for representing the members of the association during their tenure.

9. Termination of membership:

- i. If a member fails to renew annual membership for more than three months from the due date, s/he shall cease to be the member of the Association. However, s/he shall be eligible for rejoining the Association on payment of all arrears and fresh admission fee.
- ii. A teacher shall cease to be the member of the Association on his/her retirement from the university.

10. Register of members:

- i. The Association shall maintain a membership register with relevant information of all the members. This register shall be updated from time to time.
- ii. The register shall be available for verification to the member/s or office bearers of the Association at the head office during the working days of the University/Association.

11. Office bearers:

- i. The Association shall have a President, a Secretary and a Treasurer. If required in the future, it shall also have a vice president and a joint secretary with resolution in the executive committee.
- ii. The President, General Secretary and the Treasurer and Other Members of the Executive Committee of the Association shall be selected/elected by the General Body of the Association only in the general body meeting.
- iii. The members in the Executive Committee of the Association can be co-opted, if required, from the members of the association but limited to the strength of 1/25 membership.

12. Formation of the new Executive Committee :

- i. The selection of the office bearers of the Association shall be held every two years during the month of March. The financial year will be considered for the tenure of the selected body.
- ii. The responsibility of carrying out procedures for forming the new Executive committee shall rest on the out-going Executive committee.
- iii. The Secretary of the out-going Executive committee shall invite nominations for new office bearers. If there are more than one candidature for each post of the office bearers and/or for the members of the executive committee, the selection will be done through a procedure suggested by the majority of the members present in the General Body meeting.
- iv. Any office bearer of the out-going Executive committee shall be eligible to be a part of the selection process of the new Executive Committee.
- v. To be a part of the selection process, the teacher has to be a member of the association for at least two years and must not have any due membership fee.

- vi. Any office bearer or executive committee member or member of the association who is found guilty of misusing power or property of the association will not be eligible to be a part of the selection process for any post.

13. Management of the Association:

- a) The management of the affairs of the Association including financial and otherwise, shall be conducted by Executive Committee constituted as under:
 - (1) The President, the Secretary and Treasurer.
 - (2) One member in the Executive Committee for every 20 members enrolled.

14. Vacancies and Removals:

- i. In case of the midterm vacancy for any of the posts of President, Secretary and Treasurer, the posts shall be filled up by nomination from the members of the Executive Committee only.
- ii. In case of midterm vacancy for the members of the executive committee, they may be filled up by the executive committee by nomination from the members of the association.
- iii. Any office bearer of the Association, as a member of Executive committee can be removed/discharged by the General Body of the Association in its meeting for any fraud or found having acted against the interest of the Association provided the office bearer or the member to be removed has been given adequate opportunity to explain him/her conduct.

15. Meeting of Executive Committee:

- a) The Executive Committee shall meet once in four months on a day and at a place fixed/decided by the Secretary in consultation with the President. However, the President shall have the power to call a meeting whenever s/he feels it essential in the interest of the association.
- b) The Presence of at least 50% members of the Executive Committee and at least 25% members of the General Body shall be necessary for the quorum to transact the agenda/items.
- c) A meeting of the Executive Committee shall be adjourned if there is a lack of quorum at that meeting and reconvened after seven days.
- d) A notice period of at least seven days shall be given for the meeting of the Executive Committee and a General Body Meeting. However, an extra-ordinary General body meeting may be called on within a short notice of five days in the interest of the association and members.
- e) If the President or Secretary of the existing body fails to convene meeting of the General Body within one month of the end of its tenure, a General Body meeting for selection/election of the new body may be convened with support of the 50% members of the Executive Committee.

16. Duties of the office bearers:

(i) President:

- a) The President shall preside over all meetings of the Association and the Executive Committee, maintain order, sign all minutes and shall have the privilege of exercising the casting vote.
- b) The President shall have the power, if necessity arises, to call a special meeting of the Executive Committee or of the General Body meeting of the Association.
- c) The president can make direct representation of the important issues of the association to the Central / State Government, can discuss with other Agricultural Universities / Other Institutes of the State / Country.
- d) He will be a member of the Executive Committee of Gujarat Agricultural Universities Teachers' Association Federation (GAUTAF) by virtue of his post during his tenure.

(ii) Vice-President:

If this post is created in future on need basis, the Vice-President in lieu of President will preside over all meetings, preserve the order, sign all minutes and shall have the privilege of casting vote in the meetings.

(iii) Secretary:

- a) Secretary shall take minute of the meetings of the Association and of the Executive Committee, conduct all correspondence, convene all meetings, and exercise a general supervision over the affairs of the Association.
- b) The Secretary may in consultation with the President and subject to confirmation of the Executive Committee, engage any assistance to assist him in the conduct of the administrative work of the Association and such assistance shall be under his/her control.
- c) The Secretary shall also organize and conduct the elections of the office bearers of the New Executive Committee before relinquishing the office in the month of December after every two years.
- d) S/He shall be a member of Gujarat Agricultural Universities Teachers' Association by virtue of his designation in the association (NAUTA) during his tenure of Secretary.

(iv) Joint Secretary:

If the post is created in future on need basis, Joint Secretary shall generally help the Secretary in his/her work concerning the Association.

