

S/46170

28.6.12



पश्चिम बंगाल WEST BENGAL
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58AA 301787

पश्चिम बंगाल सरकार
गैर न्यायिक दस्तावेज
आवेदन: 58AA 301787

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S/46170

All Bengal State Government College
Teachers' Association

Memorandum of Association
Registered on 16/08/1984

58AA

Registrar of Firms Societies &
Non-Trading Corporations West Bengal



নম্বর ৩১৮৭

তারিখ

২৭/০৬/১২

মূল্য ২০

জন্ম তারিখ

উম্মীর কুমার চট্টোপাধ্যায়

সাক্ষর

সরজেন বাসান

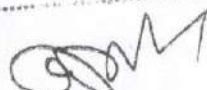
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(অরুণেন্দু চট্টোপাধ্যায়)

সাইলেন্ট থাও ম্যান্ড ডেভার
দখলী নংক আদালত

Memorandum of Association.

KT 1306
Rs 50
24/5/84

1. Name of the Society : All Bengal State Government
shall be College Teachers' Association

2. The Registered Office : 208/2E, Bidhan Sarani,
of the Society shall Calcutta-700 006.
be situated at

The objects for which
the society is established
are

a) To promote and safeguard the interests of education
in the country and particularly in the State of
West Bengal, with special reference to higher education.

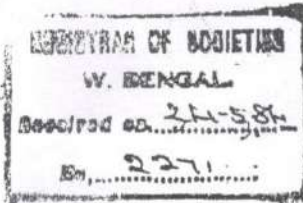
b) To promote and safeguard the interests of the teachers
of Govt. Colleges of West Bengal and to protect and
enlarge their rights and privileges.

For this end the Association will try to realize especially -

i) the unity and fraternity of teachers of all
categories serving the Govt. Colleges.

ii) justice in the matters of confirmation, study
leave for higher education, transfer, posting,
retirement, benefits, and

c) To fight against all kinds of victimization, intimidation,
discrimination and undemocratic restrictions.



4. To enlarge the scope of higher studies and to extend it to the backward and weaker sections of the society.
5. To safeguard and maintain the independence and autonomy in the field of education and to resist undemocratic forces from spoiling the educational atmosphere.
6. To strive and ensure the development of higher education through research and publications.

The Association should strive to do all - such things as may be deemed incidental or conducive to the attainment of the foregoing objects.

The income and properties of the society whatsoever derived or obtained shall be applied solely towards the ~~the~~ promotion of the objects of the society and no portion thereof be paid to or divided amongst any of its members by way of profits. Provided that nothing herein contained shall prevent the payment in good faith of remuneration of any officers or servants or employee of the society or other person in return for any services rendered to the society.

7. The names, addresses and descriptions of the members of the Executive Committee :-

<u>Name</u>	<u>Address</u>	<u>Description.</u>
L. Pabindranath Banerjee	Rental Housing Scheme Block-A, Flat-5, 64/99, Belgacharia Road, Calcutta-700 037.	President.



Name	Address	Description
2. Swarajbrata Sen Sharma	10, Aswani Dutta Rd., Nabagram, Hooghly.	Vice-president
3. Subrata Panda	Kedar Kutir Sankisha Para Chander nagore Hooghly	General Secretary
4. Atindra Mohan Goon	244/E, Vivekananda Rd Calcutta -700 006	Treasurer
5. Pulak Narayan Dhar	17/1, Swinhoe Street Calcutta -700019	
6. Jagannath Ghosh	Narayanpur Tentultala P.O. R.Gopalpur 24 Parganas.	Joint Secretaries

8. We, the several persons whose names, addresses and occupations are hereunto subscribed are desirous of being formed into an association in pursuance of this memorandum of association.

Signature	Address	Occupation
1. <i>[Signature]</i>	116, <i>[Address]</i> Calcutta - 6	Service
2. <i>[Signature]</i>	<i>[Address]</i> Calcutta - 27	Service
3. Pradip Kumar Sen	9/11-A Tollygunge Road, Calcutta - 33	Service
4. Sanjit Ghosh	57B, Pary Mohan Roy Rd, Cal-27	Service
5. <i>[Signature]</i>	69J, Pary Mohan Roy Rd. Cal-27	Service
6. Sibal Mithun	700A/1A, Block-A, New Alipore. Calcutta - 700053.	Service



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<u>Signature</u>	<u>Address</u>	<u>Occupation.</u>
7. Nirmalya Paul.	121, Baitak Khana Road. Calcutta - 9	Service

Witnesses to the above signatures

<u>Signature</u>	<u>Address & Occupation.</u>
1. <i>[Signature]</i> Sulata Chatterjee	40 Mahan Mishra Ganguli 42, R.B.C. Road P.O. Baran, P. 14 Parganas Service
2. Prabal Kumar Sengupta	2 A School Rd Baran 24 Parganas Service

Dated, the 24th day of May 1964.



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28.6.12.

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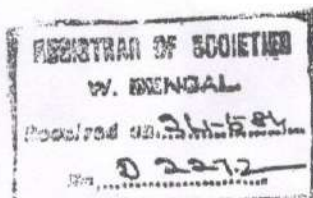
All Bengal State Government college
Teachers' Association



Regulations of Association
Registered.

