

West Bengal University Officers' Association
JU Salt lake Campus
Salt Lake, Kolkata

Certificate of Registration of Societies
West Bengal ACT XXVI of 1961
S/2L/ No 10730 of 2013-14
Date: 24.10.2013

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| 1. Submission of Application for Registration
with Memorandum & Regulations | Receipt No : 16975, Date: 29.08.2013
Book No A-580330 of 20, Page- 10 |
| 2. Date of Correction & Final Correction by Registrar | 13.09.2013 & 24.10.2014 |
| 3. Receipt of Original | 08.01.2014 |
| 4. Deposition of Fees for Certified
Copies of Memorandum | Book 271807 A, No-344347, Dt-08.01.14 |

WEST BENGAL SOCIETIES REGISTRATION ACT 1961
MEMORANDUM OF SOCIETY

1. Name of the Society : WEST BENGAL UNIVERSITY OFFICERS' ASSOCIATION

Registration No : S/2L/10730, Dated-

24.10.2013

2. Address of the Society :

i) Registered Office : Jadavpur University Salt Lake Campus,
Salt Lake, Kolkata- 7000

ii) Website : www.aifuoa.org

3. The Objects for which the Society is established are as follows:

- i) to help promote the objectives of the Universities with respect to Higher Learning and Research in West Bengal;
- ii) to establish professional rights, demands and dignity of University Officers/ Academic Administrators of all Universities and Institutes of Higher Learning & Research in West Bengal;
- iii) to establish / form Constituent Units, consisting of Officers/ Academic Administrators at all Universities and Institutes of Higher Learning & Research in West Bengal;
- iv) to develop concord and solidarity among Constituent Units and members of those units for achievement of the aims and objects of the Association;
- v) to promote the common interests of the members of constituent units, individually and collectively, and to safe guard their rights and privileges;
- vi) to maintain co-ordination among members & constituent units so as to develop healthy atmosphere in the sphere of administration in those Universities;
- vii) to undertake and promote quality education for the development of society in general and human beings in particular;
- viii) to take various projects, measures for sustainable development of the Nature and National resources; including Human resources;
- ix) to establish Educational Institution(s), Centre(s) for providing quality education, research facilities and training to both Officers/ Academic Administrators, students and teachers, through formal, informal and/ or non-formal modes; and these may also be conducted by regular and distance mode

- x) of education; and conducting Research works and extension services;
- xi) to organize seminars, symposiums, workshops, orientation courses, national & international conferences etc. for the above mentioned purposes;
- xii) to foster spirit of co-operation and to encourage Cultural & Social activities, Sports & Games;
- xiii) to federate with or affiliate itself to any other organization in India or abroad having similar aims and objects;
- xiiii) the income and properties of the Society whatsoever derived and obtained shall be applied solely towards the promotion of the object of the Society and no portion thereof shall be paid to or divided amongst of its members by way of profit.

4. The Names and Address of the Members of the present Executive Committee of the Society "West Bengal University Officers' Association" (WBUOA):

<i>Designation</i>	<i>Name</i>	<i>Address & Phone No</i>	<i>Occupation</i>
President	1. Dr. Asit Kumar Das	P-14, Regent Estate, Flat-3B, Kolkata- 700092, Ph-9433082740 Email: asitkd@hotmail.com	Dean, Students' Welfare, University of Kalyani
Vice-President	2. Mr. Asim Ch. Ghosh	16M, Kali Charan Dutta Road, P.O: Sarsuna, Kolkata 700061 (M)09830485892	University Engineer, Bidhan Chandra Krishi Viswavidyalaya
General Secretary	3. Dr Subir Chandra Chakraborty	Nag Bagan Road, Po: Shyamnagar, North 24 Parganas, Pin- 743127 09433941409, subir@admin.jusl.ac.in	Joint Registrar, Jadavpur University
Jt. Secretaries	4. Dr. Atri Bhowmik	276/1Nagendranath Road, Flat-B/1, Kolkata 700028	Finance Officer, W.B. University of Technology
	5. Mr. Debasish Biswas	Pearl Apartment, 1 st Floor, Flat-3, 47A, Moore Avenue, Kolkata 700040	Inspector of Colleges, Calcutta University
Treasure	6. Dr. Sujit Kumar Barua	50T/1A, Pottery Road, Kolkata 700015	Deputy Registrar, Calcutta University
Assistant Treasurer	7. Mr. Debasish Pal	364/29. N. S. C. Bose Road, Naktala, Kolkata-700047 email: debasishpal27@yahoo.in	Deputy Finance Officer, Jadavpur University
Organization Secretaries	8. Sri Sajal Das	Plot- 164, Jadavpur University Employees' Housing Cooperative. Complex, Panchasayar, Kol-700094	University Engineer, Vidyasagar University
	9. Sri Alok Mitra	3 Udayan Pally, Nawabganj, 24 Parganas(N), WB- 743144	Asstt. Proctor, Bengal Eng & Science University
	10. Dr. Bhaskar Sengupta	553 Hemanta Mukherjee Sarani, Flat 2C, Kolkata 700029	Chief University Engineer, Rabindra Bharati University