(v) Treasurer:

- a) The Treasurer shall be responsible managing funds i.e. collection of membership fee, supervising the bank account, reimbursement of the expenditures.
- b) The Treasurer shall have the power to draw money from the Bank only if the cheque is signed by him jointly with the President and/or secretary.
- c) S/He shall be responsible for the audit & budget of the association.
- d) S/He shall also keep a correct account of the receipts and expenditures. S/He shall also prepare the annual balance sheet showing clearly every item of receipts and expenditures.

17. Financial and Official Year:

The Financial Year of the Association shall commence from April 1 and shall end on March 31 every year. The same applies for the tenure of a selected/elected body.

18. General Body Meeting:

- i.** The Annual General body Meeting of all the members of the Association shall be held in the month of March to transact the following business.
 - a)** To approve suggestion / to take relevant action on the proceeding of the previous meeting.
 - b)** To agree to the report on work done by the Association during the preceding financial year and the audited statement of accounts.
 - c)** To introduce and felicitate formally the newly selected/elected Executive committee.
 - d)** To transact such other business as may be brought forward with the permission of the President.
- ii.** The Secretary, in consultation with the President shall call a meeting of the General Body of the Association on such a day that the meeting does not interfere with the official duties of the members and at such time that is convenient to the most of the members of the Association.
- iii.** The President shall have the power to call a Special meeting of the General Body of the Association as and when required.
- iv.** The President or the Secretary shall call a Special meeting of the General Body of the Association on a requisition signed by 1/3 of total members of the Association within twenty days of receiving requisition. In case the President or the Secretary fails to convene such a meeting, the requestors themselves shall call the meeting after due notice and the proceedings at the meeting shall be binding on the Association.
- v.** A notice of minimum two weeks shall be given to the members for the meeting of the General Body of the Association. However, extra ordinary General body meeting may be called with short notice of one week in the interest of the association and members.
- vi.** The presence of at least 25% members shall be necessary to form a quorum at the General body Meeting of the Association. However, General body meeting will be held after 30 minutes of stipulated time under non quorum to transact the decided agenda/items and the members shall be bound by the decision.
- vii.** Co-opted members can be inducted (for a special issues if required) by the General body Meeting.

19. General Fund:

The General Funds of the Association shall consist of the admission fees and annual fees from the members of the Association and donations from other sources (non-political) for fulfilling the objectives of the Association. The financial transaction shall be made only in the nationalized bank as approved by the executive committee in the name of the Association and the account shall be operated jointly by the President or Secretary and treasurer. The Secretary and Treasurer together shall not keep with them a sum of more than Rs. 10000/- for current expenses.

20. Objectives on which General Funds can be expended:

- I.** The General Funds of the Association shall be spent on the association objective after keeping the 20% of the annual income for the purpose of Reserve Fund.
- a) The Payment of expenses on administration of the Association including those on the audit of the account of the general funds of the Association.
 - b) The payment of the contribution to the Gujarat Agricultural universities Teachers' Association Federation as approved by the Executive Committee.
 - c) The prosecution or defense of any legal proceedings to which the Association is a party when such prosecution or defense is undertaken for the purpose of securing or protecting any rights of the Association.
 - d) The payment of allowances to members or their dependents on accounts of death, sickness, accidents, infirmity and unemployment of members from donations if any on approval of the Executive Committee.
 - e) The payment of actual travel and other essential expenses to the office bearers of the Association for purpose of the work of the Association. Under extra ordinary situation, considering the funds, executive committee may sanction and pay the traveling expenditure on actual basis to the office bearer/s in the interest of the Association work/s.
 - f) The provision of educational and social benefits for the members including the payment of expenses of funeral of deceased members or for the dependents of the members.
 - g) The payment of expenses for books or for purchase of periodical publication mainly for the purpose of discussing questions affecting employees and employers, advertisements etc by the Association.
 - h) The payment of expenses for the donations to any organizations / institutes / association working for the social welfare.
- II.** In case of the expenditure exceeds 80% of the income during the year for the purposes mentioned in para I from item a to h, 50% of the reserve fund may also be spent as special case.

21. Annual Audit:

The Association shall make due provision for the annual audit of the accounts of the Association by the competent auditors appointed by the General body on recommendation by the Executive Committee. The auditors so appointed shall not be the members of the Executive Committee.

22. Inspection of books of Accounts:

The records of the account/s of the Association shall be open for verification/inspection to any of the office bearers or members at the head office of the Association during which the office of the Association remains open on working days of the university/association.

23. Amendment of Rules:

The rules of the Association may be amended, altered, replaced, redesigned or modified or added from time to time if required only on the approval of the General body meeting, wherein, not less than 25% of the total members of the association remained present during the transaction of such item/s. There shall be an agenda item in the notice of the General body meeting. The executive committee shall be responsible to inform such transaction to the university and implementation of such amendment/s however is subject to the approval of the university.

24. Dissolution of the Association:

The Association shall not be dissolved except by a vote of a 75% of the total registered members present at the meeting of the General meeting called for the purpose, provided that the total members of votes cast at such meeting is not less than 2/3 of total numbers of the members present in such meeting. On dissolution of the association, the funds of the Association shall, after meeting all liabilities, be disposed of in accordance with the decision of the meeting called for the purpose of dissolution of the Association.

25. Jurisdictions:

The jurisdiction of the NAUTA will be within the jurisdiction of the university or extended as per the issues of the teachers to be emerged out from time to time

Date :

Place: Navsari