645

Registrar of Firms, Societies &
Non-Trading Corporations, West Bengal



THE CONSTITUTION OF ALL BENGAL STATE GOVERNMENT
COLLEGE TEACHERS' ASSOCIATION

Preamble

We, the Teachers of the Government Colleges of West Bengal, having solemnly resolved to form an Association,

PLACED

To serve, secure and safeguard the interest of Education in general and those of West Bengal Government College Teachers in particular ;

To promote solidarity among the teachers of Government Colleges in West Bengal ;

To fight and resist all unfair discrimination and unreasonable restrictions to which the teachers are subject ;

and

To secure natural justice and equity for all teachers ;

Have assembled in our Convention in Calcutta on this day the 15th January 1984 and do hereby adopt, enact and give to ourselves this constitution.

PART -I

NAME, REGISTERED OFFICE & OFFICIAL YEAR

1. 1) The name of the organisation shall be " ALL BENGAL STATE GOVERNMENT COLLEGE TEACHERS' ASSOCIATION "



- 2) The Registered Office of the Association shall be located in CALCUTTA.
- 3) The Official year shall extend from 1st January to 31st December.

PART-II

DEFINITIONS AND EXPLANATIONS

2. In this Constitution unless there is anything repugnant in the subject or context,-
 - a) "Association" means All Bengal State Government College Teachers' Association.
 - b) "Government" means the Government of West Bengal.
 - c) "Member" means a person who has been enrolled as a Member of All Bengal State Government College Teachers' Association in full conformity with the terms laid down under relevant provisions.
 - d)
 - 1) "Teacher" means a person who imparts tutorial theoretical and/or practical instruction to one or more students in class room, laboratory, workshop or in the field of physical education of a College.
 - 11) "Teacher" as defined shall include any person appointed in a College on temporary, substantive, permanent or as a probationer or part-time basis notwithstanding that he/she may be on lien, on leave of any nature under any terms whatsoever, and/or under suspension pending departmental and/or judicial enquiry.



- iii) Notwithstanding anything in the aforesaid provisions the term 'teacher' shall further include Librarians and Assistant Librarians since they are the custodians of the most vital academic wings of the Colleges.
- e) "College" shall mean an Institution affiliated to a University in West Bengal conferring degree and post-graduate diploma/diplomas recognised by the Government and shall also apply to say, Institution engaged in imparting some specialised course of instruction approved by a University or an equivalent Academic Body leading to the award of Degree, Diplomas and /or Certificates recognised by the Government to be the equivalent to a Degree or Post-graduate Diploma.
- f) "Government College" or "A College or Research Institution shall mean a College which is entirely within the administrative control of the Department of Education, Government of West Bengal".

PART-III

AIMS AND OBJECTS

3. 1) The objects for which the society is established are :
- a) to promote and safeguard the interests of education in the country and particularly in the State of West Bengal, with special reference to higher education.



b) to promote and safeguard the interests of the teachers of Government Colleges of West Bengal and to protect and enlarge their rights and privileges.

For this end the Association will try to realize especially -

- 1) the unity and fraternity of teachers of all categories serving the Government Colleges.
- ii) justice in the matters of confirmation, study leave for higher education, transfer, posting, retirement, benefits, and
- c) to fight against all kinds of ~~xxx~~ victimization, intimidation, discrimination and undemocratic restrictions.

To enlarge the scope of higher studies and to extend it to the backward and weaker sections of the society.

-) To safeguard and maintain the independence and autonomy in the field of education and to resist democratic forces from spoiling the educational atmosphere.

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The income and properties of the society whatsoever derived or obtained shall be applied solely towards the promotion of the objects of the society and no portion thereof be paid to or divided amongst any of its members by way of profits. Provided that nothing herein contained shall prevent the payment in good faith of remuneration of any officers or servants or employee of the society or other person in return for any services rendered to the society.

PART IV

COMPOSITION AND CHARACTER

- 1) The Association shall consist of two categories of Members, viz., Ordinary Members and Associate Members.
- 2) The Association as thus constituted shall be a Body Corporate having perpetual succession and a common seal, with power to acquire and hold, and/or to dispose of property both movable and immovable, and to do all other matters incidental or appertaining to Body Corporate, and shall by the name of the Association, sue and be sued.
- 3) The Association shall maintain independence of status and in no circumstances be affiliated to any particular political party.



PART - V

MEMBERSHIP

A. Eligibility and Enrolment

5. A) 1) Any person serving in the capacity of a Teacher in any Government College shall be eligible for enrolment as an ordinary Member of the Association subject to the relevant terms and conditions of the Association.
- 11) A teacher serving in more than one College shall be enrolled as a Member of the Association from only one College and be attached to that College Council.
- 111) Any person who had been a teacher in a Government College at the time of his/her retirement shall be eligible for enrolment as an Associate Member.

B. Subscription, Donations and other Collections

- ch B) 1) The rate of subscription for membership for a particular year shall be fixed by the General Body meeting in the preceding Annual Conference.
- 11) The General Council shall have the power to fix, impose and collect Delegate Fees as and when necessary.
- 111) The General Council shall have the power to collect Donations as and when necessary.



- iv) The Executive Committee, subject to the prior approval of the general Council of the Association, shall have the power to determine and collect the prices of such publications of the Association as the General Council may decide to publish.

C. Rights and Privileges of Members

- C) Subject to the provisions of the Constitution every ordinary Member shall have the right.

