

Periyar University Teachers Association (PUTA)

Bye-laws and Regulations

Preamble

We, the members of Periyar University Teachers Association (PUTA), Salem, considered the need to promote an association to ensure solidarity, fraternity and welfare of the members, form ourselves as an association based on the bye-laws and regulations given below:

I- (A) Name of the Association : Periyar University Teachers Association (PUTA)

(B) Place of the Association : A3, Raj Bhavan Apartments,
Murugan Kovil Street, Salem-636016.

**(C) Date and Formation of
the Association** : 04.04.2007

**(D) Registrar of the District
whose jurisdiction of the office
the Association** : District Registrar, Salem

(E) Business hours of the : 8.30 am to 9.30 pm and 6.00 pm to 7.00 pm Association

II-Aims and Objectives:

- ✓ To uphold solidarity, fraternity and welfare of the members.
- ✓ To ensure good working conditions and uniformity in service conditions as are given to the University Teachers in Tamil Nadu and India.
- ✓ To federate with fraternal organizations in Tamil Nadu and India.
- ✓ To establish high Academic Standards in Higher Education by updating the curriculum and ensuring a fair examination system.
- ✓ To constantly strive for advancement in University Education by the conduct of conferences, seminars, etc., to develop or update teaching methods, research and extension activities.
- ✓ To elicit an opinion from the stakeholders of higher education and constantly improve higher education in international standards.

- ✓ To contribute to the socio-economic growth of the nation.
- ✓ To promote cooperative societies to help the members for the acquisition of land and buildings to ensure a fair standard of living.
- ✓ To promote co-operative society to provide food and refreshments at subsidized cost to the members, employees, students and general public at the university premises.
- ✓ To promote co-operative society to provide all necessities of life at a subsidized cost to the members.
- ✓ To promote educational institutions in arts and science, education, engineering, medicine, and any other type of education to establish a model of educational institution in the country.
- ✓ To strive for meaningful education for the student community.
- ✓ To help the poor students financially for completion of higher education.
- ✓ To contribute to the maximum for the natural calamities.
- ✓ To form self-help groups to safeguard the welfare of society.
- ✓ To ensure and promote a cordial relationship with authorities, employees, students and the general public.
- ✓ To perform all such activities which may be necessary for the fulfilment of the objectives of the association.

III-Organizational Structure:

The association shall have a two-tier organizational structure.

1. The Executive Council
2. The General Council

The Executive Council

- i. The Executive Council shall consist of seven members, one President, one General Secretary, one Treasurer, one Vice-President and three members.
- ii. The Executive Council shall meet at least once a month to deliberate issues and to decide the activities of the association.
- iii. The Executive Council shall have the power vested in them to plan, organize all activities of the association.

- iv. The term of office of the office-bearers and executive members shall be two years.
- v. In case of any vacancy, the post of office bearer or executive member shall be filled up by the executive council and such office bearer shall continue till next election.
- vi. A notice must be sent to all the executive members at least three days in advance except the emergency meeting which may be convened as and when the situation arises.
- vii. The meeting may be convened by the President and the notice for the executive council shall be sent by the General Secretary or Secretary of the Council.
- viii. The executive council is empowered to initiate disciplinary action against any member who is acting against the interest of the association and the general council must ratify the decision.
- ix. The executive council shall have the power to appoint the election officer for the smooth conduct of elections for the various posts.

The General Council

- i. All members of the association shall be part of the general council.
- ii. Every member shall have one vote and the President of the association can exercise a second vote in case of a tie.
- iii. The election for the office bearers and the executive members shall be conducted by a duly appointed election officer who shall give 14 days' notice to all members.
- iv. The elections will be held in March every two years.
 - v. The general council has the power to modify the decisions taken by the executive council.
- vi. The annual report and the audited annual accounts shall be submitted in the annual general council meeting for approval and adoption.
- vii. The general council is empowered to modify the bye-laws of the association.
- viii. To discuss and to take decisions on the representations submitted by the members.
- ix. To increase or decrease the amount of the subscription to the association.
- x. To appoint auditors to audit the accounts of the association.

