

CONSTITUTION (2nd Amendment)

1. Memorandum of association:

- i) Name of society: **Chandigarh Govt. Colleges Teachers' Association (CGCTA)**
- ii) Location of registered office of the association: #2273/3, Sector-45-C, Chandigarh.
- iii) Area of operation: Chandigarh and surroundings.

2. Aims and Objectives:

- i) It shall be a non-political association. Any office bearer associating himself/herself with any political activity shall automatically cease to be a member and he/she shall be removed from the office of responsibility in the association.
- ii) It shall inculcate quality education among youth to highlight the name of Chandigarh on the map of India and abroad in the field of higher education.
- iii) It shall encourage and maintain unity in diversity as members of this association belong to different states of India.
- iv) It shall hold inter/intra college academic competitions and get-together to promote interpersonal relationships, exchange of the views and ideas and to create amiable academic environment.
- v) It shall undertake measures to improve the teaching-learning strategies in colleges.
- vi) It shall conduct competitions in sports, education and cultural events for the motivation of the students and kids of its members.
- vii) It shall co-ordinate with the administration while redressing problems of its members.
- viii) It shall conduct intra/inter college inter-disciplinary workshops, conferences and seminars to promote researches, scholarships and academic pursuits among its members.
- ix) It shall endeavor to improve the teaching profession by publications, researches, meetings and other activities designed to maintain and improve the competence of the college teachers by advising, assisting, protecting and disciplining its members in the discharging their professional responsibilities and duties.
- x) It shall cooperate with other associations and organizations in India and abroad having similar aims and objectives.

- xi) It can get donation/grant and acquire/purchase any moveable and immoveable property from the govt. /semi-govt. or from the well-wisher of the association for its growth.
- xii) It shall work under the aegis of **All India Federation of University and College Teachers Organization (AIFUCTO)** for the guidance and protection of its members in the field of academics. It shall also hold rallies/strikes/protests on the call of AIFUCTO or under intimation to AIFUCTO hold the same at the local level regarding issues/demands of members.

3. Conditions:

- a) The income and property of the association shall be utilized solely towards the promotion of the aims and objectives of the association as mentioned in the memorandum of the association and no portion thereof shall be paid to or transferred directly or indirectly to the members of the association.
- b) No member of the governing body of the association shall be appointed to any salaried office/s of the association paid by fees and no remuneration shall be given by the association to any member of such governing body except repayment of out of pocket expenses and interest on money rent or rent for premises/ demised to the association.
- c) The association by its constitution is required to apply its profit, if any or other income in promotion of its objectives.
- d) At the time of dissolution of the association after settlement of all debts and liabilities if there remains any property whatever, the same shall not be paid or distributed among the members of the association, instead shall be given or transferred to some other institution having objectives similar to the association at or before the time of dissolution.

4. Terms and conditions of admission of members:

- 1. Any teacher duly selected through UPSC working in any govt. college or other educational institution fully controlled and administered by UT Chandigarh Administration, who pledges to abide by the rules, regulations, aims and objectives of the association shall be entitled to be enrolled as registered member of the

association, provided he/she applies in the prescribed membership form of the association.

2. Each member shall pay non-refundable Rs. 1000 towards non-refundable subscription fees of the association. The fee shall be paid from July to September every year. The subscription fee can be revised from time to time.

5. Honorary Membership:

Any person other than as mentioned in clause 4 (1) above who is doing or has rendered meritorious service to the teaching community or for the advancement of better education shall be allowed to seek honorary membership of the association after depositing Rs. 1000 (non-refundable) as lifetime honorary membership fee towards the association. Further, he/she neither shall have any voting right nor hold any office of the association.

6. Termination of membership:

A member shall be expelled from the membership of the association if:

- a) He/she fails to deposit the subscription for one year overdue. However, governing body after serving valid notice reserves the right to terminate/continue his/her membership along with penal interest @ 5% p.a. from the date of overdue within ten days.
- b) He/she fails to deposit the fine imposed upon him/her, if any, in the prescribed time.
- c) He/she shall be found guilty of any misconduct resulting in loss either monetary or to the reputation of the association. In such case the governing body shall serve a show cause notice to him/her and after personal hearing before the full governing body, he/she shall either be expelled from the association permanently or allowed to continue as member if, he/she satisfies the governing body about the charges framed against him/her.

7. Formation of General Body:

- a) Any teacher duly selected through UPSC working in any govt. college or any other educational institution fully controlled and administered by UT Chandigarh Administration, who pledges to abide by the rules, regulations, aims and objectives of the association shall be entitled to be enrolled as registered member of the association, provided he/she applies in the prescribed membership form of the

association along with Rs. 1000/- as annual subscription to be paid from July to September every year.