- i) to attend, to participate in the deliberations and to vote at all Conferences of the Association ;
- ii) to move and/or second resolutions at all Conferences of the Association ;
- iii) to be eligible for election as an Office-bearer of the College Council and/or as a member of the General Council and/or as a member of the Executive Committee or as an Office-bearer of the Association or as a member of the Election Commission ;
- iv) to propose or second candidates for election as Office bearer of the College Council and/or as member of the General Council and/or as member of the Executive Committee and/or Office-bearer of the Association and/or as member of the Election Commission and to participate in the voting for such elections ;



v) to receive copies of all journals and publications of the Association at such rates as the Executive Council of the Association may decide upon.

vi) every member shall have the right to send his views and suggestions direct to the General Council and/or the Executive Committee for consideration.

Subject to the provisions of the Constitution every Associate Member shall have the right.

Ch vii) to attend and to participate in the deliberations at all Conferences of the Association with the right to vote but without any right to contest any Offices of the Association ;

Ch viii) to move and/or second resolutions at all Conference of the Association ;

Ch ix) to be eligible for co-option to General Council and to Committee(s) and Sub-Committee(s) subject to the approval of the General Council and/or Executive Committee ;

Ch x) to receive copies of all journals and publications of the Association.

D. Cessation and Restoration of Membership

- B) 1) A member who fails to pay his/her Membership Subscription for any particular year shall automatically cease to be a Member. Membership



may be renewed on payment of subscription for the current year.

- ii) Membership of the Association shall cease immediately on termination of the employment of a Member under the Department of Education, Government of West Bengal, on account of retirement, resignation or permanent transfer of a Member beyond the administrative control and jurisdiction of the Department of Education, Government of West Bengal, however, that no such cessation of Membership shall occur if and when a Member is temporarily deputed to any Department (of the Government) is required temporarily to perform duties different from what he/she has been entrusted customarily with or is on leave or leave of any nature.
- iii) To terminate his/her Membership of the Association, a Member may in a letter to be addressed to the General Secretary of the Association indicate the desire to resign, whereupon necessary steps shall be taken forthwith for the removal of his/her name from the Register of Members.
- iv) The General Council acting as Disciplinary Authority may take action against a Member leading to his removal from Membership in accordance with provisions laid down in the Constitution, for acts prejudicial to the interest of the Association or acts calculated to damage the dignity of the Association or to lower it in public eye.



PART - VI
ORGANISATIONAL FUNCTION AND MANAGEMENT
OF THE ASSOCIATION

A. Basic Principles

6. A) 1) All power enjoyed as a whole by the Association spring originally from and repose ultimately in the Members of the Association.
- ii) The base of the Association are the Primary Units formed at the level of the individual Colleges, which shall be called the College Council.
- iii) The apex of the Association is the General Body consisting of all ordinary Members and Associate Members.
- iv) The management of the affairs of the Association shall be vested in the following bodies :
- a) College Council(s)
 - b) General Body
 - c) General Council
 - d) Executive Committee

B. The College Council

- B) 1) A College Council shall consist of all the Ordinary Members of the Association at a Particular College at any given time.
- ii) The College Council shall meet at least once in three months at such time and place as may be determined by the Secretary of the College Council.



iii) The College Council shall annually elect from among the Members a one Secretary and one Treasurer, who shall be responsible for the management and furtherance of the affairs and interests of the Association in that College. In the absence of the Secretary of the College. In the absence of the Secretary of the College Council, the treasurer shall act as Secretary in addition to his normal functions. In case the posts of the both Secretary and/or the Treasurer of a College Council fall vacant the members of the College Council shall elect one from among themselves in a meeting, to be convened by a member of the College unit duly authorised by the General Secretary for that purpose, to discharge the functions of the Secretary and/or the Treasurer of the College Unit. Every College Council shall annually elect its quota of representation as determined by relevant provisions to represent it on the General Council of the Association.

iv) A member of a College Council, if transferred shall cease to remain a member of that Council from the date of making over charge at the College, but his/her membership shall be deemed to have been transferred to the College where he/she is expected to join without any break in the continuity of his/her status in the Association.

v) In the case of the effective transfer of a member of the College council who holds any post of the Office bearers of the College



council the post shall fall vacant and fresh election to fill up the vacancy shall be held. If such a member is a member of the General Council, the College council shall have the right to send its new representation to the General Council. Fresh election shall be held to fill up such vacancy. But the transferred member of the College council holding a seat in the General Council and/or in the Executive Committee and/or holding any post of the Office-Bearers of the Association shall retain such position until the installation of new General Council and/or Executive Committee.

vi) In the case of the resignation or death of a College Council member or retirement from service or cessation of membership for various reasons enumerated in relevant Articles and if such a member holds any post of the Office-bearers of the College council and/or is a member of the General Council and/or is a member of the Executive Committee or holds any post of the Office-bearers of the Association or is a member of the Election Commission the seat(s) shall fall vacant and fresh election(s) to fill up the vacancy/vacancies shall be held.

vii) The Office-bearers of the College Council shall remain in office normally for one year except when a vote of no confidence has been passed against him/her or when he/she shall resign.

C. General Body

1) The General Body shall consist of all Ordinary



Members and all Associate Members.

ii) The General Body

shall meet at least once a year at such time and place as may be determined by the Executive Committee ;

iii) Shall formulate and lay down the general policy of the Association for the furtherance of its Aims and Objects ;

iv) shall exercise Ultimate control over the functions and activities of the General Council ;

v) shall elect the General Secretary who will hold office during the term to follow provided that in the election of the Secretary the Associate Members shall not vote ;

vi) shall elect the Election Commission who will hold office during the term to follow provided that in the election of Election Commission the Associate Members shall not vote ;

vii) Shall appoint Auditor for the following year under stipulated terms and conditions ;

viii) shall consider and pass the Annual Report of the Association and Audit Report of the Association and the Annual Budget of the Association ;

ix) shall frame bye-laws and rules in conformity with the spirit and provisions of the Constitution ;

x) shall consider and give necessary directions on any other matter duly brought forward before the General Body.



