



# CONSTITUTION OF State Engineers' Association, Tripura

## **1. a) SHORT TITLE, EXTENT AND COMMENCEMENT**

- a) These may be called the "CONSTITUTION OF STATE ENGINEERS' ASSOCIATION, TRIPURA (5<sup>Th</sup> Amendment, 2000)
- b) It extends to all members of Association serving under different departments, undertakings and autonomous bodies of the Government of Tripura.
- c) It shall come into force on the 1<sup>st</sup> day of December 2000.
- d) Any rule(s) or Sub-rule(s) of the pre-amended constitution found in country to the present constitution (5<sup>Th</sup> Amendment), the rule(s) or sub-rule(s) of the present constitution (5<sup>Th</sup> amendment) shall prevail.

## **2. a) DEFINATION**

The name of the Association shall be in English "STATE ENGINEERS' ASSOCIATION, TRIPURA" and here-in-after referred to as "ASSOCIATION", name abbreviated as "SEAT" having its Headquarter at Agartala

## **b) MONOGRAM.**

As above in the caption.

## **c) EXECUTIVE COMMITTEE**

The Executive body of the Association.

## **d) OFFICE BEARERS**

President, Vice-president, General Secretary, Joint Secretary (Administration), Joint Secretary (Publicity), Treasurer, Asst. Treasurer, Office Secretary, Asst. Office Secretary.

### **e) AFFILIATION**

'SEAT' has been duly affiliated to Eastern Regional Federation of State Engineering Services Associations (ERFSESA) and the Indian Engineers Federation (INDEF).

The Association shall have the right to be affiliated to any other Regional or National Engineering Organization having aims and objects of like nature, serving the best interests of the Engineering profession in general and the Association in particular.

### **f) YEAR**

- (i) Year for all purposes, except financial matter of Association, means a period of 12 (twelve) months (Maximum) from 1st January to 31st December of a calendar year.
- (ii) Financial year of Association, means a period of 12 (twelve) months (maximum) from 1st July to 30th June of the following calendar year.

## **3. OBJECTIVES**

- a) To uphold the honour and dignity of Engineering profession and also to uphold the interest of Engineering Graduates engaged in different departments of the Govt. of Tripura, its undertakings and in the autonomous bodies of Tripura.
- b) To promote an advance Technology in all its different branches and to bring about improvement in the field of Engineering in Tripura.
- c) To promote co-operation and understanding amongst the members.
- d) To generate the spirit of social service amongst the members.

## **4. MEMBERSHIP**

- i) Any in – service Graduate Engineer or equivalent in any discipline of any department under Govt. of Tripura, its undertakings and in the autonomous bodies in Tripura may be a member/life member of the Association.
- ii) Any in – service Graduate Engineer, who is already a member of any other service Association in Tripura, will not be eligible for membership.
- iii) The in-service Engineer, on being enrolled shall receive membership/life membership card as per Form-'A' annexed hereto. In case of any change

in the designation, address etc. a member/life-member may apply for a fresh membership card after surrendering the existing one and on payment of Rs.25/- (Rupees twenty five) only.

- iv) On and from the date on which these rules come into force, a new member shall be enrolled as "Life Member" only.

## **5. ENROLMENT**

- a) An intending in-service Engineers who fulfill the condition under 4(i) above, shall apply for membership. The application for membership have to be submitted in prescribed form, as per 'Form – B' annexed hereto, to the President duly recommended by the member of the Association. The application from shall be placed before the Executive Committee of the Association for approval. The Executive Committee shall have the right to accept or reject the application without assigning any reason thereof.
- b) An applicant shall pay the prescribed registration fee on receipt of information about acceptance of his/her application for membership.

On receipt of registration fee, the applicant will be treated as provisional member till his/her subscription towards life membership is completed.

- c) The registration Fee shall be Rs.25/- (Rupees twenty five) only. The Executive Committee shall however have the right to enhance the registration fee.
- d) The Existing members shall be treated as Registered members automatically w.e.f the date of coming into force of these rules.

## **6. SUBSCRIPTION**

- a) For continuity of Membership (M), annual subscription @ Rs.120/- (Rupees one hundred and twenty) only is to be paid. A member (M) can pay the aforesaid Subscription @ Rs.10/- (Rupees ten) only. Per month, if desires.
- b) For Life Membership (L.M) existing members (i.e. members who joined the Association prior to 01.01.1996) shall pay Rs.600/- (Rupees six hundred) only as composite subscription in maximum 6 (six) installments within a span of 6(six) months starting from the date of payment of 1st installment. He/She shall in addition clear up within the period of 6(six) months as mentioned herein before.

