

**REGULATIONS
OF
JADAVPUR UNIVERSITY SCHEDULED CASTES & SCHEDULED TRIBES
TEACHERS' AND OFFICERS' ASSOCIATION.**

These Rules & Regulations may be called 'the Rules & Regulations' of JADAVPUR UNIVERSITY SCHEDULED CASTES & SCHEDULED TRIBES TEACHERS' AND OFFICERS' ASSOCIATION.

Unless the context otherwise requires words and expressions contained in these regulations shall bear the same meaning as in the West Bengal Societies Registration Act.1961 on any statutory modification thereof.

1. MEMBERSHIP: Admission

- a) The signatories to the Memorandum of the Association and the office bearers of the Governing Body of the Association shall be the first members of the Association.
- b) The Governing Body may admit to membership the Jadavpur University Teachers and Officers who belong to the SC/ST community only and agreed in writing to be bound by the Memorandum of Association and regulations of the Association and who in the opinion of the Governing Body will be interested in the advancement of the objects of the Association.

Be it noted here that the power to admit members is the sole and absolute power of the Governing Body may refuse to admit any person as a member without assigning any reason therefore.

2. TYPES OF MEMBERS

- I. General Members: Teachers/Officers of the Jadavpur University, Kolkata who belong to SC/ST Community only, qualified to be a member and paying prescribed general membership fees and recurring subscriptions may be admitted as General Members of the Association. The General Member can continue his/her/them/it membership after his/her/them/it retirement/resignation with submission of Annual Subscriptions.

II. Special Invitee Members: Any person, whose connection with the Association is deemed to be useful, may with the consent of such person be selected as a Special Invitee Member of the Association. This type of membership will be given as and when required for the Association and the Governing Body is the sole power authority to permit and cancel the same. Such members shall not, however, be eligible to be members of the Governing Body or other any Committee or body not shall be entitled to vote in any meeting/election.

III. Cessation of Membership: Any member shall cease to be a member -

(a) on the acceptance of his resignation from membership (b) on his becoming insane or insolvent (c) on his conviction of any offense in connection with the formation promotion, management to conduct of affairs society or a body corporate, or of any offenses involving moral turpitude.

IV. Register of Members: The Association shall maintain a register of Members containing the names, addresses, and occupations, the date of admission and of cessation of membership. The Register will be kept open for inspection of the members of the Association on requisition. All entries required to be made therein shall be entered within a period of 15 days.

V. Rights & Obligations of Members: Any General Member of the Association has the right (i) to elect and to be elected in any election of the Association (Subject to requirement of election, in case of selection procedure fails) following society election act. (ii) To submit suggestions for discussion to the Governing Body and Sub-Committees on any matter relating to the Association. (iii) To inspect the accounts and the proceedings of the minutes of the meetings of the Association on appointment with the General Secretary. (iv) To pay his/her/them/it subscription within the prescribed time. Defaulting members shall be requested to pay his/her/them/it subscription in time to continue enjoying the power and rights of the membership. (v) Majority of the general body will select one senior Professor/Officer not below the rank of Registrar or equivalent to preside over the election of the Governing Body.

VI. Expulsion & Removal: Frequent action of any member if found by the Governing Body detrimental to the interest and violates the rules and regulations of the Association he/she/it/them may be after due inquiry, censured, suspended, or expelled from the membership by the Governing Body. In that case, the Governing Body shall first serve the member concerned with a show cause showing therein the charges farmed and ask him to submit his/her/them/its statement

of defense within a month. On receipt of the explanation, the Governing Body shall have to take suitable action against the delinquent member after allowing his/her/them/its to defend his/her/them/its case. If no response is received, a show cause notice will be issued. Within a month of the notice, the Governing Body may take an ex-prate decision.

For any act of expulsion or termination no such member shall be entitled to prefer any claim for compensation of damage even if proved on a subsequent date that such act of expulsion or termination was wrongful and/or unlawful.