D. General Council

D) 1) The General Council of the Association shall ordinarily be constituted with the Representatives elected by all the different College Councils to serve upon it and the General Secretary will be an ex-officio member of the General Council. The Secretaries and the Treasurers of the college councils will be ex-officio members of the General council with voting right.

ii) The General Council may co-opt members not exceeding 5% of the total strength of elected members.

The General Council

iii) shall elect all the Office-bearers barring the General Secretary and the Election Commission and all the members of the Executive Committee who shall hold office during the year to follow ;

iv) shall meet at least 4 times annually.

v) shall appoint Committee(s) for the purpose of assistance on particular and important issue ;

vi) shall supervise and exercise a general control over the function and activities of the Executive Committee ;

vii) shall frame the bye-laws as suggested by the Executive Committee and the general Body according to the spirit and provisions of the Constitution.



viii) shall consider and approve after necessary modification the Annual Report of the Association, the Audit Report before they are placed before the Annual Conference of the Association and the Annual Budget of the Association.

ix) shall perform any other function that may be assigned to it by the Association or referred to it by the Executive Committee ;

x) The General Council shall remain in office normally for one year or until such period of time as determined by the General Body at the Annual Conference except when a vote of no-confidence has been passed against it or when it resigns.

E. Executive Committee

E) 1) The Executive Committee shall consist of the following: ~~President~~

President - One

Vice-Presidents - Not more than Three

General Secretary - One

Joint Secretaries - Not exceeding three

Treasurer - One

Members - At least Ten in number

Provided that the total number of members of this Committee shall not exceed 30;

ii) The Executive Committee barring the General Secretary shall be constituted with members elected by the General Council from among its members.

The Executive Committee shall ;



- iii) meet at least once in two months at such time and place as may be determined by the General Secretary and/or the President.
- iv) perform and carry on the day to day activities of the Association. It shall implement and execute the general policy and programmes of the Association.
- v) from Sub-Committee(s) for the purpose of assistance in particular matter and/or for the due performance of sectional activities ;
- vi) raise funds to defray the expenditure incurred by the Association and control such expenditure ;
- vii) take all necessary measures for holding the Annual and other Conferences of the Association ;
- viii) arrange to have Elections and Bye-Elections held by the Election Commission.
- ix) allot duties and define the powers that attend specific offices of the Association ;
- x) suggest bye-laws of the Association if necessary in strictest agreement with the spirit and provisions of the Constitution and submit the same for the approval of the General Council ;
- xi) see to the preparation of the Annual Report and the proper audit of the Statement of Accounts and the presentation of the same to the General Council and to the Annual Conference of the Association ;



xii) do every other thing it may deem conducive to the furtherance of the interests of the Association and carry out at the behests of the superior organs of the Association to the same end ;

xiii)
xix) The Executive Committee shall remain in office normally for one year or until such period of time as determined by the General Council except when a vote of no-confidence has been passed against it or when it resigns.

xiv) A vote of no-confidence passed duly against any office-bearer(s) or other member(s) of the Executive Committee shall terminate the tenure of the Office-bearer(s) or member(s) concerned, but this shall not entail the resignation or termination of tenure of the whole of the Executive Committee.

Ch
xv) No Office-bearer shall be eligible to be re-elected to the same post for more than two consecutive terms.

F. Office-Bearers

PRESIDENT

F) 1) The President shall be elected by the General Council by secret ballot by a majority of members present and voting.

ii) The President of the Association shall preside over all Meetings and Conferences including those of the General Council and the Executive Committee, pronounce rulings and interpretations in cases of confusions and differences of



opinion in matters procedural or constitutional, tender a casting vote whenever there is a tie, convene Requisition Meetings of the General Council and Executive Committee in case the General Secretary fails to do so.

Ch
111) The President shall hold office for one year except when a vote of no-confidence has been passed against the President or when the President resigns or when vacancy occurs due to death of the President or retirement from service or cessation of membership for various reasons enumerated in relevant Articles. In such cases vacancy will be filled up by the General Council nominating one of the Vice-President as the President for the remaining part of the year.

VICE-PRESIDENTS

- F) iv) The Vice-Presidents shall be elected by the General Council by secret ballot by a majority of members present and voting.
- v) They shall carry out all specific duties entrusted to them by the President and/or by the Executive Committee. In the absence of the President in any Meeting one of the Vice-Presidents selected by the Members will discharge the functions of the President so far as that particular meeting is concerned.
- vi) A Vice-President shall normally hold office for one year except when a vote of no-confidence has been passed against a him/her when the he/she



resigns or when vacancy occurs due to the death of the Vice-President or his/her retirement from service or suspension cessation of membership for various reason enumerated in relevant Articles. In case of vacancy/vacancies in the post(s) of Vice-President(s), such vacancy/vacancies will be filled up by the General Council electing Vice-President(s) for the remaining period.

