

CONSTITUTION OF "THE IRSE OFFICERS ASSOCIATION (IRSEOA)"

RULES AND REGULATION

1. NAME OF THE ASSOCIATION

The name of the Association shall be "IRSE Officers Association" hereinafter called the "Association".

2. The "Association" shall be a non-profit benevolent body.

3. OBJECTIVES:-

The objectives of the "Association" shall be:

- (i) to render loyal and efficient service to the Indian Railways & Government of India.
- (ii) to promote healthy interaction, mutual co-operation and solidarity amongst all railway officers in general and the IRSE officers in particular,
- (iii) to take up various cadre related issues with the administration from time to time,
- (iv) to promote and inculcate professionalism and "esprit de corps" in the service and its members,
- (v) to provide financial assistance in case of untimely death/permanent disability of any serving member of the association and to render help in rehabilitation of family of officers in such cases,
- (vi) to disseminate information on establishment matters, technical matters and various other important administrative decisions,
- (vii) To hold seminars, workshops, discussions for sharing & disseminating knowledge and to arrange get together of officers and their families.

4. **PATRON:** The Member Engineering, Railway Board shall be the ex-officio patron of the "Association".

5. MEMBERSHIP

5.1 Membership defined: All IRSE officers shall be eligible for membership of this Association. There shall be the following two classes of members:

- (a) Life Members &
- (b) Honorary Members.

5.2. Subscription

(a) **Life Members:** All serving IRSE officers shall be entitled to become the member of the association subject to the one time subscription of their **Grade Pay** at the time of becoming member only. IRSE who have taken VRS or retired, can also become member by paying life time membership fee.

The executive committee may revise the membership fee, if the need is so felt.

5.3 Admission to and qualifications for Honorary Membership

A person may be invited to become an Honorary Member provided:

- (a) In the opinion of the Central Executive Committee, he is a fit and proper person for conferment of the honour having regard to his meritorious contribution to the science and technology of the construction and maintenance industry,
- (b) The approval of the President has been obtained by the Central Executive Committee for the consideration of the proposal, and
- (c) The proposal has received the support of not less than two-third members of the Central Executive Committee.

However, Honorary Members shall not have voting rights in General Body.

5.4 Cessation of Membership

- (a) Upon resignation or death of the member.
- (b) On termination of membership by Central Executive Committee on account of reasons given in 5.5(a) to (c).

5.5 Suspension

A member shall be suspended temporarily from the Association and have his name removed from the list of members, if in the opinion of the Central Executive Committee, such a member has:

- (a) conducted himself in a manner, which is unbecoming of a member of the Association;
or
- (b) intentionally done any act or omission liable to injure the credit and good name of the Association; or
- (c) acted against the interests of the Association.

The said member shall be given 30 days' notice by the Central Executive Committee of the proposal to expel him and thereby enable him to offer his explanation in writing,

which shall be placed before the Central Executive Committee of the Association for consideration. He may be expelled with the approval of the Central Executive Committee.

5.6 Rights and privileges of members

- (a) The Association shall keep a register of all its members containing their names and designations. This register shall be updated from time to time.
- (b) The register shall be open for inspection by any member at the office of the Association during the normal working hours.

6. GENERAL BODY

6.1 General Body defined: The General Body shall be the supreme body of the Association and shall consist of **all members** (Life and Honorary) of the Association. It shall conduct business through Annual (Ordinary), Special, Extraordinary (Emergency) General Body meetings convened from time to time and at such places and such time as the Executive Committee may decide as and when necessary.

6.2 Power and duties/functions of General Body

The General Body shall be competent to transact the following business at a General Body meeting:

- (a) To receive and consider the report of the Central Executive Committee on the affairs of the Association.
- (b) To consider and approve the accounts.
- (c) To appoint auditors.
- (d) To check out the policy and programme of activities.
- (e) To consider and approve, amend, rectify or reject draft memoranda and / or proposal regarding any talks, negotiations or settlements as may be presented to it by the Central Executive Committee or any other Committee appointed by it.
- (f) To frame 'rules and regulations' for the Association or add to them or to alter and rescind them.
- (g) To consider any resolution or motion due notice of which has been received by the Central Executive Committee.
- (h) To define delegation of powers for Zonal Executive Committees.