5. We, the following persons, whose designation, name, address and occupation are given above, have formed the Society-“West Bengal University Officers’ Association” in pursuance of this Memorandum under the Societies Registration Act. 1961. Signatures of those founder members are given below.

<i>Designation</i>	<i>Name, Designation, Address & Phone No</i>	<i>Father's Name</i>	<i>Full Signature</i>
President	1. Dr. Asit Kumar Das, <i>Dean, Students' Welfare, Educationist</i> P-14, Regent Estate, Flat-3B, Kolkata- 700092 (M) 09433082740	Late Bankim Ch. Das	S/D
Vice-President	2. Mr. Asim Kumar Ghosh, <i>University Engineer</i> 16M, Kali Charan Dutta Road, P.O: Sarsuna, Kolkata 700061; (M)09830485892	Mr. Ajit Kumar Ghosh	S/D
General Secretary	3. Dr Subir Chandra Chakraborty, <i>Jt. Registrar</i> Nag Bagan Road, Po: Shyamnagar, North 24 Parganas, Pin- 743127	Late Sudhir Chandra Chakraborty	S/D
Jt. Secretary	4. Dr. Atri Bhowmik, <i>Finance Officer</i> 276/1Nagendranath Road, Flat-B/1, Kolkata 700028	Late Samar Nath Bhowmik	S/D
	5. Mr. Debasish Biswas, <i>Inspector of Colleges</i> Pearl Apartment, 1 st Floor, Flat-3, 47A, Moore Avenue, Kolkata 700040	Sri Snehomoy Biswas	S/D
Treasurer	6. Dr. Sujit Kumar Barua, <i>Dy. Registrar</i> 50T/1A, Pottery Road, Kolkata 700015	Late Sudarsan Bhowmik	S/D
Assistant Treasurer	7. Mr. Debasish Pal, <i>Dy. Finance Officer</i> 364/29. N. S. C. Bose Road, Naktala, Kolkata- 700047	Sri Nandagopal Pal	S/D
Organizational Secretaries	8. Sri Sajal Das, <i>University Engineer</i> Plot- 164, Jadavpur University Employees' Housing Cooperative. Complex, Panchasayar, Kol-700094	Sri Manindra Nath Das	S/D
	9. Sri Alok Kumar Mitra, <i>Asstt. Proctor</i> 3 Udayan Pally, Nawabganj, 24 Parganas(N), WB- 743144	Late A. K. Mitra	S/D
	10. Dr. Bhaskar Sengupta, <i>University Engineer</i> 553 Hemanta Mukherjee Sarani, Flat 2C, Kolkata 700029	Mr. Salil Kr. Sengupta	S/D

6. Witness to the above signatures:

i) Signature of the Witness: S/D

ii) Name of the Witness : **Dr. Asitava Das**

ii) Designation : Deputy Librarian,
University of Kalyani, Kalyani, Nadia
iii) Address & Phone No : 334 Ramakrishna Nagar, P.O: Laskarpur,
Kolkata 700153
Phone (M) 9143011147