- b) All active members regularly paying subscription for the last one year shall constitute the general body.
- c) Every active member shall have one vote and no permission for differential/proxy vote shall be given.
- d) Every active member of the general body shall have equal right to vote in the general election of the association.
- e) Any active member/office bearer shall be eligible to re-elect/contest in election, if he/she has paid subscription consecutively for three years. However, the gap if any can be restored on payment of outstanding subscription along with penal interest @ 5% p.a. from the date of overdue within ten days or before the general body meeting whichever is earlier.
- f) All the meetings of general body shall be presided over by the President or General Secretary from time to time.

8. Power and functions of general body:

- a) The general body of the association shall meet at least twice in a calendar year.
- b) All the office bearers shall be elected by the general body by 2/3rd majority of its members present and as per the conditions laid down in the constitution of the association
- c) The general body shall have the power to amend the constitution of the association by 3/4th majority of its members present.
- d) The general body shall have the power to dissolve the association by 3/4th majority of its members.
- e) By virtue of the constitution, all other powers and functions the general body shall delegate to the governing body herein after referred to as ECC (Executive Core Committee).

9. Meetings/quorum of general body/Extra ordinary general body:

- a) The general body of the association shall meet at least twice in a calendar year after a gap of not more than six months. The annual report of the association shall be presented by the general secretary at the annual meeting for approval. At least ten days prior notice shall be given for convening general body meetings. Quorum for general body shall be 1/4th of the total registered members as on the date of meeting.

- b) Extra ordinary general body meeting shall also be called by the president as and when required to transact any urgent business which can't be deferred till next general body meeting. The president can also call the general body meeting upon written request with signatures of 1/3rd of the total registered members on that day; however, ECC has exclusive power to accept or reject such request if it is approved /disapproved unanimously. Quorum for general body shall be 1/4th of the total registered members as on the date of meeting.

10. Formation of Governing Body:

The governing body herein after referred to as Executive Core Committee i.e. ECC of the association shall consist of the following:

1. President
2. Vice-Presidents
3. General Secretary
4. Joint-Secretaries
5. Treasurers

Besides the ECC, there shall also be one public relation officer (PRO), and executive members (liasioning members)-one from each govt. college or other educational institution to carry out the work and responsibilities of the association as sought and assigned by ECC.

11. The strength of Executive Core Committee:

There shall be eight members in the ECC given herein under as:

1. President-1
2. Vice-Presidents-2
3. General Secretary-1
4. Joint-Secretaries-2
5. Treasurer -2

12. Powers and functions of ECC:

1. It shall have the power to manage and execute the routine activities of association conferred on it by virtue of the constitution of the association.
2. It shall pursue and conduct all the court or other cases for and against the association.
3. It shall utilize the funds of association for the purposes for which the association is formed as per its constitution.

4. It shall be competent to form sub-committee and sub-offices in Chandigarh and shall hand over any work of the association which it may deem fit and the subcommittees shall be authorized to use such powers which are in consonance with the constitution.
5. It shall have the right and power to review all the matters assigned to sub-committee/sub-offices.
6. It shall be competent to terminate the membership of any member without giving any reason if it is found that he/she is participating in such activities which are against the aims and objectives of the association by 3/4th majority of its total members.
7. It shall be competent to sanction expenditure for any specific purpose without any limit.

13. Meeting/Quorum and notice of ECC:

At least 3/4th of members including the President and the General Secretary must be present to complete the quorum of the ECC. ECC shall hold its meeting any time in case of any exigency otherwise in normal course seven days' time shall be given before the meeting. The notice of ECC meeting shall be displayed /conveyed by the general secretary after consultation and approval of the president. The meeting of ECC shall be held at least once in two months.

14. Mode of Election/Quorum and Tenure of the ECC:

1. The election of ECC shall take place once in two years at the general body meeting.
2. The notice for such election shall be given at least 30 days in advance.
3. To seek election and to have right to vote, every member must have paid his/her subscription regularly and no outstanding arrears should be against him/her in the last one year.
4. General Body shall elect all the members of ECC and others. The office bearers of ECC shall not hold the office for more than 2 tenures consecutively. The quorum of General Body will be complete only if 1/4th of registered members are present in the meeting for the purpose of elections. The ECC shall decide the date venue and time of the meeting of General Body for elections.
5. The election can be held by the following methods:
 - a) By common consent.
 - b) By showing hands in approval/support.
 - c) By secret ballot system.

- d) Any other means decided by the General Secretary in consultation with the President whose decision shall be final and binding.
6. All vacancies caused by resignation, expulsion or death of any member of ECC and others except the President or the General Secretary shall be filled by nomination by the ECC. The nominated member shall hold the office temporarily till the election is held in the next general body meeting. In the event of the office of the President or General Secretary falling vacant due to unavoidable reasons, it shall be filled by the Vice-President or Joint-Secretary temporarily till the time they are elected by the general body in the next meeting. ECC can also adopt any mode of such election as mentioned in Rule 14.
7. The ECC shall appoint Election Committee consisting of not more than any 3 members to conduct the election of office bearers and others.

