

THE WEST BENGAL SOCIETIES REGISTRATION ACT, 1961
REGULATIONS
OF
THE WBCS (EXECUTIVE) 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 or any statutory modifications thereof.

1.

- (a) The Association shall be called W.B.C.S (Executive) Officers Association.
- (b) The expression W.B.C.S. (Executive), wherever it appears in the Regulations, shall mean West Bengal Civil Service (Executive).
- (c) The Word "Association", wherever it appears or is referred to in this Regulation, unless anything contrary or otherwise stated or is repugnant to the context, shall mean "WBCS (Executive)" Officers Association.
- (d) The "Service" wherever it appears in this Regulation, shall mean West Bengal Civil Service (Executive). A regularly constituted service of the Govt. of West Bengal.
- (e) The Term "G.B", wherever it appears in this Regulation, shall mean the General Body which is the Supreme body of the Association.
- (f) S.E.C. means the State Executive Committee of the Association.
- (g) R.E.C. means the Regional Executive Committee of the Association.
- (h) D.E.C. means the District Executive Committee of the Association.
- (i) The "Year" means the financial year commencing on 1st April to the 31st March of the following calendar year.

Name
Of the
Associati
on

2. The following shall be the objects of the Association:

- (a) To promote and foster the spirit of unity and solidarity amongst the members of the Association and to safeguard their interests-collective as well as individual.
- (b) To strive of betterment of career prospects and conditions of service in due recognition of its status and the importance of its role in the functioning of the Govt. Of West Bengal.

Objects
Of the
Associa
tion

- (c) To strive and work consistently for fulfilment of the just aspirations and Welfare of the members of the Association.
- (d) To provide for and facilitate exchange of ideas within the Association and with members of such other Associations having common interests in the state as well as other states and Union Territories of India.
- (e) To engage itself in such other welfare activities as may be considered necessary.
- (f) To inculcate in the members a spirit of dedication to the welfare of the State and a sense of responsiveness to the needs and aspirations of its people.
- (g) to work for and to engage itself in improving the qualitative standards of performance of the members in the discharge of their official duties; and
- (h) to extend financial and/or other forms of help to people in distress anywhere in the country.

3.

Membe
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Of the
Associa
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- (a) Any member of the Service may be a member of the Association on payment of the subscription as may be fixed from time to time by the G.B. of the association provided he /she is not simultaneously a member of any other service Association ;

Note: All those who have been members of the West Bengal Civil Service (Executive) Association or the West Bengal Civil Service Association on the date of the adoption of this Regulation shall automatically be deemed to be members of the Association within the meaning of sub clause (a) of Clause 3 hereinbefore.

- (b) A member, who ceases to be a member of the Service upon superannuation may be his discretion be a member of the Association as an “Associate Member” subject to his/her fulfilment of the conditions specified for the purpose and provide further that he/she shall not be a member of any other service Association. An Associate member shall have neither voting right nor the right to function as an office bearer of the Association not to be elected as a member of the S.E.C., R.E.C. & D.E.C. provided, however he/she may serve as an invitee member in any committee of the Association ;
- (c) A membership Register shall be maintained by the Association which will be kept at the registered office and the same shall be opened for inspection of any member on requisition.

4.

Rights,
Duties
&
Obligations
Of the
Members
Of the
Association

- (a) Every member of the Association shall be under the obligation to pay such subscription as may be fixed time to time by the G.B. of the Association;
- (b) The members of the Association shall have the right to take part in the activities of the Association and exercise the right to vote, provided that if he/she shall cease to be a

member of the Association, unless the association allows him/her to pay the amount in default within such time as the Association may, decide, or condones such default ;

- (c) The members of the Association shall have the right to communicate any matter concerning the career or service interest to the Association. Such communication should normally be in writing, addressed to the concerned *District Secretary or City Secretary of Kolkata as the case may be, who shall place it for consideration of the Committee and shall intimate the concerned member, its decision within a reasonable time. In case of any member being aggrieved or dissatisfied over the action or lack of action on the part of such committee he/she may communicate directly to the General Secretary stating the reasons of his/her grievances or dissatisfaction. On receiving such communication, the General Secretary shall place the matter in the S.E.C. The decision to be taken by the S.E.C. shall be communicated to the concerned member ;
- (d) The members of the Association shall discharge the duties as may be assigned by the Association as diligently, punctually and effectively.

5.