- (i) To consider any other business as may be raised with the permission of the chair.

6.3 Quorum and Notice of Meeting and the Periodicity of meeting

- (a) The notice necessary for meetings shall be as under:
 - (i) Annual General Body 20 days
 - (ii) Special General Body 5 days
 - (iii) Extra-ordinary General Body 24 hours
- (b) The notice necessary for moving a resolution or motion at the Annual General Body shall be 10 days.
- (c) The Central Executive Committee/Zonal Executive Committee will be competent, owing to exigencies, to waive the above time-limits under 6.3 (a) and (b) to the necessary extent as and when necessary.
- (d) Quorum for the meetings shall be **1/3 of the total membership, or 20 members** whichever is less.
- (e) If within half-an-hour after the appointed time for the meeting, there is no quorum, the meeting shall stand adjourned and shall be held after half-an-hour at the same place to consider the agenda of the adjourned meeting and no quorum will be required for the adjourned meeting.
- (f) The annual general meeting of the Association shall be held in the first quarter every year to transact the following business:
 - (i) To receive and consider the report of the Central Executive Committee on the affairs of the Association during the preceding year.
 - (ii) To receive and consider the accounts of the Association for the previous accounting year.

7. CENTRAL EXECUTIVE COMMITTEE

7.1 Central Executive Committee defined: The management of the Association shall be vested in the Central Executive Committee on all-India level at the registered office of the Association and with its branches at Zonal headquarters level as Zonal Executive Committees.

7.2 Composition: The Central Executive Committee shall comprise of the following: -

- (i) President (Delhi Based)

- (ii) Vice President (3 nos. - one from outside Delhi)
- (iii) Secretary (Delhi Based)
- (iv) Joint Secretary (7 nos. – two from outside Delhi)
- (v) Treasurer (Delhi Based)
- (vi) Members (one from each Zonal Railway to be nominated by Zonal President, one from each PSU viz. RITES, IRCON, KRCL, RVNL, MRVC & DMRC and one from RDSO & IRICEN/Pune each).

7.2.1 All office bearers/members will be elected during the AGM, except the following ex-officio office bearers/members:-

- (i) OSD/ME: Joint Secretary
- (ii) Secy to PCE, Northern Railway, Sr. DEN (Coordination), Delhi Division: Joint Secretary

7.2.2 The President, one of the Vice Presidents, Secretary, one of the elected Joint Secretaries and treasurer shall generally be officers based at Delhi for administrative convenience.

7.3 Term of Office

- (a) All office bearers of the Central Executive Committee/Zonal Executive Committee **shall be elected before the Annual General Body meeting of the Association**, and shall hold office for a period of two years or till a new Committee is elected. All Committee members shall retire at the end of two years, but shall be eligible for re-election. However, the same person shall not hold the same office for more than 3 consecutive terms.
- (b) Any member of the Central Executive Committee/Zonal Executive Committee can be removed or suspended by a General Body Meeting of the Association on the recommendation of the Central Executive Committee by a **two-third majority vote** of members present and voting for committing any fraud, theft, misappropriation, or for acting against the interests of the Association. Such a member shall be given one month's written notice to explain his alleged misconduct and the Central Executive Committee shall decide the issue after the examination of the written explanation of the member and due inquiry into the matter.