GOVERNING BODY:

1. Composition, selection/appointment/election, resignation/removal terms of the office:-

There shall be a Governing Body consisting of not less than 7 (Seven) members. The office bearers of the Governing Body shall comprise of the President, two Vice-presidents, General Secretary, Treasurer, two Joint Secretaries, and three invitee members. At least 02 (Two) officers should be reserved for GB/EC in case of Selection/Election in future. The members shall be selected/appointed, if fails to do the first two procedures then election will be conducted at the Annual General Meeting. (A.G.M).

The resignation and removal of the Governing Body members shall be dealt with as has been prescribed as in the case of other members noted here in before.

The terms of office of the Governing Body shall ordinarily be 2 (two) years unless it is dissolved or terminated early under unforeseen circumstances. After selection/appointment/election, the old Governing Body will continue to function till the new Body/Committee takes over charge, which shall under no circumstances be more than 30 days from the date of reconstitution.

1. Meeting:-

A meeting of the Governing Body shall be held at least once a month at such place date and time, as the President or the General Secretary may decide.

The Governing Body may propose the meeting and the General Secretary shall serve the notice min. 7 days (seven) before, failing which the President or any other Governing Body member may do so.

2. Notice & Quorum:-

7 days notice of the Meeting specifying the place, time and the nature of business to be discussed shall be given to every member of the Governing Body. Emergency meeting on single agendum may be called within 24 hours notice period. Minimum two third members are required to constitute a quorum for conducting the meeting and if a quorum is not formed within 30 minutes from the scheduled time of the meeting, the meeting will be rescheduled.

3. Procedure of the Meeting:-

In absence of the President, the Vice-President shall preside over all meetings of the Governing Body. However, in their absence, members present shall elect a Chairman/Chairperson of the meeting. All issues will be discussed with prior approval of the house. The President/Chairperson shall have a second or casting vote in addition to his/her/them/it own vote in case of equality of votes.

4. Power & Duties of the Governing Body:-

The Governing Body shall have a general power of supervision and conduct over all affairs of the Association and in particular shall discharge the following duties; (i) To appoint a sub-committee with such power and duties as may be considered necessary or expedient, (ii) To accept donation, gift, subscription, movable property for the objects of the Association, (iii) To sell the lease, mortgage or otherwise dispose of and deal with all or any part of the property of the Association with prior approval at AGM, (iv) To open Bank Account/s in the name of the Association, President, General Secretary and Treasurer will be the proposers. Two out of them will be the signatories to issue the cheques with prior approval from the governing body (v) To appoint a person or persons on payment to assist the General Secretary/Treasurer in the maintenance of the account, etc., (vi) To conduct any other business not specified herein for the attainment of the object of the Association provided such business is not repugnant to such object.

SAFE CUSTODY OF PROPERTIES:

1. The Governing Body of the Association shall be responsible for the safe custody of the funds, properties and assets of the Association.
2. The funds of the Association shall be kept in Banks/Post Office/Mutual Funds and be invested in any Securities specified U/S 20 of the Indian Trust Act, 1882.

BOOKS OF ACCOUNTS & INSPECTION:

The books of account and other statutory books shall be kept at the registered office and shall be open to inspection of the members at such time and place as the Governing Body directs on a written request made by any member.

ACCOUNTING YEAR:

The accounting year of the Association shall be from the 31st day of April of each year to 31st day of March, of the following year.

GENERAL MEETINGS:

A. Annual General Meetings:

Notice: The General Secretary shall Annually call the Annual General Meeting within two months from the end of the last financial year giving at least 14 (fourteen) days' notice to all members. The notice shall contain the place date, day and time of the meeting.

(i) Agenda: The Business to be discussed at the Annual General Meeting (A.G.M.) shall be: -(a) To confirm the minutes of the last A.G.M. and Special General meeting if any; (b) to adopt with or without modification the report of the working of the Association for the previous year; (c) to pass audited accounts of the Association for the previous year ended; (d) to appoint qualified Auditor or Auditors; (e) to transact such business as may be fixed by the Governing Body; (f) to transact such other business as may be brought forward by giving 14 days' previous notice from any member; (g) To conduct Selection/Appointment/General Election when due.