Compositi
on,
Powers
And
functions
of the
G.B
of the
Associatio
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- (a) All members of the Association shall together constitute the G.B. of the Association ;
- (b) The G.B. shall be the supreme body of the Association and shall have the power to rescind, alter, modify any decision taken by itself or by any other body, part or Committee/Sub-Committee of the Association, provided that amendment of the Regulations or any part thereof shall be made, by the G.B. only in the manner prescribed hereinafter ;
- (c) The Annual Meeting of the G.B. shall be held once in a year and not later than a period of 3 months from the close of a financial year. The notice of the Annual Meeting of the G.B. specifying the date, time, place and agenda for discussion shall be issued at least one month before the date of the said meeting and communicated to all the members ;
- (d) A Presidium, consisting of the President and two Vice Presidents, shall preside over the Annual or a Special Meeting of the G.B. of the Association excepting a requisitioned meeting.
- (e) In the Annual Meeting, the G. B. shall transact all the business specified in the agenda including the following and any other business as may be admitted by Presidium of the Meeting :
 - (1) Confirmation of the proceeding of the previous meeting of the G.B. ;
 - (2) Consideration and acceptance with amendment, if any, of the Annual Report of the General Secretary of the Association ;
 - (3) Consideration and acceptance with observations, if any, of the Report of the Auditor and the Audited Annual Accounts on income and Expenditure of the Association for the financial year preceding the date of the Meeting ;

(4) Election of the office-bearers and other members of the S.E.C. ;

(5) Appointment of Auditor

- (f) All such Annual or Special Meetings of the G.B. shall be called by the General Secretary specifying the date, time, place and agenda for discussion fixed by the S.E.C. ;
- (g) If the S.E.C. at any time considering the gravity and exigencies of circumstances be of the view that a Special Meeting of the G.B. should be called for taking an urgent decision, there shall be called a Special Meeting of the G.B, of the Association for that purpose. The notice of such Special Meeting of the G.B. of the Association, specifying the date, place, time and agenda for discussion, shall be issued at least two weeks before the date of the said meeting and should be communicated to all the members ;
- (h) All resolutions, in the Annual or Special Meeting of the G.B. shall be passed by a majority of the members present in the said Meeting. The resolutions so passed shall be binding upon the S.E.C. and any other body subordinate to it. Copies of the proceedings of the Meetings of the G.B, shall be published in the official organ of the Association ;
- (i) At least 1/8th of the members of the Association shall form the quorum of the Annual or Special Meeting of the G.B.

6.

Requisitioned Meeting of the G B Of the Association

- a) There shall be a requisitioned meeting of the G.B. if not less than 1/10th of members of the Association in writing, send a requisition to the President of the Association for convening a meeting of the G.B. The Requisition Meeting shall be convened by the President or be caused to be convened by the General Secretary with a period of one month of receiving such requisition subject to fulfilment of the facts that the said Requisitioned Meeting is sought to be called by the members requisitioning it on the grounds of either protesting against any decision or lack of action of the S.E.C. or to move a vote of no-confidence against the S.E.C.;
- (b) The President on receipt of a valid requisition shall issue or direct the General Secretary to convene a meeting of the G.B. of the Association specifying the date, place, time and agenda for discussion at least two weeks before the appointed date of the meeting ;
- (c) If the President fails to call or cause to be called the Requisitioned Meeting within three weeks of the receipt of a valid requisition, the members requisitioning such a meeting, may call a Requisitioned Meeting of the G.B. of the Association by themselves and shall issue a notice of meeting, under signature of the requisitioning members, to all the members of the G.B, of the Association specifying the date, place, time and agenda for discussion at least two weeks before the appointed date of the meeting ;

- (d) One-tenth of the total members of the Association shall be the quorum of a Requisitioned Meeting of the G.B., but in order to pass a resolution against any decision or action of the S.E.C. of the Association or to pass a vote of no-confidence against the S.E.C. of the Association, two-third majority of votes of the members present at such Requisitioned Meeting of the G.B, shall be necessary ;
- (e) The President of the Association shall preside over the requisitioned meeting. If, however, the meeting is convened by the requisitioning members, any of the member chosen at such meeting shall preside over the meeting ;
- (f) In the event of passing a resolution protesting against any decision or action of the S.E.C. in a Requisitioned Meeting of the G.B. of the Association, the decision or action protested against shall stand cancelled, rescinded, altered or modified to such extent such the resolution so passed may require ;
- (g) In the event of passing a vote of no-confidence against the S.E.C. at a Requisitioned Meeting of the G.B. of the Association, the S.E.C. shall stand dissolved with immediate effect and a new S.E.C. shall be elected. The new S.E.C. shall be in office till the next Annual Meeting of the G.B. of the Association unless dissolved earlier.

7.