REGULATIONS OF West Bengal University Officers' Association

1. DEFINITIONS:

In these Regulations, unless the context otherwise requires:

- i) **“Association”** means **“West Bengal University Officers' Association”**.
- ii) **‘WBUOA’** means **“West Bengal University Officers' Association”**.
- iii) **“The State Committee”** means the State Committee of the Association as constituted vide Clause 5.2.
- iv) **“The Executive Committee” or ‘EC’** means the Executive Committee of the Association as constituted vide Clause 5.3.
- v) **“The General Body”** means the General Body of the Association.
- vi) **“Member”** means a Member of the Association, admitted as such under this memorandum under Clause 5.
- vii) **“Prescribed”** means prescribed by Rules as amended by the General Body.
- viii) **“Rules”** mean the Rules of the Association as approved by the General Body.
- ix) **“University Officer”** and **“Academic Administrator”** mean and include persons appointed in the post of any Officer, either in substantive or contractual posts in the Universities/ Institute of Higher Learning & Research, established by the Act of State Legislature in West Bengal and/or Govt. of India; provided these institutions should be aided/ funded by State Govt and/ or Central Government, as the case may be.

x) **“Universities/ Institute of Higher Learning & Research in West Bengal”** shall mean the Universities/ Institute of Higher Learning & Research, established or constituted under Acts of the legislature of the State of West Bengal and/or Govt. of India; provided these institutions should be aided/ funded by State Govt and/ or Central Government, as the case may be.

xi) **“Constituent Units”** shall mean the Organizations/Associations of Officers/ Academic Administrators of any University / Institute of Higher Learning & Research, as stated in Clause 1.(x), in West Bengal that are affiliated to the Association in the manner prescribed in the Rules of the Association (WBUOA). Each Constituent unit shall consist of Members being the Officers holding appointments against substantive posts as well as those holding contractual appointments; provided that contractual officers shall have no right to vote or to be elected /nominated as a member to the State Committee.

xii) **‘Committee’** shall mean the **‘State Executive Committee’** or any other Committees appointed for only specific purpose.

xiii) **“Sub-Committee”** shall mean the Sub-Committees to be formed by the State Executive Committee for the specific purpose as and when required.

2. AREA OF OPERATION: Not mentioned.

3. ACCOUNTING YEAR:

‘Year’ shall mean the period of twelve months beginning on first day of April.

4. AIMS and OBJECTIVES:

As mentioned in the Clause 3 of the Memorandum.

5. MEMBERSHIP :

5.1 General Body:

General Body will consists of following categories of members-

- (i) **Bonafide Member:** Officer/Academic Administrator of any University or Institute of Higher Learning & Research within West Bengal, those who have paid their memberships subscription up to date at least six months prior to the date of AGM of WBUOA, and of each Constituent Unit and co-opted members shall be the member of the General Body of WBUOA.
- (ii) **Life Members:** Any Officers/Academic Administrator of any Universities/ Institutes of Higher Learning & Research in West Bengal may apply for Life Membership of the General Body after their age of superannuation. The General Secretary, in consultation with the President may accept the proposal; however it should be reported to the State Executive Committee in a meeting within two months. Life-members shall have to pay life-membership fees of Rs.1000/- in terms of Clause 10 (ii) of this Constitution. However, such Life-members of the General Body shall not be eligible to be elected as any Office Bearer of the Executive Committee of the WBUOA.

5.2 State Committee :

State Committee will consists of following categories of members-

Each Constituent/ Local Unit, as defined under Clause 1(xi), shall elect one Member out of every ten members and part thereof exceeding five Members for a period of two years, w.e.f. date of election to serve on the State Committee as Members of the State Committee. However, election of such members to be conducted as the manner prescribed in Clause 6.1. and the total number of elected members from any Constituent Unit shall not less than two and shall not exceed five.

5.3 State Executive Committee :

The State Executive Committee shall consist of (i) Office Bearers and (ii) Co-opted Members.

