

TECHNICAL STAFF ASSOCIATION
(Indian Council of Agricultural Research)

CONSTITUTION
AND
BY-LAWS

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Kulach

Registered Office House No WZ-114E, Floor Basement, Village: Todapur, Main Road,
New Delhi - 110012.

MEMORANDUM OF ASSOCIATION

(A society registered under the Societies Registration Act No. XXI of 1860 as applicable to the National Capital Territory of Delhi)

1. **NAME:** The name of the Association "**TECHNICAL STAFF ASSOCIATION**". An Association of Indian Council of Agricultural Research.
2. **Registered Office:** The registered office of the Association, at present, is situated at WZ-114E, Floor-Basement Village-Todapur, Main Road, New Delhi - 110012.
3. The society will operate in Delhi.
4. **AIMS AND OBJECTIVES**
 - i. To develop and promote work culture in the Technical community.
 - ii. To promote and advance agricultural research.
 - iii. To protect the interests and look after the welfare of the technical Staff.
5. All the incomes, earnings, moveable and/or immoveable property of the association shall be solely utilized and applied towards the promotion of its aims and objects only as set-forth in the Memorandum of Association transferred directly by way of dividends, bonus, profit or any manner whatsoever to the present or past members of to any person claiming through any one or more of the present or past members. No member of the association shall have any personal claim on any moveable and/or immoveable property or make any profit whatsoever by virtue of his membership.

President

General Secretary



TECHNICAL STAFF ASSOCIATION

(Indian Council of Agricultural Research)

CONSTITUTION & BY-LAWS

1. MEMBERSHIP

- i) The membership of the Association will be open to the technical staff of the Indian Council of Agricultural Research.
- ii) Every member of the Association will be expected to maintain the principles of Association and to work for the welfare of Technical Staff and for the advancement of science in the overall interest of people.
- iii) There shall be two types of members
 - (1) Annual Members
 - (2) Life Members

2. RIGHTS AND PRIVILEGES OF MEMBERS

- i) Annual Members: Annual members have only right to vote.
- ii) Life Members: A life member, till he/she continues in the ICAR/IARI service, can hold any office of the Association.

3. FEE STRUCTURE

- i) The contribution/registration fee/annual subscription fee/life membership fee for various categories of membership shall be as follows:

Category of Membership	Subscription Fee
1. Annual Membership	Rs. 100/-
2. Life Member	Lump sum contribution of Rs. 1000/-

- ii) The annual subscription fee/life membership fee is subject to change and can be reviewed from time to time.
- iii) The calendar year shall be reckoned for the purpose of annual subscription.
- iv) A member will be eligible for voting whose arrears of membership for the year are cleared on the date of announcement of the election

4. RESIGNATION AND TERMINATION

- i) A member wanting to resign from the membership of the Association shall intimate his/her desire in writing to the General Secretary.
- ii) The Executive Committee may also recommend to the General Body, the termination of the membership of any member whose continuation, in its opinion, is detrimental to the interest and status of the Association.

5. ORGANIZATION OF THE ASSOCIATION

- i) The Executive Committee will have minimum 17 elected members including "One President, One Vice-President, One General Secretary, Three Joint Secretaries and One Treasurer".



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- ii) In addition to elected members the EC may nominate up to 4 members to provide representation to the left out group.
- iii) The term of the directly elected office bearers will be for a period of three years.

6. ELECTION TO EC

- i) An Election Committee will conduct the election by secret postal ballots.
- ii) The Executive Committee shall nominate a valid member as the Returning Officer who will not contest of any of the posts. Other two members of Election Committee who are not contesting for any of the posts would be nominated in consultation with the Returning Officer to assist the Returning Officer. The receipt of nominations, Scrutiny for eligibility, posting of ballot papers, receipt of marked ballot papers, counting and other related matters shall rest with Election committee and results shall be reported to Executive Committee by Returning Officer. The General Secretary shall assist the Election Committee as and when called for.
- iii) Nominations for offices of President, Vice-Presidents, General Secretary, Treasurer and Joint Secretaries shall be sent in writing with the prior consent of the nominees to the Returning Officer. Election schedule and the nomination of Election Committee along with format of nomination forms would be announced by the General Secretary before the end of the term of his/her office. Secret ballot papers shall be issued by the Returning Officer to each member of the Association within one month from the last date of nomination. The ballot shall be marked by the members and returned directly to the Returning Officer.
- iv) Results will be announced as per the schedule and the new Executive Committee will be deemed to be in office from the date of General Body Meeting at which the transfer of charge occurs.

7. MEETINGS

- i) Executive Committee: The meeting of Executive Committee shall be conducted quarterly.
- ii) One third member shall form the quorum for the Executive Committee meetings
- iii) General Body shall consist of all the members of the Association and shall ordinarily meet once in year.
- iv) The time and place of General Body Meeting shall be fixed by the Executive Committee and shall be announced by the General Secretary at least one month in advance.
- v) Ten per cent of members shall form the quorum for the General Body Meeting. In absence of requisite quorum, meeting will be adjourned and reassemble after 30 minutes and it will be presumed that quorum is complete.
- vi) On any emergent or extra-ordinary occasion, the President can call for a special meeting of the General Body.
- vii) Whenever one third or more of the total members demand that a particular matter has to be referred to the General Body, the President shall call for a special meeting of the General Body for that purpose. Such a requisition must be made to the President with at least one month's advance notice.
 - i. The following business shall be obligatory for General Body meeting.
 1. Consideration of the Annual Report which should contain a statement of activities of the Association already accepted by the E.C.
 2. Presentation of the audited statement of accounts and balance sheet for the year which has been approved by the Executive Council.
 3. Sanctioning of budget for the following year by the E.C.
- viii) No business shall be considered at an extra-ordinary General Body Meeting other than for which it is summoned.