GENERAL SECRETARY

- F) vii) The General Secretary shall be elected by the Ordinary Members by secret ballot as laid down in Article 8 (xii)
- viii) Subject to the authority and directives of the Executive Committee and unless otherwise provided in the Bye-laws and Rules, the General Secretary shall be responsible for the proper functioning of the Association, fulfilment of its Aims and Objects, implementation of the decisions of the General Body, General Council and Executive Committee.
- ix) The General Secretary when he acts on his own initiative shall bring the matter to the notice of the Executive Committee or General Council for ratification at its next Meeting.
- x) The General Secretary shall co-ordinate the activities of the different branches of the Association, man and run the office of the Association, convene the Meeting of the General



Body, General Council and Executive Committee, shall function as the ex-officio Member of the Committee(s) and Sub-Committee(s) that may be formed and appointed by the General Council and the Executive Committee.

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- xi) In case of disagreement of the General Secretary with the decision of the Executive the matter will be referred to the General Council for consideration.
- xii) The General Secretary shall be responsible for due accounting and care of all articles and equipments belonging to the Association. He will maintain a register of all articles and shall arrange annual stock-taking by a competent Authority appointed by the Executive Committee.
- xiii) The General Secretary shall maintain a Register showing the name, address, designation, date of admission and termination if any, of all the members of the Association. The Register shall be open for the inspection by any Member on a prior notice.
- xiv) The General Secretary shall have the minutes of every meeting recorded.
- xv) The General Secretary shall submit reports before the General Body Meetings.
- xvi) The General Secretary shall hold office for one year except when a vote of no-confidence



has been passed against the General Secretary or when the General Secretary resigns or when vacancy occurs due to the death of the General Secretary or retirement from service or cessation of membership for various reasons enumerated in relevant Articles or for any other reason.

JOINT SECRETARIES

F) xvii) Joint Secretaries shall be elected by the General Council by secret ballot by a majority of members present and voting.

xviii) Joint Secretaries shall assist the General Secretary in matters assigned to them by the General Secretary and/or by the Executive Committee.

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xix) Joint Secretaries shall hold office for one year except when a vote of no-confidence has been passed against a Joint Secretary or when the Joint Secretary resigns or when vacancy occurs due to the death of the Joint Secretary or retirement from service or cessation of membership for various reasons enumerated in relevant Articles.

TREASURER

F) xx) The Treasurer shall be elected by the General Council by secret ballot by a majority of members present and voting.

xxi) The fund of the Association will be controlled



by the Treasurer who will not incur any expenditure unless authorised by the Executive Committee.

xxii) The Treasurer will be responsible to maintain accounts of the Association in proper form, to draw up the Budget with the sanction of the Executive Committee and the Annual Statement of Accounts, to arrange for the annual audit of the accounts and such audited will be presented to the Annual General Body Meeting.

xxiii) The Treasurer shall hold office for one year except when a vote of no-confidence has been passed against the Treasurer or when the Treasurer resigns or when vacancy occurs due to the death of the Treasurer or retirement from service or cessation of membership for various reasons enumerated in relevant Articles.

G. COMMITTEE(S) and SUB-COMMITTEE(S)

- G) 1) The General Council shall have the power to form and appoint Committee(s), as and when necessity arises, for the purpose of assistance on particular important issues under stipulated terms and conditions.
- 11) Every constituted Committee shall act within the authority and power delegated to it. Every Committee, so formed, shall stand dissolved immediately after the delegated function is over.
- 111) The General Council can accept, modify or reject the recommendations of any Committee.



- iv) The General Council shall have the power, if it deems fit, to wind up any constituted Committee even before the delegated function is over.
- v) The Executive Committee shall have the power to form Sub-Committee(s), as and when necessity arises, for the purpose of assistance and/or for the due performance of sectional activities under stipulated terms and conditions.
- vi) Every constituted Sub-Committee shall act within the authority and power delegated to it. Every Sub-Committee, so formed, shall stand dissolved immediately after the delegated function is over.
- vii) The Executive Committee can accept, modify or reject the decisions of any Sub-Committee.
- viii) The Executive Committee shall have the power, if it deems fit, to wind up any constituted Sub-Committee even before the delegated function is over.

PART - VII

MEETINGS AND CONFERENCES

A. ANNUAL CONFERENCE

7. A) 1) Annual General Body Meeting is designated as Annual Conference. It shall ordinarily be held in the month of December in each year. In exceptional circumstances the General Council of the Association shall have the power to shift the date(s), of the Annual Conference.



- ii) The notice announcing the venue, the date(s) and the agenda of the Annual Conference shall be issued at least thirty days prior to the commencement of its session on the signature of the General Secretary of the Association after consultation with the Executive Committee.
- iii) All unofficial resolutions intended to be moved, discussed and passed at the Annual Conference and/or proposals seeking to amend the notified agenda the General Secretary in proper form at least two weeks before commencement of the Conference.
- iv) However Resolution on issues urgent and important shall be admitted readily into collective consideration of the Annual Conference in session.
- v) The Annual Conference shall transact the following business :
 - a) To consider and pass the Annual Report of the Association ;
 - b) To consider and pass the Audit Report and the Annual Budget of the Association ;
 - c) To consider and adopt various Resolutions;
 - d) To adopt the programme of activities to be pursued through the year ahead ;
 - e) To confirm the results declared by the election commission ;
 - f) To frame Bye-laws and Rules ;



g) To appoint Auditor for the following year ;

h) To determine the rate of subscription and

the mode of payment of the same.

Refer 16-8-84 (i) 3 members present will form Quorum.

vi) The President of the Association will be the Chairman of the Conference, in his absence the one of the Vice-President and in the absence of the Vice-Presidents, the General Body shall choose its Chairman to preside over the Annual Conference ;

vii) The Annual Conference shall always be so convened as to come off invariably on some gazetted or public holiday.

