

## **JHARKHAND ENGINEERING SERVICE ASSOCIATION COSTITUTION**

### **CONSTITUTION OF THE JHARKHAND ENGINEERING SERVICES ASSOCIATION**

(As Adopted By General Body Meeting On .....)

#### **GENERAL**

- 1.1 The association shall be known as " Jharkhand Engineering Services Association" and it s Head office shall be at Ranchi.
- 1.2 The supreme authority of the Association shall vest in the General Body consisting of all members of the Association. The affairs of the Association shall be managed and conducted by the State Executive Committee with the Assistance of the Zonal council. The State Executive Committee shall be the Chief Executive organ of the Association.
- 1.3 The Association shall have a two tier organization viz. Zonal level at District or any other suitable unit and state level at State capital, Ranchi
- 1.4 "He" Will be read as He/She whenever applicable.

#### **AIMS AND OBJECTS**

- 2.1 To create and foster "esprit – de –corps" among the members of the service.
- 2.2 To pool and disseminate technical knowledge, share experience and expertise among the engineer members of the Association.
- 2.3 To build a healthy organization of the engineering fraternity within the state and forge a bond with similar organizations of other states and the centre.
- 2.4 To protect and safeguard the general interests of its member, to assist them in discharge of their rights and obligations, to secure for them healthy and proper living and to enable them to play constructive role in management and administration of the Engineering and allied development departments of the Government and Government Undertakings in Public Sector.
- 2.5 To ensure maintenance of high standard of Professional conduct and ethics by its members in furtherance of the interests of the society in general and the Engineering Community in particular and to extend all help to the Government in ensuring the above.
- 2.6 To extend assistance and support to the dependents of a member, in the event of his death, and to the member, himself, in his hour of crisis, in case of injury.
- 2.7 To do and perform such other acts and things as may be incidental to or conducive to the attainment of any or all the afore-said objects.

#### **MEMBERSHIP**

- 3.1 The Association shall be open to all the members of the Jharkhand Engineering Service. For membership, application shall be accepted in prescribed preformed with an enrolment fee of Rs. 100/- only.
- 3.2 There will be an annual subscription of Rs. 250/- monthly subscription of Rs. 25/- payable by every ordinary member. An ordinary member can become a life member of the Association on payment of Rs. 1000.00 only, whereas a Life Member of the Association of Bihar Engineering Services Association will have to pay Rs. 500.00 only to become a life member of the Association. A Life Member shall pay only Rs. 100.00 annually or Rs. 10.00 monthly towards to Zonal office expenses of the Association.
- 3.3 A member of the Association shall cease to be so in the following cases:-

A If he requests to this effect, through to zonal council of his zone to the State Executive committee,  
Or

B If he resigns from the Jharkhand Engineering Services, or

C If he is found to be guilty by the State Executive Committee of any misconduct detrimental of the interests to the Association or violation of a prescribed code of conduct subject to confirmation by the General Body.

D Members failing to pay their due subscription shall have no right to vote in zonal or state Level meetings.

### **ZONAL COUNCIL**

- 4.1 The primary units of the Association shall be the Zonal Councils at the District levels constituted by all the members of the Association servicing in that district. Every member shall have one vote and in deciding over all matters, the opinion of the majority shall prevail. The State Executive Committee may, however, decide to form more than one zonal council in one district, if it finds it necessary for more efficient functioning of the Association.
- 4.2 The zonal council shall elect a zonal committee. The Chairman of the zonal committee will preside over the meetings of the zonal council and shall have a decisive vote in case the opinion of the zonal council is equally divided on any issue. In any case of absence of the chairman, the members present in the meeting, shall elect one chairman from amongst themselves to preside over the meeting of the zonal council.
- 4.3 There shall be, generally one meeting of the zonal council every month, which will be held at a date, time and place decided by the zonal committee. However, an extra- ordinary meeting of the zonal council may be held at any time on the requisition of at least one third of total members attached with the zonal council or on direction of the zonal committee or the zonal chairman giving a 24 hours notice.
- 4.4 The zonal council shall be entitled to take decisions on local issues in accordance with the rules framed by the State Executive Committee from time to time.
- 4.5 The quorum for a general or an extra – ordinary meeting of the zonal council shall be one third of the total number of members on its register. If there is inadequate attendance even after one hour of the time fixed for the meeting, the meeting shall stand postponed and shall be reconvened at a new date and time. No quorum shall be necessary at such a reconvened meeting provided that it can only dispose of the matters initially on the agenda.
- 4.6 Members desiring to move a resolution in a zonal council shall be required to send a copy of the resolution to the Secretary of the zonal committee at least three days before the date of the meeting. (12 hours before the meeting in case of an extra – ordinary meeting.)
- 4.7 Copies of the proceedings of the meeting shall be forwarded to the Executive Committee and every member attached to the zonal council, shall have the right to inspect the proceedings book.