Extra-ordinary General Meeting Of the G.B of the Associati on
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- (a) (a)An Extra-ordinary General Meeting of the General Body of the Association may be convened by the General Secretary of the Association, if resolution is passed by the majority of the members of the G.B. present in any meeting to that effect, for consideration of any addition, alteration, modification, rescinding and/or amendment of the Memorandum of the Association and/ or the Regulations of the Association, or any part thereof ;
- (b) The mode, manner and time of serving the notice of such Extra-ordinary General Meeting shall be similar to that relates to convening a Special General Meeting subject to a further stipulation of servicing a copy of the draft of such amendment of the Memorandum and/or the Regulations of the Association,, as may be proposed on behalf of the SEC along with the notice of the meeting to each member ;
- (c))At least 1/8th of the members of the Association shall form the quorum of the Extra-ordinary Meeting
- (d) All resolutions in the Extra-ordinary Meeting of the G.B. shall be passed by a majority of three- fourth votes of the members present in the said Meeting and the resolutions so passed shall be binding upon each of the members of the Association, the General body of the Association and the S.E.C. and any other body subordinate to it. The copies of the proceedings of such Extra-ordinary Meetings of the G.B. Shall be published in the official organ of the Association.

8.

Composition,
Functions
And
Powers
Of the
S.E.C
of the
Association

a) There shall be a State Executive Committee of the Association (S.E.C.) comprising elected members in terms of clause 5(a) (4) and ex officio members.

Note: The S.E.C. shall include representation from all sections of members irrespective of the method of recruitment to the Service.

b) Not more than 36 members of the Association will be elected to the S.E.C. The S.E.C. shall consist of :

(1) The president

(2-5) Four Vice-Presidents

(6) The General Secretary

(7-12) Six Joint Secretaries

(13) The Treasurer

(14) The Editor of the Association's News Bulletin

(15-16) Twenty two members

(37-39) The Secretaries of three R.E.C.s

(40-56) All the Seventeen District Secretaries.

(57) The City Secretary of Kolkata City Committee

(c) The Secretaries of the R.E.C.s, the D.E.C.s and Kolkata City Committee shall be treated as ex-officio members of the S.E.C. And such ex-officio members of the S.E.C. shall have all the rights as are enjoyed by the elected members of the S.E.C.;

(d) Any office-bearer, excepting the president and the General Secretary, or any member of the S.E.C. may resign by giving a notice addressed to the President of the S.E.C., on acceptance of the same by president, and he/she shall cease to be a member of the S.E.C. The President or the General Secretary of the S.E.C. may resign by giving a notice, respectively addressed to the General Secretary or the President of the S.E.C. as the case may be and upon selection of a new President or a new General Secretary, shall cease to be the President or the General Secretary of the S.E.C. as the case may be.

(e) Any vacancy of the office-bearer in the S.E.C. arising of death, resignation or otherwise, shall be filled up by selection of an elected member from amongst the members of the S.E.C. in a Meeting of the S.E.C. and the newly selected office-bearer shall assume office immediately for the unexpired term of the S.E.C. ;

(f) Any vacancy of the elected member in the S.E.C. arising of death, resignation or otherwise, shall be filled up by selection of a member of the Association in a Meeting of the S.E.C. and the newly selected member shall be in office for the unexpired term of the S.E.C.;

(g) The S.E.C. shall meet at least once in two months.

(h) The S.E.C. shall assume office on the date following the date of its election in the Annual Meeting or Requisitioned Meeting of the G.B. of the Association, as the case may be, and continue till the day on which the next Annual Meeting of the G.B. of the Association will be held unless dissolved earlier in any requisitioned Meeting ;

(i) Fifteen members, inclusive of the ex-officio members and exclusive of the co-opted members, shall be the quorum of any meeting of the Central Secretariat of the G.B. of the Association provided that none having the right to exercise a casting vote ;

(j) The President of the S.E.C. of the G.B. of the Association, or in his/her absence, one of the Vice-President of the S.E.C., or in absence of the President and all the Vice-Presidents, any office bearer of the S.E.C. As may be selected by the members present in the meeting, shall preside over the meeting of the S.E.C. of the G.B. of the Association;

(k) Subject to the overall control and supervision of the G.B. of the Association, the S.E.C. shall discharge such duties and perform such functions as may be necessary to fulfil and further the objects of the Association as laid down in the Regulations.

9.

Compositi
on,
Functions
And
Powers
Of the
Executive
Body
Of the
R.E.Cs

(a) There shall three Regional Units of the Association with the following nomenclature and respective areas of operations and consisting of all the members of the Association, posted in the respective region :

- i. Central Regional Unit with the districts of Howrah, North 24 Parganas, South 24 Parganas ; Nadia, and Murshidabad
- ii. Southern Regional Unit with the districts of Midnapore, Bankura, Purulia, Hooghly, Burdwan and Birbhum ;
- iii. Northern Regional Committee with the districts of Uttar Dinajpur, DakshinDinajpur, Darjeeling, Jalpaiguri, Cooch Behar and Malda

(b) The Executive Committee of the Regional Units of the Association shall be termed as Regional Executive Committee (R.E.C.) and consist of the following members :

- (1) The Regional President
- (2-3) Two Regional Vice-Presidents
- (4)The Regional Secretary
- (5-6) Two Regional Joint Secretaries
- (7) The Regional Treasurer

(8-18) Eleven members with adequate representation of each of the districts comprising the region.