B. SPECIAL CONFERENCES

- B) 1) Meeting of the General Body other than Annual General Meeting are designated as Special Conferences. Special Conference shall be so convened as to come off invariably on some gazetted or public holidays. Special Conference of the Association shall be convened on a notice of three weeks signed by the General Secretary or the President in case of former's failure, on the strength of an express resolution passed to the effect by the General Council in recognition of some emergency within or outside the Association, or for the sake of amendment of the Constitution, or to elect the requisite number of members of the Election Commission when midterm vacancies exceeding two in number occur, or to consider a vote of no-confidence against the Executive Committee



and/or of the General Council or in deference of a properly tabled requisition backed by one third enrolled members.

C. MEETING(S) OF THE GENERAL COUNCIL

c) i) The outgoing General Secretary shall convene the first meeting of the New General Council within 20 days after the Annual Conference on 10 days clear notice for the purpose of making over charge to the newly elected office bearers of the Executive Committee. If the outgoing General Secretary fails to convene such a meeting the New General Secretary, the Executive Committee and the General Council will automatically come into power, at the expiry of 20 days after the Annual Conference.

ii) The General Secretary shall convene other Ordinary Meetings of the General Council on the specific direction issued by the Executive Committee. The notice for an Ordinary Meeting of the General council shall issue at 15 days prior to the date fixed for the purpose containing all information regarding the date and venue of the Meeting and the agenda proposed.

iii) In case of some emergency within or outside the Association the General Secretary shall have the power to convene Extra-Ordinary Meeting of the General Council on a notice of at least seven clear days which shall at the same time announce the agenda to be discussed.



D. MEETING(S) OF THE EXECUTIVE COMMITTEE.

- D) 1) The General Secretary or one of the Joint Secretaries especially empowered by him^{her} shall be responsible for convening all meetings of the Executive Committee preferably on holidays, with seven days' clear notice specifying the agenda to be discussed.
- 11) Emergency Meeting of the Executive Committee shall be convened by the General Secretary and/or the President on 48 hours notice specifying the emergent nature of the things to be discussed.

E. MEETING(S) OF THE COLLEGE COUNCIL

- E) The Secretary of the College Council shall convene all meetings of the College Council. The minutes of the meeting shall be kept by the Secretary in proper form.

F. REQUISITION MEETINGS

- F) 1) Requisition Meetings of the General Body or General Council or Executive Committee shall be convened by the General Secretary and in case of his failure by the President of the Association, In case of failure of the President, the first signatory shall have power to convene such a meeting.
- 11) A Requisition Meeting of the General Body shall be convened, with a clear two weeks notice, within two weeks of the receipt of a requisition backed by one-third enrolled members and such requisition shall be addressed to the General



Secretary in writing specifying the business to be transacted at such a Meeting. No other business shall be transacted at the requisitioned General Body Meeting than the business specified in the requisition.

iii) A Requisitioned Meeting of the General Council shall be convened, with a clear ten days notice, within two weeks of the receipt of a requisition backed by one-third members of the General Council. Such requisition shall be addressed to the General Secretary in writing specifying the business to be transacted at such a Meeting. No other business shall be transacted at the requisitioned General Council Meeting than the business specified in the requisition.

iv) A Requisitioned Meeting of the Executive Committee shall be convened, with a clear three days notice, within seven days of the receipt of a requisition backed by one-third members of the Executive Committee. Such requisition shall be addressed to the General Secretary in writing specifying the business to be transacted at such a meeting. No other business shall be transacted at the requisition Executive Committee Meeting than the business specified in the requisition.

v) A Requisitioned Meeting of the College Council shall be convened, with a clear three days notice, within seven days of the receipt of a requisition backed by one-third members of the College Council. Such requisition shall be



addressed to the Secretary of the College Council in writing specifying the business to be transacted at such a Meeting. No other business shall be transacted at the requisitioned College Council Meeting than the business specified in the requisition.

G. QUORUM

- G) 1) The quorum of attendance required to render any Meeting of the General Body constitutionally valid shall be at least one-tenth of the enrolled Members of the Association.
- 1i) The quorum of attendance required to render any Meeting of the General Council constitutionally valid shall be at least one-fifth of the Members of the General Council.
- 1ii) If any Meeting, so called, is adjourned for lack of quorum, the next meeting may be called for the same purpose and held within a month. Lack of quorum shall not invalidate the meeting.
- iv) The quorum of attendance required to render any Meeting of the Executive Committee constitutionally valid shall be at least one-third of the Members of the Executive Committee.
- v) The quorum of attendance required to render any Meeting of the College Council constitutionally valid shall be at least one-third of the Members of the College Committee.
- vi) If any Meeting, so called, is adjourned for



lack of quorum the next meeting may be called for the same purpose and held within a month. Lack of quorum shall not invalidate the meeting.

PART - VIII

ELECTIONS(S)

8. 1) Subject to the guidance and control of the General Body of the Association, all power and authority to hold, conduct and supervise elections at all levels of organisational structure shall vest in all Election Commission.
- ii) The Election Commission shall be composed of five members, who shall elect their own Chairman from amongst themselves at the first meeting to be convened by the President of the Association. Subsequent meetings will be convened by its Chairman.
- iii) If mid-term vacancy occurs in the Election Commission due to resignation or death of any member or cessation of Membership for various reasons enumerated in relevant Articles or for any other reason and if the number of members of the Commission does not fall below three, there shall be no election to fill up such vacancies in the intervening period. In the case of the vacancy of the post of the Chairman the remaining members shall elect their own Chairman from amongst themselves.
- iv) If the number of vacancies exceed two in the Election Commission, a Special Conference shall be called to elect the requisite number of members of the Election Commission. In the case of the vacancy



of the post of the Chairman the members shall elect their own Chairman from amongst themselves.