### **ZONAL COMMITTEE**

- 5.1 The Executive organ of the zonal council shall be known as the zonal committee, consisting of a minimum of seven members and a maximum of eleven members including its office bearers.
- 5.2 There shall be a Chairman, a Secretary, a Joint Secretary, and a Treasurer in the Zonal Committee. The Zonal Committee Chairman shall not be below the rank of Executive Engineer.
- 5.3 A zonal committee shall be elected for one year, the tenure shall be from October to September. Thus, elections shall be organized by the zonal committee before 30th September every year.
- 5.4 The list of the member and the office bearers elected for the new zonal committee shall be forwarded to the State Executive Committee.
- 5.5 No office bearer of the Zonal Committee shall be allowed to be elected for more that two consecutive terms.
- 5.6 The Chairman of the Zonal Committee shall have the power to convene a meeting of the committee on a short notice. Such a meeting can also be convened on the requisition of one third members of the committee. At least one meeting every month shall be convened. The date, time, and venue of the meeting shall be fixed by the Chairman.
- 5.7 One third of the number of members shall be the quorum for a meeting of the zonal committee. If there is no quorum within one hour of the time notified for the meeting, the meeting shall be adjourned to be reconvened at another date and time to be notified by the chairman. No quorum shall be necessary at such reconvened meeting provided it discusses matters initially on the agenda.
- 5.8 In all the meetings, the chairman of the Zonal Committee shall preside over the proceedings. In case of his absence, any member of the Zonal Committee shall be elected to preside.

- 5.9 Ownership of all the properties of the Zonal council shall be vested in the zonal committee and the secretary shall be the custodian of the same.
- 5.10 Subject to limitations imposed by the zonal council or the State Executive Committee, the zonal committee shall be fully empowered to act on behalf of the zonal council towards the general welfare of the members of the Association and for attainment of the aims and objects of the Association.

### **POWERS AND FUNCTIONS OF ZONAL COMMITTEE**

- 6.1 The Chairman of the Zonal Committee shall be the chief Executive officer of the zonal body.
- 6.2 (a) The Secretary of the Zonal Committee shall act under the direction of the zonal committee and perform such duties as may be asked.
- (b) He shall prepare a report at least once every three months on the activities of the Association within the zone and forward a copy of the same to State Executive Committee.
- (c) He shall convene all meetings and records the proceedings of each in a book kept for the purpose. The proceedings of the meetings shall be signed by the presiding officer of the meeting.
- 6.3 (a) The function of the Treasurer of the zonal committee shall be to receive money towards the registration fee and annual/monthly subscription from the members attached to the zonal council on behalf of the association and issue receipts to them.
- (b) The funds collected at the zonal level shall be kept in a Bank Account in the name of the Association and shall be operated jointly by the secretary and the Treasurer. (c) The Treasurer of the zonal committee shall maintain all accounts, prepare the annual budget of the zone in consultation with the Secretary and get it approved by the zonal committee. (d) The expenditure of the zonal committee shall be made from the funds at its disposal on the Direction of the chairman and / or the Secretary in accordance with the decisions of the zonal Committee.