5.3.(i) Office Bearers: The Members of the State Committee, as constituted with the elected members in the manner prescribed under Clause- 6.2, shall in the first meeting of the State Committee, to be convened by the outgoing General Secretary in consultation with the outgoing President within a period of 30 days from the date of Annual General Meeting by serving proper notice, shall elect the following Office Bearers from amongst themselves- (*Number of Office Bearers will as follows or as to be decided by the members in the Annual General Meeting*)

- | | |
|---|---|
| (i) President (one),
(maximum two), | (ii) Vice-President-
(maximum two), |
| (iii) General Secretary (one)
Secretary-(maximum two), | (iv) Joint
Secretary-(maximum two), |
| (v) Treasurer (one)
Secretary-(maximum five) | (vi) Organization
Secretary-(maximum five) |
| (vii) Office Secretary-(one).
Treasurer (one) | (viii) Assistant
Treasurer (one) |

5.3.(ii) Co-opted Members & Advisors: The State Executive Committee in its first or subsequent meeting may co-opt member(s) and advisor(s) for two years of term only, from (i) Constituent/ local units as members and (ii) former Office Bearers of the State Executive Committee as advisors, .

- a. **Cooption from Constituent/Local Units:** State Executive Committee may co-opt member(s), from amongst the Members of Constituent/Local Units, however number of such co-opted members shall not exceed five at any point of time and they shall be nominated for a period of two years or the tenure of the State Committee, which is earlier, w.e.f. the date of nomination and not more than two members from any Unit.
- b. **Cooption from former Office Bearers of State Executive Committee as Advisors:** The Executive Committee may co-opt as advisors of the Executive Committee as such ex-members of the

State Executive Committee who have superannuated from service on attaining the age of superannuation in consideration of retaining and utilizing their vast experience, and contributions for growth of the Association, provided that the number of such co-opted advisors shall not exceed five at any point of time and they shall be nominated for a period of two years w.e.f. the date of nomination. One of these five advisors may be the Chief-Advisor, to be decided by the State Executive Committee. These co-opted advisors shall not hold post of any Office Bearer in the Association. However, these advisors may be nominated by the Executive Committee to any National Body or the All India Federation of University Officers Association (AIFUOA) as regular Members.

6. Election procedure of State Committee, Office Bearers to the State Executive Committee and filling up Casual Vacancies :

6.1. Election procedure of Members from Constituent Units to the State Committee:

- i) Each Constituent/ Local Unit, as defined under Clause 1(xi), shall convene Annual General Meeting in their respective university units. All Officers of the concern University, who have paid their unit membership fees and state membership fees up to date, be the members of that Constituent Unit. Members of each Constituent Unit shall elect their Executive Committee in the AGM/ Biennial Conference of that Unit convened in the manner as prescribed in their respective constitution or in the constitution of WBUOA.
- ii) Each Constituent Unit shall elect members to the State Committee in its AGM/ Biennial Conference or any meeting notified for the said purpose. However, number of members to State Committee shall be- one Member out of every ten Unit-members and part thereof exceeding five members. However, total number of elected members from any Constituent Unit shall not less than two and shall not exceed five.
- iii) Tenure of such members shall be for a period of two years, w.e.f. date of election or the tenure of the State Committee,

which is earlier, to serve on the State Committee.

- iv) All members elected from all Constituent Units to the State Committee and the Coopted members will form the State Committee in the Biennial Conference of the WBUOA. Provided that each Constituent Units shall send the list of elected members to the President/ General Secretary of the State Committee at least 15 days before the Biennial Conference.

6.2. Election procedure of Office Bearers to the State Executive Committee :

- i) **Election of Office Bearers to the State Executive Committee** shall be made in the First meeting of the State Committee, to be convened by out going Secretary, in consultation with the outgoing President, at least 15 days notice or to be announced in the Conference; and Office Bearers to be elected by secret ballot in case of contest. However, the first meeting of the State Committee to be convened within a period of 30 days from the date of Biennial Conference.
- ii) No vote in proxy shall be permissible.
- iii) A member against whom any disciplinary action has been taken by the Association at any point of time shall have no right to vote or to be elected or co-opted as a member to the Executive Committee.
- iv) Each member shall have one vote.