- v) The Election Commission shall have the power and authority not only to hold, supervise, make all necessary arrangements for free and fair election and issue necessary directives for holding the elections of different organs of the Association but it shall also have all requisite power and preliminary jurisdiction to hear, decide and resolve all disputes liable to arise over the elections conducted under the supervision and control of the Election Commission.
- vi) The Election Commission in consultation with the General Council shall frame rules and enunciate the procedure to be pursued in connection with the holding of elections at all levels of the Association.
- vii) Notwithstanding anything contained in any provision under any Article of the Constitution of the Association regarding holding of elections and tenure of office of the College Council, General Council, the Office-Bearers (including the General Secretary) and the Members of the Executive Committee and the Election Commission, elections to the above constituencies shall be held for a one-year term, towards the end of every year unless the General Council should decide to hold Annual Conference of the Association at some other time, whereupon the elections to constitute various organs of the Association shall be so timed as to keep suitably with and correspond needfully to the

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revised and altered date(s) of the Annual Conference.

viii) The dates for holding such elections as unnumbered in Article (vii) shall be formally announced by the Election Commission and in prior consultation with the outgoing General Council and Executive Committee at least four clear weeks prior to the actual holding of such elections with the subsequent announcement of the Returning Officer(s) Presiding Officer(s) appointed by the Election Commission to conduct and supervise each of the Elections indicated above.

ix) Elections to fill up offices of the different College Council shall be held at the end of every year and shall be so timed as to take place immediately before the Annual Conference of the Association. The dates for holding election of the Office-Bearers of the College Council shall be announced by the Election Commission in consultation with the Executive Committee at least two clear weeks prior to the actual holding of such election with the subsequent announcement of the Returning Officer/Presiding Officer(s) to be appointed by the Election Commission in respect of each College council. It shall be the duty of the Returning Officer to ensure and see to the submission, subsequent withdrawal and final scrutiny of the nomination papers required to be keeping with the form prescribed by the Election Commission and to time the whole process as to complete it at least three clear days prior to the date announced separately in respect of each particular College Council going up for the said election ~~ex~~ of its Office-Bearers.



- x) Elections at all levels shall be by secret ballot in strict and implicit adherence to the directions and instructions issued in this regard by the Election Commission under the control and supervision thereof or of the nominee(s) of the Election Commission formally empowered to act on its behalf. The election of the General Secretary and the Election Commission of the Association shall be held by the Circulation of Ballot Papers to each member individually and each member should be allowed to cast his vote personally.
- xi) The Returning Officer shall supervise and see to the timely submission, subsequent withdrawal within the notified time limit and the proper scrutiny of the Nomination Papers which must conform to the form and drawn up in the manner prescribed by the Election Commission so as to complete the entire process one whole week prior to the date(s) announced for holding each of the elections mentioned in the relevant Articles.
- xii) In case of mid-term vacancies occurring in General Council, in the Post(s) of Office-Bearers, in the Executive Committee and in the post(s) of the Office-Bearers of the College councils due to resignation or retirement or cessation of membership for various reasons enumerated in relevant Articles or a vote of no-confidence being passed against the particular person(s) and further when mid-term vacancies occur in General Council in terms of provisions under Article 6(B)(v), the Election Commission shall determine the dates of holding such bye-elections in consultation with the Executive Committee.



xiii) Each particular College Council functioning as a Primary Unit be entitled to elect and send up its representation(s) to compose the General Council of the Association and serve upon it as its Member(s).

xiv) Every particular College Council shall be entitled to elect from amongst its members ONE MEMBER to General Council for every 10 Ordinary Members or part thereof provided the total number of such representatives shall not be less than 2 or more than 10 from any college Council.

xv) If the number of Ordinary Members shall fall below 200 at any time, then there shall be ONE MEMBER for every 5 Ordinary Members or part thereof provided that the total number of such representatives shall not be less than 3 or more than 15 from any College Council.

xvi) Each Member of the College Committee shall have as many votes as the number of representatives to be chosen for the General Council determined on the basis of the strength of the membership of the College Council.

xvii) Every Member of the General Council shall be entitled to have as many votes as there are seats in Executive Committee membership to be filled up.

xviii) In case of a tie between two or more candidates for any seat in the functional organs of the Association, there shall be a decision on the basis of lot and



the Returning Officer shall strictly follow the procedure laid down in the Rules framed by the Election Commission.

- xix) Notwithstanding anything in this Constitution the provisions of Article 8 in relation to the election of Election Commission shall not apply immediately after the adoption of the Constitution. The power shall vest in the Ad-hoc Committee. This clause (xix) of the Constitution shall cease to exist as soon as the Executive Committee of the Association has first been constituted after the commencement of the Constitution.

PART - IX

CO-OPTION

9. i) The process of Co-option shall be open to justifiable use when only such method is deemed necessary for providing representation on the General Council of the Association to persons who are needed in such body in order to make its character fully representative of various groups and interest.
- 11) The General Council shall co-opt, both Ordinary and Associate members, to become members of and serve upon the General Council, not exceeding 5% of the total strength of the elected members of the General Council. Such co-opted ordinary members of the General Council shall be entitled to all the rights and privileges enjoyed by an elected member of the General Council.