### **STATE COUNCIL**

- 7.1 The State Council shall consist of (1) All members of the State Executive Committee including its office bearers. (2) Chairman and Secretaries of all the Zonal Committees. (3) Twenty one delegates nominated by the state executive committee and (4) Three delegates each nominated by all the zonal committees.
- 7.2 The State council meeting shall be presided by the President, in his absence Vice President or any other member elected shall preside over the meeting. The presiding members shall have a casting vote.
- 7.3 The State Council meetings shall be convened by the President of the State Executive Committee. An extraordinary meeting may be held at any time on requisition of one third of the total State Council members or of 1/20th members of the Association or on the direction of the State Executive Committee on three days notice.
- 7.4 The quorum for the General or Extraordinary meeting of the State shall be 1/3rd of the total members of the council, rounded of the next highest number. If there be no quorum within one hour of the time notified for the meeting the meeting shall be adjourned to be reconvened at a notified date and time. No quorum shall be required at such reconvened meeting provided that it can only dispose of matters initially on the Agenda.
- 7.5 Functions of the State Council
- (1) The General Secretary of the State Executive Committee shall submit for examination, the Annual report, all the resolutions and programmers of activities of the Association for the new term at the Annual Council meeting to be held before 31st October every year. All these reports, resolution and programmers as decided by the State Council shall be presented to the open session of General body for ratification.

- (2) The State Council shall constitute body at its annual meeting to conduct elections for the next State Executive Committee and decide time, venue and other formalities to be carried out for such election. All office bearers of the State Executive Committee including seven of the Executive members shall be elected in the open session meeting where every member shall have a casting vote.
- (3) All important resolutions, activities and ratifications shall be examined by the state council. Also any activity initiated by the State Executive committee requiring mass participation as warranted by the situation extraordinary or emergent, any be discussed in the State Council meeting to be convened for the purpose.
- 7.6 The copies of the proceeding of the meeting shall be forwarded to all the zonal committees. Every member of the State Council shall have the right to inspect the proceeding book.

## **THE STATE EXECUTIVE COMMITTEE**

- 8.1 The affairs of the Association at the State Level shall be looked after by a State Executive Committee consisting of 21 members, including its office bearers.
- 8.2 The State Executive Committee shall have the following office bearers. All the office bearers except one vice President and one organizing secretary shall be posted at Ranchi. (1) President (A member not below the rank of Superintending Engineer shall be eligible for this post). (2) Vice President (Two Post) (3) General Secretary (4) Joint Secretaries (Two Post) (5) Treasurer (6) Publicity Secretary (7) Organizing Secretaries (Two Posts)
- 8.3 In addition to the office bearers seven members of the State Executive Committee are to be directly Elected.
- 8.4 Four members shall be nominated by the newly elected State Executive Committee in its very first meeting after the State level elections. They shall be nominated in order to ensure a broad base for the Association taking different zones, departments and other factors into accounts.
- 8.5 The tenure of the State Executive committee shall be for one calendar year from January to December. Hence, elections for the new Executive committee shall be conducted before the 25th December every alternate year.
- 8.6 No office bearer shall be allowed to be elected for more than two consecutive terms.
- 8.7 The State Executive Committee shall be fully empowered to work on behalf of the General body of the Association in the interest of the members of the Association.
- 8.8 A meeting of the State Executive Committee shall be convened by the President after giving a notice to the effect 3 days prior to the date of the proposed meeting. At least one meeting of the State Executive committee shall be held every month. The President can call an emergent meeting of the committee on 24 hours notice. The President shall decide the date, time and venue of the meeting and the notice will be issued by the General Secretary, or, on his behalf by the Jt. Secretary.
- 8.9 (a) One third members of the State Executive Committee shall form a quorum for the meetings. In case of lack of quorum, one hour after the time of start of the meeting, the meeting shall be adjourned to be reconvened at a later date. No quorum shall be necessary at such a reconvened meeting provided that it discusses matters already on the agenda of the original meeting.  
(b) A member of the Executive Committee who absents himself at three consecutive meetings other than an emergent meeting of the State Executive Committee without any prior intimation and valid reasons will cease to be a member of the Executive committee and the vacancy so caused shall be filled through co option by the committee.
- 8.10 The meetings shall be presided over by the President. In his absence the Vice President or any member of the committee, elected for the purpose shall preside over the meeting. The presiding member shall have a decisive vote to be case of an equally divided vote by the rest of the committee on any matter.
- 8.11 All the assets and the properties of the association shall be rested in the State Executive Committee and the General Secretary will be the custodian of the same.