7.4 Election and its mode:

- (a) Central Executive Committee: All members of the Association shall form the electorate for the members to be elected to the Central Executive Committee.
- (b) Zonal Executive Committees: The members based on each Zonal Railway will form the electorate for the members to be elected to the Zonal Executive Committee.
- (c) The elections shall be conducted by a returning officer nominated by the Central Executive Committee/Zonal Executive Committee.
- (d) Elections for the Central Executive Committee/Zonal Executive Committees shall be completed by the first quarter of the year.
- (e) Ballot papers bearing the names, designations and places of positing of contestants shall be handed over to the members present only at the time of elections and shall be put in sealed ballot boxes after exercising voting by the members.
- (f) Nominations duly proposed by one member and seconded by two members for contesting the elections shall be invited from members at least 7 days before the closing date.
- (g) Scrutiny of nomination papers to establish eligibility for contesting the elections shall be completed on the date of closing and non-eligible candidates' nomination papers will be rejected forthwith.
- (h) Nominations can be withdrawn within 3 days from the date of closing.
- (i) The final list of contestants shall be prepared on the fourth day from the date of closing of nominations, i.e. one day after the date of withdrawal.
- (j) Elections shall be conducted on the 15th day of the issuance of the notice calling for nominations and the results of the elections shall be declared on the same day as far as possible, but not later than the next day of the election.
- (k) In case of equal votes secured by more than one candidate, election shall be determined either by draw of lots or any other method agreeable to such candidates except re-voting.
- (l) In case the number of contestants is equal to the number of vacancies in the Committee concerned, there shall not be any election and these contestants shall be declared as unanimously elected for the Committee concerned.
- (m) All members, including the office-bearers, are eligible to contest for the post Committee Members.

7.5 Powers and duties/functions of the Central Executive Committee:

(j) The Central Executive Committee shall be responsible for day-to-day management, execution and working of the Association and will have necessary authority for taking all appropriate action for carrying out, executing and implementing the resolutions and directives passed and conveyed by General Body, inter alia, authority to deal with any emergencies affecting the interests of the Association.

(ii) Subject to the general control of the General Body of the Association, the Central Executive Committee will have the following powers and functions besides those that may incidentally be vested in it:-

- (a) To admit members.
- (b) To frame working guidelines subject to these; Rules and Regulations' for the proper functioning of the Association.
- (c) To appoint **sub-Committee** for various functions as it deems necessary for the working of the Association.
- (d) To prepare memoranda, to negotiate and to settle, subject to final sanction of the General Body, all issues affecting interests of the members.
- (e) To expand the funds of the Association and to arrange for their proper accounting and auditing.
- (f) To call meetings of the General Body as and when it deems fit or it is necessary for virtue of the provisions of these 'Rules and Regulations'.
- (g) To take such actions as may be necessary in furtherance of the aims and objects of the Association and for regulation of its activities.
- (h) To **submit an Annual Report** on the working of the Association at the Annual General Body Meeting.
- (i) To organize social and cultural activities under the auspices of the Association, whenever any such activity may be decided upon.
- (j) To co-ordinate and liaise with Zonal Committees.
- (k) To publish a house bulletin/magazine.
- (l) To submit, duly audited, Annual Accounts of the Association.
- (m) To authorize the President/Secretary/Treasurer to incur expenditures in excess of Rs.25000/- and to hire accommodation/staff etc. if required.

7.6 Powers and duties of the Office bearers:

- (a) **The President:** the President will preside over all the meetings of the Association and the Central Executive Committee and will guide and supervise the working of the Association. The President will have a casting vote and will exercise the same, whenever the Central Executive Committee is equally divided.
- (b) **The Vice President:** In the absence of the President, the senior most Vice President will preside over all the meetings of the Association and the Central Executive Committee, and will have all the powers and responsibilities of the President. In the absence of both the President and the Vice Presidents, the members present at the General Body meeting/ Central Executive Committee Meeting shall elect their Chairman of that particular meeting and the Chairman will preside over such a meeting.
- (c) The Secretary:
 - (i) The Secretary will be responsible for day-to-day functions of the Central Executive Committee and shall coordinate and liaise between: the Central Executive Committee and Zonal Executive Committees.
 - (ii) The Secretary shall work under the collective direction and responsibility of the Central Executive Committee.
 - (iii) The Secretary shall convene and coordinate all meetings and shall keep a record of all the proceedings and perform all other work in conformity with the resolutions and directions of the Central Executive Committee from time to time.
 - (iv) The Secretary will record, review and report the activities and achievements of the Association covering the (i) Registered Office (ii) Zonal Units and will submit the report before the Annual General Meeting of the Association.
 - (v) The Secretary or his nominee shall maintain an upto date register showing names of members enrolled, on an all-India basis.
 - (vi) The Secretary shall have the power to pass for payment, all bills for contingent expenses and incur other expenditure within limits specified by Central Executive Committee from time to time without prior sanction of the Executive Committee for such or similar expenditure. The Secretary shall be responsible for submitting to the Registrar of Firms and Societies all returns and notices that should be sent to that officer under the relevant act.