(19+) The District Secretaries falling within the purview of the Regional Committee

- (c) The District Secretaries shall be as ex-officio members of the R.E.C. and such ex-officio members shall have all the rights as are enjoyed by the elected members of the R.E.C., The authorized representative of the District Secretary shall be deemed to have similar rights and to exercise similar powers in the meeting of the R.E.C. as those of the District Secretary of that Committee;
- (d) Any office-bearer excepting the Regional president and the Regional Secretary, or any member of the R.E.C. may resign by giving a notice addressed to the Regional President and on acceptance of the same by the Regional President, shall cease to be a member of the R.E.C. The Regional President or the Regional Secretary may resign by giving a notice addressed to the President or new Regional Secretary, as the case may be, shall cease to be the Regional President or the Regional Secretary as the case may be;
- (e) Any vacancy in the post of an office-bearer in the R.E.C. arising out of death, resignation or otherwise, shall be filled up by selection of an elected member from amongst the members of the R.E.C. in its Meeting and the newly selected office-bearer shall assume office immediately for the unexpired term of the R.E.C. ;
- (f) Any vacancy of the elected member in the R.E.C. arising by death, resignation or otherwise, shall be filled up by election of a member of the concerned R.E.C. in its Meeting and the newly elected member shall be in office for the unexpired term of the R.E.C. ;
- (g) The R.E.C. shall be in office from the date following the date of its election in the Annual Meeting of the Regional Unit which shall consists of all the members of the association posted in the region or Requisitioned Meeting as the case may be, till the day on which the next Annual Meeting of the Regional Unit will be held unless dissolved earlier, in any Requisitioned Meeting ;
- (h) One third of the members shall form the quorum of any meeting of the R.E.C. One fourth of the members in the Annual or Special Meeting of the Regional Unit or One third of the members in the Requisitioned Meeting shall form the quorum.
- (i) The regional President or in his/her absence, one of the Regional Vice-President, or in absence of the Regional President and all the Regional Vice-President, any office-bearer of the R.E.C. as may be chosen by the members present in the meeting, shall preside over the meeting of the R.E.C. ;
- (j) Subject to the overall control, supervision and guidance of the S.E.C. of the G.B. of the Association, the R.E.C. shall discharge such duties and perform such functions as may be, generally or from time to time, required by the S.E.C.

- (a) There shall be a Kolkata City Unit consisting of all the members of the Association serving within the administrative jurisdiction of the Kolkata Police and in Bidhannagar excluding the members posted in offices under the North & South 24 Parganas District Administration. For the effective functioning of the Committee, it may from such Zonal Units within its jurisdiction with such number of members and office-bearers as it considers expedient and as decided in the Annual meeting of the Kolkata City Committee ;
- (b) The executive Committee of Kolkata City Unit to be elected at the Annual Meeting of the Kolkata City Unit to be held once in a year with one-eighth of the members forming the quorum and shall consist of the following members :
- iv. The City President.
 - v. The City Vice-President
 - vi. The City Secretary
- (4-5) Two City joint Secretaries
- (6) The City Treasurer.
- (7-20) fifteen members
- (c) Any office-bearer, excepting the City President and the City Secretary or any member of the Kolkata City Committee may resign by giving a notice addressed to the City President and on acceptance of the same by City President, shall cease to be a member of the Executive Body of Kolkata City Committee. The City President or the City Secretary may resign by giving a notice addressed to the President of the Association, and on election of a new City President or a new City Secretary, as the case may be, shall cease to be the City President or the City Secretary ;
- (d) Any vacancy in the post of an office-bearer in the Kolkata City Committee arising out of either death, resignation, removal, or otherwise shall be filled up by selection of a member from amongst the elected members of the Kolkata City Committee in a Special Meeting and the newly elected office-bearer shall assume office immediately for the unexpired term of the Kolkata City Committee ;
- (e) Any vacancy of an elected member in the Kolkata City Committee arising out of death, resignation, removal or otherwise shall be filled up by election of a member of Kolkata City Committee in a Meeting of the Kolkata City Committee and the newly elected member shall be in office for the unexpired term of the Kolkata City Committee ;
- (f) The Kolkata City Committee shall be in office from the date following the date of its election in the Annual Meeting or Requisitioned Meeting of the Kolkata City Unit, as the case may be, till the day on which the next annual Meeting of the Kolkata City Unit will be held unless dissolved earlier in any Requisitioned Meeting ;

- (g) One third of the members shall form the quorum of any meeting of the Kolkata City Committee.
- (h) The City President or in his/her absence, the City Vice-President, or in absence of the City President and the City Vice-President, any office-bearer as may be selected by the members present in the meeting, shall preside over the meeting of the Kolkata City Committee ;
- (i) Subject to the overall control, supervision and guidance of the S.E.C., the Kolkata City Committee shall discharge such duties and perform such functions as may be, generally or from time to time, framed and delegated to the Kolkata City Committee.