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8. POWERS AND FUNCTIONS OF OFFICE BEARERS OF EXECUTIVE COMMITTEE

I. President

- a. The President shall be the Executive and Administrative Head of the Association and the other office bearers shall work under his instructions and guidance within the existing regulations.
- b. The President shall preside over all the meetings of the Executive Committee and General Body, in which he/she shall have a casting vote.
- c. The President shall control the finances of the Association and shall sanction expenditure on the basis of the budget approved by the Executive Committee.

II. Vice President

- a. The Vice-Presidents shall carry out the functions of President during his/her absence or when specially required by the President to do so.
- b. The Vice-President shall also assist the President in managing the affairs of the Association.

III. General Secretary

- a. The General Secretary shall do the needful for the achievements of the objectives of the Association.
- b. The General Secretary shall arrange for convening meetings of the Executive Committee and General Body.
- c. The General Secretary shall prepare the agenda of meetings in consultation with the President and circulate it among the concerned.
- d. The General Secretary shall record the proceedings of the meetings and after the same is signed by the President, put up the same in the next meeting for confirmation as well as review.
- e. The General Secretary shall maintain a correct record of all the business of the Association.
- f. The General Secretary shall be custodian of all the properties and official records of the Association.
- g. He/She shall have liquid cash of Rs. 2000/- as an advance to run the day to day affairs of the Association.
- h. A budget estimate of income and expenditure shall be prepared each year by the General Secretary for approval by the Executive Council before the commencement of the year to which the budget relates.
- i. All the expenditure made by the General Secretary will be subject to the approval of the President.

IV. Treasurer

- i. The Treasurer shall receive subscriptions, fees, and other amounts of the Association and shall issue receipts.
- ii. The Treasurer shall maintain properly the records of all monetary transactions of the Association. The books of accounts shall be open to inspection by the members of the Executive Committee.
- iii. The Treasurer shall submit the annual audited statement of accounts to the Executive Council and General Body.
- iv. The Treasurer shall open and maintain a Bank account in the name of the Association in a nationalized Bank.
- v. All money received by Treasurer on behalf of the Association shall be deposited immediately in the Bank Account of the Association and no direct expenditure out of



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this shall as a rule be allowed.

V. Joint Secretary


9. The Joint Secretaries will assist the General Secretary in affairs of the Association and shall act as General Secretary in his/her absence.

10. Accounts

- i. The membership fee and life membership subscription will be submitted to the Treasurer of the Executive Committee.
- ii. The accounts of the Association shall be audited by the Chartered Accountant and after the approval by Executive Council shall be circulated to all.
- iii. Any of the nationalized banks shall be banker of the Association.
- iv. The Bank accounts shall be maintained in the name of the Association and operated under the signature of any two of the three signatory i.e., Treasurer, General Secretary and President.

11. GENERAL

- i. The constitution and by-laws of the Association may be amended by the General Body in any of its meetings by two third majority of the members present and voting.
- ii. Any motion for such amendments must be communicated to the General Secretary of the Executive Committee at least with two months advance notice.
- iii. Disciplinary action including suspension and expulsion may be taken by the Executive Committee against any member working against the interests of the Association. Such an action requires final ratification by the General Body.
- iv. The Executive Committee shall be responsible to deal with all matters regarding the assets, liabilities and legal affairs of the Association in consultation with the Executive Committee.
- v. The Association shall not be dissolved except by a resolution duly moved and carried out by the votes of three fifths of the members of the Association at a General Body Meeting convened for the purpose.
- vi. In case of such a dissolution of the Association, the assets, if any, of the Association shall be dealt with in such manner as found fit by the majority of the members of the dissolved Association.


(B.P. Dixit)
President




(Naresh Katoch)
General Secretary



**CERTIFICATE OF REGISTRATION
UNDER SOCIETIES REGISTRATION ACT XXI OF 1860**

Registration No. S/ND/ 605 /2015

I hereby certify that "TECHNICAL STAFF ASSOCIATION"
located at E-69, Pusa Campus, I.A.R.I, New Delhi-110012" has
been registered* under SOCIETIES REGISTRATION ACT, 1860.


Given under my hand at Delhi on this 22nd day of March

Two Thousand Fifteen.

Fee of Rs. 50/- Paid



Registrar of Societies
New Delhi District


(PRADEEP KUMAR)
REGISTRAR OF SOCIETIES
GOVT. OF NCT OF DELHI
DELHI

* This document certifies registration under the Society Registration Act, 1860.
However, any Govt. department or any other association/person may kindly make
necessary verification (on their own) of the assets and liabilities of the society before
entering into any contract/assignment with them.

5/15/2015
23/4/15

TECHNICAL STAFF ASSOCIATION (Regd.)
INDIAN COUNCIL OF AGRICULTURAL RESEARCH, NEW DELHI

B.P. Dixit
President

Naresh Katoch
General Secretary

TSA/2015/

Dated: 23-04-2015

To

Registrar of Societies
Govt. of NCT of Delhi
Delhi.

Sub: Change of Address of the Technical Staff Association

Sir,

It is requested to kindly incorporate our new address of the Technical Staff Association which is mentioned below:

House No WZ – 114E
Floor Basement, Village Todapur
New Delhi – 110012

In your records .

Thanking you

Yours Sincerely

Katoch

(Naresh Katoch)
General Secretary

Encl:

1. Proceeding of EC
2. Minutes and circular of meeting
3. Circular of GB
4. Proceeding of GB
5. Affidavit by House owner
6. Address proof