(d) The Joint Secretary:

- (i) The senior most Joint Secretary shall act as Secretary in the absence of the latter; and
- (ii) To perform such other duties as are assigned to him by the Executive Committee or by the Secretary.

(e) The Treasurer:

- (i) The Treasurer will be responsible for all receipts and disbursements, proper accounting of funds of the Association, and shall submit annual financial report in the prescribed manner. The Bank account shall be operated by the treasurer jointly either with the Secretary or one Vice President as decided by the Central Executive Committee from time to time.
- (ii) The Treasurer will coordinate and liaise with the Treasurer of Zonal Units concerned and will obtain a statement every quarter showing financial position of each and every Committee.

7.7 Quorum and notice of Executive Committee meetings:

- (a) Quorum for the meetings will be 1/3rd of the Committee's strength or five members whichever is less.
- (b) The Central Executive Committee and Zonal Executive Committees shall meet at least once in a quarter to review the work done and to pass the accounts. In addition, the Committee may meet as and when necessary.
- (c) A special meeting of the Central Executive Committee shall be convened on requisition by a least five members of the Committee while that of Zonal Executive Committee, on requisition by at least four members.
- (d) The Executive Committee may adjourn and otherwise regulate their meetings as they think fit.
- (e) The President or in his absence, the senior most Vice President shall preside at all General Body Meetings of the Association and of the Central Executive Committee. In the event of both the President and the Vice President being absent, the Chairman shall be elected by a vote of the members present.
- (f) The President of Zonal Executive Committee shall preside at all Committee meetings and in his absence; the Chairman shall be elected by members present.

- (g) The notice necessary for meetings of the Central Executive Committee /Zonal Executive Committees shall ordinarily be 3 days; however, the meetings may also be called as and when necessary.

7.8 Filling up of casual vacancies:-

Any vacancy occurring in the Central Executive Committee/Zonal Executive Committee shall be filled by the respective Committee by co-option from amongst the Members of the Association. The Central Executive Committee/Zonal Executive Committees shall have the power to co-opt amongst the members of this Committee any office bearer in case of a temporary vacancy thereof for any reason whatsoever.

8. ZONAL EXECUTIVE COMMITTEES

- (a) There will be a Zonal Executive Committee of the Association at each Zonal Railway Headquarter. The members of the Zonal Executive Committee will be drawn from the officers based in the Zonal Railway who shall act in accordance with the broad guidelines and instructions issued by the Central Executive Committee.
- (b) The Zonal Executive Committee shall be elected by the member of the respective Zonal Unit by a secret ballot, and will function under the overall control of the Central Executive Committee at Registered Office of the Association. One member nominated by President of each Zonal Executive Committee shall be member of the Central Executive Committee. Delegation of powers to the Zonal Executive Committee will be defined from time to time by the Central Executive Committee.
- (c) The Zonal Executive Committee shall be responsible for day-to-day management of the work of respective Zonal Unit of the Association and will take appropriate steps for carrying out, executing and implementing the resolutions and directions passed and conveyed from time to time by the Central Executive Committee.
- (d) The Zonal Association will have the authority to deal with appropriate authorities, in consultation and approval of the Zonal Executive Committee, at its Zonal level on the matters directly concerned, and related to the members of that particular Zonal Unit.
- (e) The Zonal Executive Committee shall comprise of five elected members: -
1. A Zonal President
 2. A Zonal Vice President
 3. A Zonal Secretary