6.3. Procedure of filling up Casual Vacancy:

Any casual vacancy occurring in the State Committee or in the State Executive Committee by way of retirement from service, termination of service, death or resignation from membership of the Executive Committee or the Constituent Unit or for any other reason may be filled up by fresh nomination by the State Committee or the concerned Unit for the remaining period of the term. **Provided that Office Bearers of the State Executive Committee and members may continue the tenure of the EC, even after their age of superannuation; however it should not beyond 65 years of age.**

7. Functioning of Executive Committee:

7.1 Meeting of the State Executive Committee:

The Executive Committee shall ordinarily meet once in every month and in no case less than four times in a year.

7.2 Quorum of the Meeting :

One-third of the total number of members of the Committee shall form the quorum. In absence of a quorum no business shall be transacted. However, no quorum shall be necessary at an adjourned meeting, but such meeting shall be held with proper notice of least three days prior to the scheduled date of meeting.

7.3 Notice :

Notice for meetings of the Committee shall be given ordinarily seven days before the appointed date. However, in case of AGM and Biennial Conference 15 days' notice is a must. In special cases, the General Secretary may convene a meeting for which 3 days' notice shall be deemed sufficient. Provided that, no meeting shall be convened without consultation with the President.

7.4 Chairman/Chairperson of the Meeting:

President shall chair all meetings. In absence of the President, one of the Vice-Presidents shall Chair or in their absence, the members present in the meeting shall elect one of them as Chairman/Chairperson of the meeting. The Chairman/Chairperson shall not vote in the first instance but shall exercise a casting vote in case of a tie.

7.5 Proceedings of the Meeting:

The proceeding of the meeting shall be recorded in the Minute Book together with names of the members present and their signature with the resolutions passed at such meeting. Minutes signed by the Chairman shall for all purposes be prima facie evidence of passing the resolutions. Proceedings of a meeting shall be read and confirmed in the next meeting.

7.6 Requisition Meeting:

A requisition meeting of the State Committee / Executive Committee shall be convened on the requisition in writing of at least two-third of the total number of members of a Committee.

7.7 Powers & Duties of the Sate Executive Committee:

Without prejudice to the general powers and the provisions contained in these Rules, the Executive Committee shall have the following powers and duties-

- i) to make, amend or repeal Rules and/or Regulations for the attainment of the aims and objects of the Association;
- ii) to nominate or elect members to any Government or Public Body, Conference, Institution, Association and Federation when required, as representatives of the Association;
- iii) to appoint from time to time any sub-committee consisting of members of Executive Committee and/or if necessary, other members;
- iv) to enter, into any agreement and/or arrangement with the Universities, Government, National & International Organizations or any other public body or any individual for any purpose conducive to the interests of the Association;
- v) to appoint, suspend or dismiss members of the staff of the Association and to fix their remunerations;
- vi) to purchase, take on lease or hire moveable or immovable properties;
- vii) to borrow or raise loans with or without security;
- viii) to invest the funds of the Association in such manner as it may deems fit;
- ix) to authorize one or more Office-Bearers of the Executive Committee to operate the accounts with any bank or banks and/or Post Offices or safe deposit vault;
- x) to nominate by a resolution any member or members to act on its behalf with full authority to sign any deed/ agreement or document and to give a valid and effective discharge;
- xi) to institute, conduct, defend, compound or abandon any legal proceedings by or against the association or its officers or office bearers and to refer, in case of any difference, to arbitration and perform, observe and carry out awards made thereon;

- xii) to submit report on the working of the Association or operation of its funds to the Annual General Meeting and Biennial Conference and to make arrangement for day to day administration;
- xiii) to establish any institutions and /or organizing seminars, orientation courses, training programmes, as to be decided time to time;
- xiv) to create fund for any purpose as the Association may deems fit;
- xv) to publish Books, Magazine, Journals etc. as to be necessary;
- xvi) to do all other things incidental or conducive to the attainment of the aims and objects of the Association or any of them, but not mentioned above be left to the President of WBUOA;