IV-Rights and Duties of Office Bearers:

President

- i. To call for and preside over the meeting of the executive council and general council.
- ii. To appoint various committees for carrying out activities of the association.
- iii. To carry out any other task enshrined the bye-laws of the constitution.
- iv. To file legal suit on behalf of the association.
- v. To issue a press release in consultation with other office-bearers of the association.
- vi. To implement the decisions of the executive council and general council.
- vii. To represent various issues to the higher authorities in consultations with other office-bearers.

General Secretary

- i. To handle all official correspondence of the association.
- ii. To circulate the notice of the meetings and other activities of the association.
- iii. To present the annual report in annual general council.
- iv. To maintain all records of the association except account books.
- v. To carry out the decisions of the executive council and general council along with other office-bearers of the association.
- vi. To record the minutes of the meeting of the executive council and general council.
- vii. To enlighten members regarding the objectives of the association.
- viii. To promote goodwill and the feeling of fraternity among the members and mobilize them for achieving the objectives of the association.

Treasurer

- i. To keep records relating to all the receipts and payments of the association.
- ii. To ensure proper collection of subscriptions from the members and make payments on behalf of the association.
- iii. To open an account in a nationalized bank and deposit all receipts except keeping an imprest of Rs.2000/-
- iv. To operate a joint account with the general secretary of the association.
- v. To submit an audited account at the annual meeting of the general council.
- vi. To maintain the accounts based on the financial year.

Vice-President

- i. The Vice-President is empowered to preside over all the meetings in the absence of the President.
- ii. To coordinate with all office bearers and the executive council members to realize the objectives of the association.
- iii. To ensure smooth conduct of all meetings of the association.
- iv. To coordinate with the office bearers and the members of the executive council.
- v. To elucidate the opinion of the members and their grievances and present the same in the executive council.

V-Federations and Co-Ordination Council:

- ✓ The association may join my federation in Tamil Nadu or India or Abroad for the furtherance of the objectives of the association.
- ✓ The association may form coordination councils in the Periyar University Area for realizing the objectives of the association.

VI-General:

1. Amendment of Byelaws

- ✓ The bye-laws of the association may be amended by a special resolution of 1/4 of the members present in the general council or 50% of the total members.
- ✓ The President shall convene a special meeting of the general council by issuing a notice 21 days before the meeting.

2. Quorum

- ✓ The Quorum of all meetings shall be 1/3 of members of the executive/general council.
- ✓ For the adjourned meeting the members present shall be the quorum.

3. Suspension/Expulsion of members

- i. Any member who has not attended any three consecutive meetings without proper notice may be removed from the membership by the executive council which may be ratified by the general council.

- ii. Any member who has not paid subscription for a period exceeding 6 months without valid reasons automatically ceases to be a member of the association.
- iii. Any member who is indulging in anti association activities may be suspended by the executive council and ratified by the general council.
- iv. The executive council shall enquire about any anti-association activity and an opportunity must be given to the member before initiating any disciplinary action.

4. Readmission

Any member seeking readmission shall apply to the executive council and the council is satisfied may be readmitted subject to ratification by the general council.

5. Accounts and Audit

The financial year shall be the accounting period. The treasurer shall maintain the registers of accounts and other records as required as under rule No. 16 of the act. The accountings will be audited by the auditors as stipulated in section 16 and rule No. 21 of Tamil Nadu Societies Registration Act 1975. The average income of the society per year is Rs. 50,000.

6. Preparation and Filing of returns

The general secretary shall maintain and file necessary registers and records and statements required to be filed with the registrar concerned.

7. Dissolution

The President may call for a special general council for requisition by 1/4 of the general council members. The resolution seeking dissolution of the association shall have the support of 4/5 of the members present and voting, which shall not be less than 75% of members in the general council.