## **POWERS & FUNCTION OF THE OFFICE BEARERS OF THE STATE EXECUTIVE COMMITTEE**

- 9.1 The President of the Association shall be the Chief Executive of the Association. In his absence the Vice – President shall exercise his powers.
- 9.2 (a) The General Secretary of the State Executive Committee shall carry out all the day to day works of the Association under the guidance of the President.
- (b) The General Secretary shall be the Chief spokesman of the state Executive Committee.
- (c) He shall convene all the meetings on direction of the President and record the proceedings of all such meetings in a book kept for the purpose. He shall get the signatures of all the members present in the meeting on the proceedings, to be confirmed at the next meeting.
- (d) He shall perform any other duty assigned to him by the president and / or the State Executive Committee.
- (e) He shall present the annual report of the Association to the General body meeting to be held on yearly basis.
- 9.3 (a) The Treasurer of the State Executive Committee shall receive the money deposited to him by the zonal Treasurers and make funds available for expenditure at the instruction of the President and the General Secretary.
- (b) The Treasurer shall prepare a consolidated Budget for the State Executive Committee at the beginning of the financial year and shall get it approved by the committee. He shall include a report on receipt and expenditure made in the previous year in the General body, finally in its annual General Body Meeting.
- (c) The Treasurer shall maintain a detailed account of the receipts and expenditures, which shall be regularly checked and initialed by the President/General Secretary. It shall be the Treasurer's responsibility to get the account audited annually.
- 9.4 All other office bearers and members of the State Executive Committee shall assist the President and the General Secretary in the manner decided by them and in the best interests of the Association.

## **FUNDS AND ACCOUNTS**

- 10.1 The funds of the Association shall be kept in a Bank Account in the name of the Association. The Treasurer and the General Secretary shall jointly operate the Account
- 10.2 The zonal Executive Committee shall collect the annual/monthly subscription from the individual Member of their zones, keep 40% of it with the Zonal Office for its expenses and deposit the rest with the treasurer of the State Executive Committee. In case of Life Members, the one time membership fee of Rs. 1000.00 (or Rs. 500.00 in case of Life Member of Bihar Engineering Services Association shall be entirely deposited with the State Executive Committee whereas the annual subscription of Rs. 100.00 or monthly subscription of Rs. 10.00 shall be kept with the zonal office for its expenses.
- 10.3 An Auditor appointed by the State Executive Committee shall examine the accounts of the Association for one year, as maintained by the Treasurer and shall submit his Audit Report at the annual General Body Meeting after approved of the same by the State Executive Committee.

## **GENERAL BODY**

- 11.1 The General Body of the Association shall comprise of all the members of the Association. An open

session of the General Body shall be held at least once a year. It shall elect every year the members and office bearers of the State Executive Committee including the President. Annual Report prepared by the State Executive Committee on the activities of the committee in past one year shall be placed before the General Body for its ratification.

- 11.2 The quorum of the Annual General Body meeting and the extra ordinary General Body meeting shall be 150 and 100 respectively. If no quorum is achieved within one hour of the time of the start, the General Body meeting shall be postponed and reconvened at another date and time notified by the committee. No quorum shall be necessary at such a reconvened meeting provided that it takes up only matter on the earliest agenda.
- 11.3 The Annual Budget for the activities of the State Executive Committee and Zonal Committees shall be required to be ratified by the General Body.

### **MISCELLANEOUS**

- 12.1 In legal matters, any writ, suit or application shall be filed with the signature of the General Secretary on behalf of the Association.
- 12.2 Interpretation by the majority of all the members of the state Executive Committee in respect of the provision of the constitution shall be final.

### **AMENDMENT IN CONSTITUTION**

- 13.1 Proposal for any amendment in the constitution shall be passed by majority of the members of the state Executive Committee and shall come into force only after ratification of the same by the General Body.