(ii) Quorum of the meeting: (1/3) One-third of the members personally present at the commencement of the meeting shall constitute the quorum.

(iii) Manner and Method of Voting: The President /Chairperson of the meeting shall decide the manner and method of voting at the outset of the meeting.

B. Special General Meeting:

The Governing Body may convene a Special General Meeting at any time in view of urgency of the matter. At least 7 days notice shall be given to every member for the Special General Meeting. Members may request the Governing Body for special General Meeting by placing a requisition signed by one-third 1/3, of total members in that case the Governing Body shall convene a Special General Meeting within a month from the receipt of such notice. In default by the Governing Body the requisitionists shall hold such meetings provided no business other than those specified in the notice shall be transacted.

C. Extra Ordinary General Meeting:

The Governing Body may direct to convene an Extraordinary General Meeting for consideration of addition, alteration, or amendment of the Memorandum/Regulations of the Association. 7 days' notice along with the proposed draft of change shall be sent to members before the meeting. The resolution for change, amendment, etc. of Memorandum and Regulations be carried out if accepted by the three-fourths ¾ of the members present at the meeting.

DUTIES OF THE OFFICE BEARERS:

President: He/she/it/them shall (a) Preside over all meetings of the Association; (b) take all disciplinary actions such as removal, dismissal, etc. in consultation with the Governing Body; (c) advise the Secretary in any matter required urgent attention; (d) call an emergent meeting.

Vice-President/s: In the absence of the President the Vice-President shall perform all the duties of the President/Chairman.

General Secretary: He/she/it/them shall (a) convene all meetings of the Association; (b) maintain minute books of all meetings; (c) issue general circulars and notices; (d) receive all applications for membership, which shall be placed before the Governing Body; (e) sign on behalf of the Association and receive for all sum subscriptions etc. (f) ensure compliance with

statutory requirements; (g) operate bank account jointly either with the President or the Treasurer; (h) transact all other business subject to the direction of the Governing Body.

Joint Secretary: He/she/it/them shall look after the responsibilities of General Secretary in absence of General Secretary according to decision of the GB. The Joint Secretary will help the General Secretary to run a smooth administrative works.

Treasurer: He/she/it/them shall (a) collect and receive all sorts of subscriptions, donations and deposits of money and grant receipts thereof; (b) maintain and keep cash book and such other accounts as are necessary; (c) sign & give pay order on all bills for payments; (d) get the accounts of the Association audited by a Chartered Accountants; (e) prepare the budget in consultation with the General Secretary for consideration of the Governing Body; (f) operate bank account jointly either with the General Secretary or the President.

MAINTENANCE AND AUDIT OF ACCOUNT:

The Association shall maintain books of accounts as required under Sec. 15(1) (a), (b) of the Act. The accounts shall be audited by a duly qualified auditor as stated in Sec.15 (2) of the Act.

SUIT & LEGAL PROCEEDINGS:

All suits and legal proceedings by or against the Association shall be in the name of the Secretary or such person as shall be appointed by the GB.

ALTERATION OF MEMORANDUM & REGULATIONS:

The Memorandum and Regulations may be altered, modified, rescinded or added to by special resolutions passed by the $\frac{3}{4}$ th members in a general meeting call for the purpose.

The Governing Body shall have powers to make, alter, modify or recline such bylaws and rules as may be considered necessary in the interest of smooth functioning of the Association.

DISSOLUTION OF THE ASSOCIATION:

Subject to the provisions of Sections 24 & 27 of the West Bengal Societies Regulations Act. 1961, or any statutory modifications thereof, the Association may be dissolved by a resolution to that effect passed by $\frac{3}{4}$ th members of the Association at a general meeting. The said meeting shall also decide the matter of disbursement of the funds and assets of the Association, if any after dissolution.

We, the undersigned members of the Governing Body of the Association, do hereby certify that the above is a true copy of the Rules and Regulations of Association.

Signature of Three Members of the Governing Body.

1. 

2. 

3. 

Dated:- 04.02.2025.