4. A Zonal Treasurer.
5. A Zonal Joint Secretary

8.1 Authority and Functions of the Zonal Executive Committees.

Subject to the overall control and overriding authority of the Central Executive Committee, the Zonal Executive Committee will have the following authority and functions: -

- (i) To admit members.
- (ii) To frame rules and regulations for proper functioning of the Zonal Unit.
- (iii) To appoint sub-committee for various functions as it deems necessary for the working of the Zonal Unit.
- (iv) To expend the funds of the Zonal Unit and to arrange for their proper accounting and auditing.
- (v) To submit an annual report on the working of the Zonal Unit to the Central Executive Committee.
- (vi) To carry out, execute and implement the resolutions and directions passed and conveyed from time to time by the General Body and the Central Executive Committee.
- (vii) To organize social and cultural activities under the auspices of the Zonal Unit.
- (viii) To act in accordance with the delegation of authority defined from time to time by the Central Executive Committee.
- (ix) However, all income raised through various sources shall be credited in the bank account of the central body of the Association initially and grant will be disbursed to Zonal units from there. The Zonal Units will not be permitted to raise funds into their local bank accounts.

8.2 Authority and Duties of the office bearers of the Zonal Executive Committees

The Zonal President

- (i) The Zonal President shall preside over all meetings of the Zonal Executive Committee.

- (ii) To supervise the affairs and activities of the Zonal Unit.

The Zonal Secretary

- (i) The Zonal Secretary shall be responsible for day-to-day functioning of the Zonal Executive Committee and shall be empowered for passing and incurring the expenditure deemed necessary for carrying out the activities of the Zonal Unit within the agreed and specified limits fixed by Zonal Executive Committee from time to time.
- (ii) The Secretary of Zonal Executive Committee shall coordinate/liaise between the Central Executive Committee/Zonal Executive Committee.
- (iii) The Secretary of Zonal Executive Committee shall act in close coordination and liaison with the Secretary of the Central Executive Committee and shall work under the direction of Central Executive Committee and Zonal Executive Committees.
- (iv) The Zonal Secretary shall organize and convene all meetings of the Zonal Executive Committee and other meetings deemed necessary from time to time and shall keep record of all the proceedings and perform all other functions in conformity with the resolutions and directions of the General Body, the Central Executive Committee and Zonal Executive Committees.
- (v) The Zonal Secretary shall be empowered to pass for payment of all bills for contingent expenses within limits specified by the Zonal Executive Committee from time to time, provided prior sanction for such expenditure has been obtained from the Zonal Unit; for expenditures exceeding Rs.2000/- at a time, prior approval of Zonal Executive Committee will be necessary as far as possible. However, the Zonal Secretary will ordinarily have the authority to spend a maximum of Rs.500/- without prior sanction of the Zonal Executive Committee, but shall get post-facto approval of the Zonal Committee. The Zonal Secretary will operate the Bank account jointly with the Zonal Treasurer.
- (vi) The Zonal Secretary shall prepare an annual report highlighting the activities and achievements of the Zonal Unit and shall furnish the same during the month of December/January to the Secretary of the Association.

The Zonal Treasurer

- (i) The Zonal Treasurer shall be responsible for all receipts and disbursements and proper accounting of funds of the Zonal Unit.

- (ii) The Zonal Treasurer shall furnish quarterly statement indicating financial position of Zonal Unit to the General Treasurer, who shall be overall responsible for the finance of the Zonal Unit.
- (iii) The Zonal Treasurer shall prepare an annual financial report of the Zonal Unit and submit to the Central Executive Committee in the month of October through the General Treasurer. The Zonal Treasurer shall operate the Bank account jointly with the Secretary of the Zonal Unit concerned.