11.

- (a) There shall be a District Unit, in each of the districts of West Bengal consisting of all the members of the Association serving in the following members :-
- (b) The Executive Committee of the District Unit shall be termed as District Executive Committee (DEC) and consist of the following members :-

Compositi
on, powers
and
functions
of the
District
Unit
Committee
and its
Executive
Committee

- vii. The District President
- (2-3) Two District Vice-Presidents
- (4) The District Secretary
- (5-6) Two District joint Secretaries
- (7) The District Treasurer
- (8-16) not more than nine members

- (c) The District Unit in its first meeting, for its effective functioning shall constitute Sub-divisional Committees in each Sub-division with all the members of the Association Working within the jurisdiction of the concerned Sub-division and with such number of office-bearers and members of the Executive Body of the Sub-divisional Unit as it may consider expedient and such Committees shall be accountable to the respective D.E.C.s and carry on such functions and discharge such responsibilities as may be assigned by the concerned District Unit the District Unit shall have the power to dissolve any or all the Sub-divisional Committees and their Executive Committees at any point of time such Committee or the body, in its opinion is of no real use.
- (d) The Annual Meeting of the District Unit shall be held before the date of the Annual Meeting of the G.B. of the Association subject to such extension as may be allowed by the SEC. The notice of the Annual Meeting of the District Unit specifying the date, time, place and agenda for discussion shall be issued at least two weeks before the date of the said meeting and should be communicated to all the members of the district and to the President and the General Secretary of the Association and the Regional President and the Regional Secretary in which the district is situated ;

- (e) The District President or in his/her absence, the District Vice-President or both, any member of the D.E.C., as may be chosen by the members present in the meeting, shall preside over the Annual or Special Meeting of the District Unit ;
- (f) In the Annual Meeting, the District Unit shall transact all the business specified and other business as may be allowed by the President of the Meeting and the Agenda shall comprise the following :
 - (1) Confirmation of the proceeding of the previous meeting of the D.E.C.
 - viii. Consideration and acceptance with amendment, if any, of the Annual Report of the District Secretary.
 - ix. Consideration and acceptance with observations, if any, of the Report of the District Treasurer for the financial year preceding the date of the Meeting
 - x. Election of the office-bearers and other members of the Executive Body of the D.E.C. for the following year
- (g) All such Annual or Special Meetings shall be called District Secretary with the schedule of the date, time, place and agenda for discussion fixed by the D.E.C. provided that if the post of the District Secretary falls vacant by his death or prolonged absence due to illness or otherwise, the D.E.C. may, by resolving in a special meeting, authorize any other office-bearer, preferably the District Joint Secretary to perform such functions and to discharge such duties of the General Secretary as may be deemed necessary ;
- (h) If the D.E.C., at any time considering the gravity and exigencies of circumstances, be of the view that a Special Meeting or an extraordinary Meeting of the D.G.B., as the case may be, should be called for taking emergent decision, there shall be called a Special Meeting of the District Unit, as the case may be, for the purpose. The notice of such Special Meeting of the D.E.C., specifying the date, place, time and Agenda for discussion, shall be issued at least one week before the date of the said meeting should be communicated to all the members and the President and the General Secretary of the Association and the Regional President and the Regional Secretary in which the district is situated ;
- (i) All resolutions, in the Annual or Special Meeting of District Unit shall be passed by a majority of votes of the members present in the said Meeting and voting subject to the overall fulfilment of the quorum by at least fourteen members, the resolutions so passed shall be binding upon the District Unit and any other body subordinate to it. Copies of the proceedings of the Meetings of the District Unit shall be sent to the General Secretary of the Association ;
- (j) Any office-bearer, excepting the District President and the District Secretary, or any member of the D.E.C. may resign by giving a notice addressed to the District President and on acceptance of the same by the President, shall cease to be a member of the D.E.C. The

District Secretary, shall cease to be the District President or the District Secretary as the case may be ;