7.8 Duties & Responsibilities of the Office Bearers:

i) **President:**

- a) The President shall be the Head of the Association and shall be responsible to the Executive Committee.
- b) He/she shall preside over all meetings and shall have a Casting Vote. He/she shall have the right to dissolve any meeting at his/her discretion.
- c) He/she shall hold office for a period of two years but up to the election of the President of the next State Executive Committee.
- d) He/ she have the power to approve the expenditure beyond Rs.20,000/-, made by the General/ Jt. Secretaries or Treasures.
- e) All meetings and activities of the Association shall be done with prion approval of the President.
- f) Can exercise his/ her power for doing/ taking any decision and/ or giving any responsibility to any of the Office Bearers or to any member, for development of the Association, which are not mentioned in this Constitution.

ii) **Vice-President:** The Vice-President will assist the President and may exercise all the powers of the President in his/her absence.

iii) **General Secretary:**

- a) He/she shall be the Chief Executive of the Association;

- b) He/she shall be directly responsible to the Executive Committee for general administration and management of the affairs of the Association;
- c) He/she shall convene all meetings and take necessary action for any such matter to achieve the aims & objectives of the Association in consultation with the President and record proceedings thereof;
- d) He/she may at his discretion spend a sum not more than Rs. 5,000/- on a particular occasion;
- e) He/she shall keep a list of all members with required particulars;
- f) He/she may delegate such of his/her powers and functions to the Joint Secretaries as he/ she deems fit;
- g) He/she shall be the custodian of all properties;
- h) He/ She is responsible for preparing Budget and Audit of accounts of the Association , together with the Treasurers;
- i) He/she shall hold office for a period of two years or up to next election of the EC.

iv) **Joint Secretaries:** They shall be responsible to assist the General Secretary. One of them may act as General Secretary in absence/ suspension of General Secretary, as per direction of the President.

v) **Treasurer :** He/ She shall-

- a) be the custodian of all sums and funds;
- b) be directly responsible to the President and ultimately to the Executive Committee;
- c) receive all cash and other sums and make disbursements -as advised by the General Secretary under his financial powers of under proper sanction, of the Executive Committee;
- d) keep all accounts as directed by the Executive Committee and shall prepare the budget estimates, if any, Annual Accounts to depict the financial position and take necessary measures Audit of the Accounts;
- e) have power to operate Bank/Postal Accounts under proper sanction of the Executive Committee;
- f) do the needful as per direction of the General Secretary, in consultation with the President.

- vi) **Organization Secretaries:** They shall be responsible for planning and development of organization, maintain co-ordination between Constituent/Local units, and do as to be directed by the President and General Secretary.
- vii) **Office Secretary:** He/she be elected/selected from/nearby university of the head quarter and shall perform the duties as to be directed by the General Secretary and ultimately by the President.
- viii) **Assistant Treasurer:** He/ She shall work under the guidance of Treasurer for assisting the work of treasurer and in his/ her absence will function as Treasurer, as per direction of the President.

8. FUNDS & ACCOUNTS :

8.1 The Fund of the Association shall consist of:

- (a) Subscription and contributions collected from affiliated, constituent units and individual members of those units;
- (b) Donations and Charities from bonafide sources;
- (c) Collections against Advertisements and Sponsorships, partnership etc. obtained from bonafide sources;
- (d) Sale proceeds of publications, products, properties etc.(if any).
- (e) Grants-in-Aid or Subsidies received from Universities, Government, NGOs, or any other Bodies and Associations or Individuals.
- (f) Fees from students/ trainees of any such courses/ trainings, conferences etc, conducted/ organized by the Association.
- (g) Ordinarily there shall be one main Bank Account of the Association. The Executive Committee may create any other Bank Accounts, fixed/ term deposit for any specific purpose.
- (h) Operation of the Bank Account(s) generally be made by any two of the President, General Secretary and Treasurer; or as to be decided by the State Executive Committee.