9. **SOURCES OF INCOME AND UTILISATION OF FUNDS:**

- (a) Funds of the Association shall be raised by: -
 - (i) Enrolment fees.
 - (ii) Annual subscriptions.
 - (iii) Special contributions or levies from members as may be fixed by the General Body or by the Central Executive Committee/Zonal Executive Committees from time to time.
 - (iv) Donations and/or subsidies.
 - (v) By realizing payments from advertisements in its magazine/journal/Souvenir/website etc.
 - (vi) By organizing seminar/cultural activities etc.
- (b) The funds of the Association shall be deposited in an account opened in one of the Nationalized/MNC Banks approved by the Central Executive Committee/Zonal Executive Committee and operated in the manner prescribed. The Executive Committee shall at its discretion specify the cash balance which may be held by the Secretary/Treasurer to meet sundry expenses of the Association.
- (c) Subject to the relevant **Act of the Registrar of Firms & Societies**, the Funds of the Association shall not be spent on any object other than the following: -
 - (i) The payment of salaries allowances and expensed to staff of the Association.
 - (ii) The payment of expenses for the administration of the Association including traveling expenses, audit of the accounts of the general funds of the Association.

- (iii) Allowance to serving members or their wives and/or children on account of death, old age, accident, sickness or unemployment of such members.
- (iv) Publication of periodicals or magazines furthering the interests of the Association and its members.
- (v) For furthering the interests of the Association and its members.
- (vi) Any other matter authorized by the Central Executive Committee.

10. **FINANCIAL YEAR:**

The financial year of the Association will be from 1st January to 31st December.

11. **AUDIT OF ACCOUNTS:-**

- (a) The Annual Income and Expenditure account and the Balance sheet of the Association shall be presented at the annual General Meeting in the first quarter of the year, duly audited by a competent auditor nominated by the General Body in accordance with Regulations of Firms & Societies Act.
- (b) The Central Executive Committee, Zonal Executive Committee shall cause accounts to be kept of all sums of money received and expended by the Association and all matters in respect of which such receipts and expenditure take place and of the assets and liabilities of the Association.
- (c) The books of accounts shall be kept by the General Treasurer of the Central Executive Committee and Treasurer of the Zonal Committees and shall be open to inspection by any member at the office of the Association during which the office is open on any week day excluding holidays.

12. **OPERATION OF BANK ACCOUNT:**

- (b) The Bank Account of the Central Executive Committee shall be **operated by the Treasurer jointly either with the Secretary** or Vice President, or Joint Secretary as decided in the Central Executive Committee from time to time.
- (c) The Bank Account of the Zonal Executive Committees shall be operated by the respective Zonal Treasurer jointly with the Zonal Secretary.

13. **ANNUAL LIST OF THE CENTRAL EXECUTIVE COMMITTEE:**

(Section 4 of the Act)

Once in every year a list of the **office bearers and members of the Central Executive Committee shall be filed with the Registrar of Societies, Delhi, as required under Section 4 of the Societies Registration Act of 1860**, as applicable to the Union Territory of Delhi.

14. LEGAL PROCEEDINGS: (Section 6 of the Act)

The Society may sue or be sued in the name of the President/Secretary as per provisions laid down under Section 6 of the Societies Registration Act of 1860, as applicable to the Union Territory of Delhi.

15. AMENDMENT (ALTERATION, EXTENSION OR ABRIDGEMENT) OF 'PURPOSE' (Aims and objects or CHANGE OF NAME: (Section 12 and 12 (A) of the Act)

Any kind of amendment in the **Memorandum of the Association** shall be made as per provisions of the Section 12 and 12(A) of the Societies Registration Act of 1860, as applicable to the Union Territory of Delhi.

16. DISSOLUTION AND ADJUSTMENT OF AFFAIRS:

If the Association needs to be dissolved, it shall be dissolved as per provisions laid down under Sections 13 and 14 of the Societies Registration Act of 1860, as applicable to the Union Territory of Delhi.

17. APPLICATION OF THE ACT:

All the provisions under all the section of the Societies Registration Act of 1860, as applicable to the Union Territory of Delhi, shall apply to this Association.

18. ESSENTIALITY CERTIFICATE:

Certified that this is correct copy of the Rules and Regulations of the Association.

S. K. Malik	A.K. Shrivastava	B. P. Awasthi
President	General Secretary	Treasurer
AMCE	CE/TMC/NR	CE/C/NE/NR