- (k) Any vacancy of the office-bearer in the D.E.C. arising out of either death, resignation or removal shall be filled up by selection of a member from amongst the elected members of the D.E.C. in a Special Meeting of the District Unit with at least eight votes supporting so and the newly selected office-bearer shall assume office immediately for the unexpired term of the D.E.C. ;
- (l) any vacancy in the post of the elected member of the D.E.C. arising out of death, resignation, removal or transfer shall be filled up by election of a member of the D.E.C. in a meeting of the D.E.C. with at least eight votes supporting so and the newly elected member shall be in office for the unexpired term of the D.E.C.;
- (m) The D.E.C. shall be in office from the date following the date of its election in the Annual Meeting of the District Unit till the day on which the next Annual Meeting of the District Unit will be held unless dissolved earlier in any Requisitioned Meeting ;
- (n) One-third of the members shall be the quorum of any meeting of the D.E.C. provided that none shall have the right to exercise a casting vote ;
- (o) The District President, or in his/her absence, the District Vice-President, or in absence of the President and the Vice-President, any office-bearer of the D.E.C. as may be selected by the members present in the meeting, shall preside over the meeting of the D.E.C.;
- (p) Subject to the overall control, supervision and guidance of the S.E.C. the D.E.C. shall discharge such duties and perform such functions as may be generally or from time to time to time, required by the S.E.C.

12.

Requisitioned Meeting Of the District Unit Committee

- (a) If one third members of the D.G.B., in writing, send a requisition to the District President for calling a meeting of the D.G.B. there shall be a Requisitioned Meeting, to be convened by the President or be caused to be convened by the District Secretary within a period of two weeks of receiving such requisition provided that the said requisitioned meeting is sought to be called by the members requisitioning it to protest against any decision or action of the D.E.C. or to move a vote of no-confidence against the D.E.C.;
- (b) The District President shall issue or direct the District Secretary to issue a notice to all the members specifying the date, place, time and agenda for discussion at least one week before the appointed date of the Requisitioned meeting ;
- (c) If the President fails to call or cause to be called the Requisition Meeting within two weeks of the receipt of a valid requisition, the members requisitioning such, may call a Requisitioned Meeting of the D.G.B. by themselves and shall issue a notice, under signature of the requisitioning members, to all the members of the D.G.B. specifying the date, place, time and agenda for discussion at least two weeks before the appointed date of the meeting

provided that there shall be appointed a Presiding Officer from the S.E.C., who shall oversee the proceedings of the said meeting and send the copy of the proceedings along with his observations to the President of the S.E.C. of the G.B. of the Association.

- (d) One third of the members of the D.E.C. shall be the quorum of a Requisitioned Meeting of the D.E.C. but in order to pass a resolution against any decision or action of the Executive Body of the D.E.C. or to pass a vote of no-confidence against the D.E.C., two-third majority of votes of the members present at such Requisitioned Meeting of the D.G.B. shall be necessary ;
- (e) In the event of passing a resolution protesting against any decision or action of the D.E.C. in a Requisitioned Meeting, the decision or action protested against shall stand cancelled, rescinded, altered or modified to such extent such the resolution so passed may require and it shall be binding upon the D.E.C. to take action according to resolutions so passed unless any contrary direction is issued by the S.E.C. for the purpose.
- (f) In the event of passing a vote of no-confidence against the D.E.C shall be elected manner in the said meeting and the newly elected D.E.C shall assume its office with immediate effect. The new D.E.C shall be in office till the next Annual Meeting of the Executive body of the D.G.B unless dissolved earlier.

13.

Meeting
of the
SEC of
the G.B.
of the
Associati
on

- (a) All Meetings of the S.E.C. of the G.B. of the Association shall be called by the General Secretary of the S.E.C. unless the post of the General Secretary falls vacant due to death, resignation, removal or long absence of leave due to illness or otherwise. In absence of the General Secretary, the President shall himself/herself call the meeting of the S.E.C. of the G.B of the Association;
- (b) At least seven days' notice to the members shall be required for calling a meeting of the S.E.C. of the G.B of the Association. In case of extreme urgency, a meeting of the S.E.C. may be called with 24 hrs notice to the members;
- (c) There shall be a meeting of the S.E.C. of the G.B. of the Association within one month from the date of the Annual Meeting or the Requisitioned Meeting of the G.B. of the Association where the election of the office-bearers and the members of the S.E.C. of the G.B. has taken place and thereafter, at least once in a month;
- (d) Deliberations and decisions with reasons on all important matters be taken by the S.E.C. shall be recorded;
- (e) Notwithstanding anything to contrary contained hereinbefore, the S.E.C. of the G.B. may take a decision in an urgent and important matter that does not allow time to get it widely deliberated and decided upon in an Extraordinary or Special Meeting of the G.B. subject to ratification by the G.B;
- (f) Any date of Annual, Special meeting of the G.B. of the Association shall be finalized in a meeting of the S.E.C. and in such meeting the Annual Report on Income and Expenditure duly audited by the Auditor shall be placed and confirmed with amendments necessary;
- (g) Twenty four members of the S.E.C. may, by a notice addressed to the President, require the S.E.C. to review any specific decision taken by the S.E.C. at a meeting, provided that a note of dissent by at least one third of the members signing the notice is recorded in the proceedings of the meeting where the decisions intended to be reviewed was taken. On being satisfied of the validity of the notice, the President shall fix a date for a special

meeting of the S.E.C. and any resolution cancelling, modifying, altering or rescinding the decisions placed for review shall have the support of not less than thirty members of the S.E.C. The special meeting so called for review of a decision taken by the S.E.C. shall transact no other business.