8.2 Maintenance of Books of Accounts:

Executive Committee shall arrange to keep proper books of accounts with respect to the following:

- i) All sum of money received and expended;
- ii) The Assets and Liabilities of the Association;
- iii) The Accounts shall be closed every year on 31st March;
- iv) The Books of Accounts shall be kept at the Registered Office of the Association;
- v) The Annual Statement of Accounts shall be duly audited and placed before the Meeting of the Executive Committee and thereafter before the Annual General Meeting.

8.3 Indemnity:

President, Vice-Presidents, General Secretary, Jt. Secretaries, Treasurer, Assistant Treasurer, Organization Secretaries and other members of the Executive Committee or any officer or person employed by the Association shall be indemnified out of the funds of the Association against all liabilities incurred, loss or damage sustained in course of execution of their duties unless the same happens through his/her/their own dishonesty or negligence.

9. FUNCTIONING OF THE ASSOCIATION:

- i) The Association shall function from it's Registered Office.
- ii) University Officers' Association of each University/ Institute of Higher Learning & Research shall function as a Constituent/Local unit of the Association and subject to allegiance to, and control of the Association such a Constituent/ Local Unit shall manage its own affairs in its own way; provided that a constituent unit shall not take any decision/action contrary to the decision/action of the Association.
- iii) Any Constituent Unit may adopt this constitution or may adopt their own Constitution; provided that the constitution of such constituent unit shall not contrary to the aims & objects and functioning of the Association.

10. MAINTENANCE AND AUDIT OF ACCOUNTS:

10.1. The Society 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.

10.2. SUBSCRIPTION AND COLLECTION THEREOF:

- i) Every Constituent/ Local Unit shall pay annual subscription to the Association @ Rs. 500/- (Rupees Five hundred) per unit and @ Rs. 25/- per member of that unit ; provided that the rate of subscription may be increased as to be decided by the State Committee from time to time.
- ii) Every Constituent/Local unit shall also pay such other special/specific subscription as may be levied from time to time by the Association for special/specific purposes.
- iii) Life Member has to pay subscription to the Association @ Rs. 1000/- (Rupees One thousand only), one time at the time of admission, or subscription as to be decided by the State Committee time to time.

11. ANNUAL GENERAL MEETING, BIENNIAL CONFERENCE AND CONVENTIONS:

11.1. Annual General Meeting (AGM):

- i) Annual General meeting shall ordinarily be held at the end of one year term, provided as per Section 16 of the West Bengal Society Registration Act 1961.
- ii) General Secretary, in consultation with the President shall issue the notice of AGM at least before 15 days, mentioning specific agenda.
- iii) Annual Report and Annual Audited Accounts, approved by the Executive Committee, shall be placed in the AGM and be passed.

11.2. Biennial Conference:

- i) Biennial Conference shall ordinarily be held at the end of two years term.
- ii) The date, time and venue of the Biennial Conference shall be determined by the Executive Committee. General Secretary, in consultation with the President shall issue the notice of Biennial Conference at least before 15 days, mentioning specific agenda.

- iii) A notice, inviting nomination of members from each Constituent Units to the State Committee to be constituted, to be issued to each Constituent Unit, at least 15 days before the Biennial Conference.
- iv) The State Committee shall be formed with the nominated members of all Constituent Units and co-opted members, in the manner as prescribed in Clause-6.2 and be declared in the Biennial Conference.
- v) Office Bearers to be elected in the first meeting of the State Committee, in the manner as prescribed in Clause-6.2 and they shall generally hold the office and function for a period of two years.

11.3. Convention:

Apart from the Annual General Meeting, Biennial Conference Conventions may be held on such dates and at such places as the Executive Committee may decide for discussing matters of common interest.

11.4. Purpose & Function of Annual General Meeting , Biennial Conference & Convocation:

- i) To place and approve the Annual Report and the Audited Accounts of the Association.
- ii) Presenting and approving the Budget for the next session.
- iii) Distinguished guests may be invited to address the Annual General Meeting/ Biennial Conference/ Conventions as decided by the Executive Committee.
- iv) At the Annual General Meeting, Biennial Conference and Conventions, reports of state committee, constituent units and/ or problems of officers of Universities in India in general and West Bengal in particular may be discussed.
- v) In the event of a controversy arising over any issue of general importance, the matter may be decided after ascertaining the opinion of members present, through voting.