15. Power of Election Committee:

1. To scrutinize the validity of nomination papers and its decision in this regard shall be final and binding.
2. To conduct the election on the date decided by the ECC with dignity and decorum.
3. To supervise and conduct the counting of votes.
4. All members of election committee shall work in temporary capacity.
5. The election committee in consultation with the president/general secretary shall have the power to pre-pone or post-pone the election date in case of any unavoidable circumstances.
6. To declare the results of elections.
7. The election committee shall stand dissolved automatically after the election.

16. Powers and duties of members of ECC:

1. President:

- i) He/she shall be the executive officer of the ECC.
- ii) He/she shall preside over all the meeting of general body & ECC.
- iii) He/she shall delegate powers and allocate duties amongst different members of the ECC as well as members of association in consultation with General Secretary.
- iv) He/she shall be empowered to sanction up to RS. 5000/- at any stage any time for any urgent financial need.

- v) He/she shall arrange a press conference along with general secretary or authorize other member of ECC.
- vi) He/she shall be head of the association and can use all the powers given to him/her from time to time.
- vii) He/she shall have every discretionary power to take any decision upon approval of other members of the ECC.

2. Vice-Presidents:

- i) They shall assist the president in his related duties.
- ii) They shall record the minutes of each meeting and shall hand over to the general secretary.
- iii) They shall sign all the documents on behalf of the president in case due to unavoidable circumstances the president is out of station.
- iv) They shall help the general secretary to prepare the annual report of the association.

3. General Secretary:

- i) He/she shall be the liaisoning officer within/outside the association.
- ii) He/she shall issue notice of all the meetings (ECC & general body) after consultation with the president.
- iii) He/she shall keep record of minutes of general body & ECC meetings and place them before the subsequent meeting for approval.
- iv) He shall submit the annual report of the association and place it before the general body for approval.
- v) He/she shall be competent to sanction/spend Rs. 2000/- at any time for the work of association.
- vi) He/she shall perform the duties of the president in his/her absence.

4. Joint-Secretaries:

- i) They shall help the general secretary in all the matters and work of the association or as assigned by the general secretary.
- ii) They shall keep all the record of the association in good condition.
- iii) They shall discharge the duties of general secretary in his/her absence.
- iv) They shall keep and maintain record of membership and subscription.

- v) They shall convey the message of the president or general secretary to the executive members.

5. Treasurers:

- a) They shall prepare the accounts of the association and make all deposit and withdrawal from the bank only through cheques in the name of the association.
- b) They shall keep true and complete accounts of all the payments and receipts on behalf of the association.
- c) They shall jointly sign with the general secretary on all the receipts and cheques.
- d) They shall prepare a statement regarding the financial position of the association, which shall be audited by the auditor.
- e) They shall prepare and present the annual budget report of the association in the general body after getting it approval of ECC.
- f) They shall hand over his/her resignation to the president and hand over the charge to the co-treasurer in unavoidable circumstances.

17. Duties and responsibilities of Public Relation Officer:

- a) He/she shall prepare press releases as and when asked by the president or general secretary on behalf of ECC and send it back to the president or general secretary.
- b) He/she shall circulate the notices/circulars of the association to the executive members for implementation.

18. Duties and responsibilities of Executive members (liaisoning members):

- a) They shall maintain liaisoning with members of the association in respective colleges.
- b) They shall display the notices of the association in respective colleges for information.
- c) They shall collect the subscription fee from the members of respective colleges.
- d) They shall keep a record of all the members of association in respective colleges.
- e) They shall be authorized to sign the subscription receipts to be returned to the members.
- f) They shall be bound to perform duties assigned to them by the ECC.

19. Funds and its Utilization:

The funds shall be collected through subscription and donation etc. The whole amount of the association shall be kept in a separate bank account in the name of the association and shall be utilized in accordance with the constitution of the association. The bank account of the association shall be operated by the treasurer and general secretary jointly.

20. Audit of the Account:

The accounts of the association shall be audited every financial year by a qualified Chartered Accountant.

21. Amendment of the constitution:

Amendment in the constitution of the association as per provisions of section 12 and 12-A of the Society Registration Act-1860 shall be made only when the general secretary issues ten days prior notice to convene the meeting of general body to approve the proposed agenda of ECC. Any amendment shall be effective only if the general body approves it by 3/4th majority of the registered members present through their signatures in its meeting held at least 30 days after such notice.

22. Dissolution of the Association:

The association can be dissolved by 3/4th majority of the registered members present through their signatures. For this the president shall issue 7 days' notice to convene the general body meeting. In case of dissolution of the association all the assets of the association shall be handed over to any other society whose aims and objectives shall be similar to the association.

The manner of dissolution of the association shall be as per provision of section 13 and 14 of the Society Registration Act-1860.

Certified to be true copy of the amended constitution:

Date: the 18th May 2013

Place: Chandigarh.

(President)
CGCTA

(General Secretary)
CGCTA