14.

Meetings
of the
Executive
Committees
of
the R.E.C
Kolkata
City and
District
unit
committees

- (a) All meetings of the R.E.C., D.E.C or Kolkata City Committee, shall be called by the Regional Secretary, District Secretary, as the case may be unless the post of the Secretary has fallen vacant due to death, resignation, removal or long absence on leave in the absence of the concerned Secretary, the Regional President, District President or City President shall himself/herself call the meeting of the respective Executive Committee.
- (b) At least seven days' notice to the members shall be required for calling a meeting of the R.E.C., D.E.C or City Committee In case of extreme urgency a meeting of the said Committee may be called with 24 hrs. notice to the members;
- (c) There shall be a meeting of a regional committee within one month from the date of the annual meeting of the requisitioned meeting of the G.B. where the election of the office – bearers and the members of the S.E.C. has taken place and, thereafter .as frequently as possible. Provided that the intervening period between two meetings shall not exceed three months;
- (d) There shall be a meeting of Calcutta committee or a w.e.f. within one month from the date of the annual meeting of the requisitioned meeting of the G.B. where the election of the office –bearers and the members of the S.E.C. has taken place and, thereafter .as frequently as possible. Provided that the intervening period between two meetings shall not exceed three months;
- (e) Deliberations and decisions on all important matters, as may be delegated to the R.E.C. or Kolkata city committee or the D.E.C by the S.E.C. shall be taken in the meeting of the R.E.C., D.E.C. or city committees the case may be, and such decisions shall not exceed three months;
- (f) Notwithstanding anything to the contrary contained hereinbefore, the R.E.C. or Kolkata city committee or D.E.C. under specific approval of the S.E.C., may take a decision in an urgent and important matter that does not allow time to get it widely deliberated and decided upon in an extraordinary or special meeting of the regional units, district unit or Kolkata city unit 'as the case may be, subject to ratification and conformation in a meeting of the within a period of two months from the date of such meeting of the R.E.C., D.E.C. or Kolkata city committee where such important decision has been taken;

15.

Delegation
of the
financial
powers to
the SEC,
RECs DECS
& city
Committee

- (a) The S.E.C. shall be the executive authority to manage the financial affairs of the association. The S.E.C. shall be obliged to take into account and upon the report of the association. The S.E.C. shall be obliged to take into account and act upon the report of the auditors.
- (b) The S.E.C. may delegate to the R.E.C. Kolkata city committee or the D.E.Cs such financial powers; as may be deemed necessary;
- (c) The S.E.C. shall be authorised to raise or cause the D.E.C. and Kolkata city committee to raise, any subscription, from its members subject to the ratification of the general body;
- (d) There shall be one or more account of the association in the name and name of 'W.B.C.S. (executive) officers' association in the bank. All the accounts of the association shall be under the custody and supervision of the S.E.C. of the General Body and shall be operated

jointly by any two of the general secretary, treasurer or a joint secretary to be nominated by sec;

- (e) Subject to the ratification of General Body, the SEC shall be authorised to raise a loan from any bank/financial institution and to execute any mortgage against any fixed assets of the associations;
- (f) The S.E.C. may fix and notify, from time to time, a share of the annual membership's subscriptions to be retained by the D.E.C & city committee, not exceeding one-fourth of the total collections made in any financial year by the D.E.C. or the Kolkata city committee. As the case may be and the district treasurer or the city treasurer shall maintain necessary book of accounts of income and expenditure and furnish the same accompanied by the documents in support to the general secretary within the 15th of April of the following financial year;
- (g) The funds for the functioning of the REC shall be allotted by sec with such guideline and direction suggested by S.E.C.
- (h) The President. The general secretary and the treasurer of the authority to inspect the books of accounts of any of the RECs, Kolkata city committee or the DEC., at any time without notice and they shall have the general powers of superintendence to require submission of any documents and reports, as may be deemed necessary, for examination and records.

16.