11.5. Notice/Communication:

- i) A notice of Annual General Meeting, Biennial Conference, Conventions specifying the date, time and venue and the business to be transacted there at shall be sent to the constituent units at least fifteen days before the date of such conference/General meeting/Conventions and it shall be the responsibility of those units to notify the same to their individual members. The notice will also

be uploaded in the website of the Association, which is expected to be visited by all members regularly.

- ii) In case of emergency, a convention may be held giving seven days notice to the Constituent units.

11.6. Business at the Annual General Meeting:

- i) To discuss the General Secretary's Report as may be endorsed by the Executive Committee and be passed;
- ii) To discuss the audited Accounts and Annual Reports of the Association as may be endorsed by the State Executive Committee and be passed;
- iii) To discuss the Budget Estimate, if any;
- iv) To discuss any other relevant matter that may be brought up by the Executive Committee or any of the Constituent units after giving due intimation to the Executive Committee.
- v) As to be decided by the President out of emergent in nature.
- vi) State Executive Committee will be elected in the AGM.

11.7. Business at the Biennial Conference :

- i) To discuss the General Secretary's Report as may be endorsed by the Executive Committee and be passed;
- ii) To discuss the audited Accounts of the Association as may be endorsed by the Executive Committee and be approved;
- iii) To discuss the Budget Estimate, if any;
- iv) To discuss any other relevant matter that may be brought up by the Executive Committee or any of the Constituent units after giving due intimation to the Executive Committee.
- v) To form the State Committee in the manner as prescribed in the Clause- 6.1.
- vi) Such business as may be deemed necessary by the Executive Committee shall be transacted at the Biennial Conference/Annual General Meeting/Convention.

11.8. Chairperson in a meeting:

The President of the Association or in his/ her absence, one of the Vice-Presidents shall preside in any meeting of the Association or in their absence the members present shall elect one of the members to be the Chairperson of the meeting.

12. APPROVAL AND AMMENDMENT OF THE CONSTITUTION, RULES AND REGULATIONS:

The Constitution may amended, altered, replaced or rescinded at an **Extra-Ordinary General Meeting**, specially convened for the purpose and it must be passed by a **three forth** of the total number of members of the Association.

The Rules of the West Bengal University Officers' Association may be passed and/or amended by the State Committee with presence of two-thirds of the total members of the State Committee present in the meeting.

13. CONSTITUTION OF CONSTITUENT/ LOCAL UNITES :

Each Constituent/ Local Unites at University/ Institute level should be guided by a Constitution; however that should be any one of the following.

- i) Constituent/ Local Unites at University/ Institute level may adopt this constitution, or
- ii) Constituent/ Local Unites at University/ Institute level may constitute their own constitutions with the parity of this Constitution, so that no contradiction be aroused with any provision/ clause of this constitution for running the Unit. In that case copy of the constitution has to be sent to the State Executive Committee and prior approval to be taken.

14. DISCIPLINE:

14.1. In case of violation of any norms the decision of the Executive Committee shall be final and binding on all concerns. It shall be obligatory on the part of Constituent /Affiliated Units to strictly observe and follow the decisions taken by the Association.

14.2 The Association may take up an issue concerning a Constituent Unit or individual member of such unit provided it is recommended by such unit.

15. SUIT & LEGAL PROCEEDINGS:

All suits and legal proceedings by or against the Association shall be in the name of the General Secretary or such person as shall be appointed by the executive Committee. All legal proceedings by and/ or against will be within the jurisdiction of the Alipur Court and Calcutta High Court.

16. DISSOLUTION OF SOCIETY:

Subject to the provisions of sections 24 & 27 of the West Bengal Societies Registration Act, 1961 or any Statutory modifications thereof, the Society may be dissolved by a resolution to that effect passed by 3/4th members of the Association at a General 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 under signed founder members of the Executive Committee of the Association, do hereby certify that the above is true copy of the Constitution of Association and will be come in to force for conducting all acts and performing all duties and activities of the Association, the West Bengal university Officers' Association (WBUOA)”