- 111) The Executive Committee shall have the power to co-opt members from the General Council to become members of the various Sub-Committees formed by the Executive Committee for specific purposes.

PART - X

PROCEDURE FOR MOTION OF NO-CONFIDENCES

10. 1) Except where otherwise provided in the Constitution, one fifth of the enrolled members of the General Body may bring a vote of no-confidence against the Members of the General Council jointly or severally specifying the reasons for such a motion. Such "no-confidence" motion shall be moved in a Special Conference and shall only be accepted with the approval of three-fourth members present and voting.
- 11) Except where otherwise provided in the Constitution, one third of the members of the General Council may bring a vote of no-confidence against the Executive Committee or any of its members barring the General Secretary specifying the reasons for such a motion. Such "no-confidence" motion shall be moved in the Extra-Ordinary Meeting of the General Council and shall only be accepted with the approval of a mority of the members of the General Council present and voting.
- 111) The General Secretary may be relieved of his office if a vote of no-confidence is passed against him at a Special Conference on grounds of prejudicial activities performed by the General Secretary. Such no-confidence motion shall only be accepted with the approval of two-third of the members present and voting.



iv) Except where otherwise provided in the Constitution one-third members of the College Council may bring a vote of no-confidence against the Office-bearers of the College Council jointly/severally. Such a motion of "no-confidence" shall be moved in a requisitioned meeting of the College Council and shall only be accepted when it is passed by the majority of the members of the College Council.

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PART - XI

DISCIPLINARY MEASURES-CENSURE,

SUSPENSION AND REMOVAL

11. 1) The General Council shall act as disciplinary Authority in the matter of imposition of disciplinary measures on any member/members of the Association.
- ii) The following disciplinary measures may, for sufficient reasons, be imposed on the Member of the Association namely -
- a) Censure,
 - b) Suspension for a period of time holding any office of the College Council and/or of the Association and to become a member of the General Council and/or of the Executive Committee and/or to become a member of the Election Commission.
 - c) Removal from the membership of the Association.
- iii) If the General Council resolves that the acts of any member are prejudicial to the interest



Association or are designed to damage the dignity of the Association or to lower it in public eye, then the member concerned shall be charged to that effect by the President on the strength of the General Council's resolution. The member concerned shall be given adequate opportunity to be heard. If the General Council resolves that the punishment to be offered is censure then the member concerned shall not be entitled to represent further against the action proposed and such action shall be communicated to the member concerned by the President of the Association. If the General Council resolves that the punishment to be offered is Removal from the Association then the President of the Association informs the member concerned the proposed punishment and of the ground on which the punishment is proposed. He/she is called upon to make his/her representation, if any, within a reasonable specified period against both the proposed punishment and the grounds adduced. The General Council will then forward the entire case to the General Body for consideration. If the General Body resolves in annual conference in favour of the removal then President shall inform the member of that decision and his/her name then shall be struck off from the Register of Members.

PART - XII

FUNDS : their COLLECTION & ALLOCATION

12. 1) The Funds of the Association shall comprise :
- i) Admission and Membership fees ;
 - ii) Donations, Levies and Special Subscription ;



iii) Sale Proceeds and other Collections made from publications brought out by the Association and

iv) Special Collections organised on specific occasions.

ii) All funds collected at the instance of the Association to its credit shall be deposited in some Schedule Bank to be chosen and approved of by the Executive Committee in the name of the Association. The funds thus deposited and the account opened to that end shall be jointly operated by the General Secretary and the Treasurer. In the absence of the General Secretary the President will operate the account jointly with the Treasurer. In the absence of the Treasurer, the President will operate the account jointly with the General

Agreed 16-8-84. Secretary. The assets of the Society shall be vested in the executive committee.

iii) The General Secretary shall be entitled to have a contingent fund not exceeding an amount to be determined at the Annual Conference. The contingent fund shall be provided out of the Association Fund to meet contingent expenditures.

iv) ~~The General Secretary shall assist the Treasurer in the maintenance of accounts of the Association in the proper form and in many other manifold functions of the Treasurer.~~

v) The Association shall maintain a special fund for the benefit of its members, if any when necessary.



PART-XIII

PROCEDURE FOR AMENDMENT OF THE CONSTITUTION

- Ch
- 1) No amendment of the Constitution shall be deemed valid unless this be done in the Annual Conference of the Association.
- ii) An amendment to the Constitution may be proposed by the Executive Committee or by the General Council or jointly by at least one-tenth of the enrolled members of the Association. Constitution shall stand amended if approved of by a majority of not less than three-fifth members present and voting at the Annual Conference.
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PART-XIV

PROCEDURE FOR DISSOLUTION OF THE ASSOCIATION

14.

The Association may be dissolved by a resolution to that effect passed by ^{three-fourth} ~~four-fifths~~ of the total membership in a General Body Meeting. The said meeting shall also decide the manner of disbursement of the funds and assets of the association, if any, after dissolution.

We the undersigned members of the Executive Committee of the Association do hereby certify that the above is a true copy of the Association.

Nature of three members of the Executive Committee

1. Subarnarayan Das
2. Jagannath Ghosh
3. Pradip Kumar Datta

Dated : 24th day of May, 1984.

CERTIFIED TRUE COPY

Additional Registrar of Firms, Societies &
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