Welfare
fund of
the
Associati
on

- (a) The Association shall have a special fund under the name and style "Welfare Fund of the W.B.C.S. (Executive) Officers Association". One-Fourth of the total yearly subscriptions of the members of the Association will be earmarked for this Fund every year;
- (b) There shall be a separate account in the name and style of "Welfare Fund of the W.B.S.S. (Executive) Officers Association in any Nationalised Bank. Such account shall be operated by the same set of office-bearers of the Association as for the operation of the General fund of the Association as specified under sub clause (d) of Clause 14 above and the books of accounts of such fund shall be kept separately as subsidiary to the main book of accounts of such fund shall be kept separately as subsidiary to the main book of accounts by the said office-bearers of the Association and the S.E.C. of the G.B. of the Association shall be responsible for the operation, management, expenditure and audit over the said fund the way it is responsible for the general fund of the Association;
- (c) The purpose of the "Welfare Fund of the Association" will be as under :
 1. To render such assistance to any member in distress or to any Government employee in very exceptional cases, subject to an appropriate decision in the Welfare Fund Sub-Committee and the S.E.C.;
 2. To prosecute the welfare activities of general nature of the Association subject to appropriate resolution in the meeting of Welfare Fund Sub Committee and S.E.C.
 3. To assist any effort of the Government, State or Central, or any other organization, not being a political one, to give relief to the people in distress;

4. To prosecute such other activity/activities as the S.E.C. of the G.B. of the Association may, from time to time, decide;

17.

Books of
Accounts of the
Association

(a) The Association shall maintain the books of accounts as required under Section 15 (1)(a) and (b) of the West Bengal Societies Registration Act, 1961 and the accounts shall be audited by a duly qualified auditor as stated in Section 15 (2) of the said Act ;

(b) The Books of Accounts and other statutory books and Registers shall be kept at the registered office of the Association and will be open for inspection of any member on requisition

18.

Powers,
functions
and
Subordination of the
office-
bearers of
the SEC,
the RECs,
City
Committee
and D.E.C.s

(a) The President of the S.E.C. shall be the executive head of the Association concerning all business and functions of the Association;

(b) The President of the Association may advise the General Secretary of the Association to take any action, discharge any duty and perform any function, as may be consistent with the object of the Association;

(c) In the absence of the President, any of the Vice Presidents shall act as the President of the association. The Vice Presidents shall have the powers as may be delegated or assigned to them by the S.E.C.

(d) The General Secretary shall under the general superintendence of the S.E.C. execute all decisions of the S.E.C. and the G.B. of the Association and the G.B. of the Association and the General Secretary shall be generally responsible to address the members in the meeting of both the S.E.C. As well as the G.B. She/he shall make correspondences with the Government, Non –Government bodies and the members, including the office-bearers of the committee at various levels; and any other authority as may be necessary in implementation of any decision of the S.E.C. or the G.B.;

(e) The General Secretary of the association shall also ordinarily act as the Spokesman of the Association. She/he shall also act as the publisher of any paper document or literary or organizational magazines, as may be published by the associational or any other document or publication that may promote the cause of the members of the association;

(f) The six Joint Secretaries of the SEC shall discharge such function as may be delegated by the S.E.C. in its first meeting after election of its new office-bearers and shall according to such delegation of jobs .perform such functions properly and delegated by the General Secretary may also allot some other jobs, to all or any of the joint Secretaries from time to time as may be necessary, subject to the S.E.C.

(g) The Treasurer shall be responsible for maintaining Bank Accounts and the Books of the Accounts of the association and preparation and presentation of report on income and expenditure and replies to the queries and observation of the Auditor;

(m) The joint secretaries shall convene the meeting of the sub-committees they are associated with.

19.

Official
bulletin of
the
Association

There shall be at least three (3) sub-committees to be formed by the S.E.C. one for each of the following activities of the association provided that S.E.C. may be constitute such additional sub – committees as it may decide.

- i. management of Finance
- ii. welfare activities
- iii. Legal Affairs
- iv. Grievance redressal

20.

Official
bulletin of
the
Association

(a) the association shall have an official organ with a suitable title, as may be decided by the G.B for disseminating information to the members of the service, the bulletin shall be the official medium for circulation any news on behalf of the association it shall be published once in a quarter.

(b) The organ shall be published under the direct supervision of the Editor of the association subject to overall control and superintendence of S.E.C.

21.

Amendment of
Memorandum and
the
Regulations of

The memorandum and the regulation of the Association, or any part of thereof. May be altered, modified, rescinded or added to by Special Resolutions passed by the three-fourth majority of votes of the members present in any Special General Meeting of the association called for the purpose.

22.

Dissolution of
the
Association

Subject to the provision of Section 24 and 27 of the West Bengal societies Registration Act, 1961 or any statutory modification thereof, the Association may be dissolved by a resolution to that effect passed by the three-fourth majority of votes of the members present in any Special General Meeting of the association called for the purpose .the said meeting shall also decide the manner of the disbursement of the funds and assets of the Association, if any after the dissolution.

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

1. Signature of three members of the General Body of the Association:

Signature _____

Address _____

2. Signature _____

Address _____

3. Signature _____

Address _____

Dated, Kolkata, the _____ day of _____ 2002