New Members (i.e. members joining the Association on or after the date 01.01.1996) shall however pay the 1st installment within 30(thirty) days from the date of information of acceptance of his application of membership and the balance amount in maximum 5(five) installments within a period of next 6(six) months from the date of payment of 1st installment.

In case any member applies for extension of period for payment of Life Membership installment, executive Committee may, on consideration of merit of individual cases, extend a period of maximum two months beyond the stipulated period of 6(six) months. In case any individual fails to clear up of the total fees of Life Membership within the stipulated extended period, a levy

of penalty of Rs.20/- (Rupees twenty) only per month of default will be recovered from the fees already deposited by him.

The entire amount of subscription on Life-membership shall be invested as fixed deposit or otherwise in a scheduled Bank with a view to earning a regular return to run the Association's expenditure smoothly.

- c) Membership/ Life membership subscription may be revised by the Executive Committee of the Association.
- d) Members/Life Members shall pay any other fees/subscription, if necessary for certain special purpose as and when asked by the Executive Committee of the Association.

## **7. CESSATION OF MEMBERSHIP**

- a)
  - i) If any member does not pay the annual subscription for consecutive 3 (three) years, his/her membership shall cease.
  - ii) If any member after payment of 1 (one) or 2 (two) instalments toward Life Membership (L.M) does not complete the payments as per clause 6 (b) then the amount paid through aforesaid instalment(s) will be adjusted against his/her annual subscription till the amount is exhausted. And thereafter if the member does not pay the annual subscription for consecutive 3 (three) years. His/her membership will cease.
  - iii) A provisional member, who fails to clear his/her Life – Membership subscription within stipulated period including the grace period as specified in the clause 6 (b) above, the Executive Committee will enquire him/her about the fact. If, he/she fails to response or assign any satisfactory ground (Merit of which will be finalized by the Executive Committee), his/her provisional membership shall cease.
- b) If any Member/Life Member is involved in any activity detrimental to the interest of the Association, he/she will be liable for disciplinary proceeding in the manner as decided by the Executive Committee, and the action may be of the following nature:
  - i) Censure, ii) Temporary suspension of Membership/Life-membership, iii) Expulsion from Association. Such cessation will have to be recorded through resolution of the Executive Committee.
- e) The membership shall also cease due to retirement, resignation, death & mental disorder.

## **8. RESTORATION OF MEMBERSHIP**

- a) Any person who has ceased to be a member of the Association due to default in payment of his/her annual subscription, can get the membership restored on payment of Rs.20/- (Rupees twenty) only as membership restoration fee along with the arrear dues within 30 (thirty) days from the date of cessation of his/her membership. The Executive Committee may, however, dispense with payment of 'Restoration fee' considering the merit of the individual case.
- b) In case any person fails to act as per provision in 8 (a) & applies for restoration of membership, his/her case can be considered by the Executive Committee as per the

prescribed procedure for enrolment with payment of arrear dues. The Executive Committee, is so decided, can impose payment of late fee of rs.30/- (Rupees thirty) only in addition to restoration fee.

## **9. FORMATION OF EXECUTIVE COMMITTEE AND ZONAL, COMPLEX AND LOCAL COMMITTEE:**

a) The executive Committee shall consists of 15 (fifteen) members inclusive 9 (nine) office bearers, as enumerated below, and shall function for 2 (two) consecutive "YEARS".

i. PRESIDENT	-1(one)
ii. VICE-PRESIDENT	-1(one)
iii. GENERAL SECRETARY	-1(one)
iv. JOINT SECRETARY (ADMINISTRATION)	-1(one)
v. JOINT SECRETARY (PUBLICITY)	-1(one)
vi. TREASURER	-1(one)
vii. ASSISTANT TREASURER	-1(one)
viii. OFFICE SECRETARY	-1(one)
ix. ASSISTANT OFFICE SECRETARY	-1(one)
x. MEMBERS	-6 (six)

6(six) members who are not office bearers in the Executive Committee will perform the duties entrusted to them by the Executive Committee from time to time.

The Executive committee shall consist:-2  
(two) members from category-I,  
3 (three) members from category-II,  
5 (five) members from category-III and  
5 (five) members from category-IV

The categories of members are given below:

**Category – I:** Engineers – in- Chief, Chief Engineer, Chief Inspector of Factories & Boilers, Additional Chief Engineer, Superintending Engineer, Senior Architect or their equivalent.

**Category – II:** Executive Engineer, Architect, Sr. Scientific Officer, Inspector of Factories or their equivalents.

**Category – III:** Assistant Engineer, Assistant Architect, Scientific Officer, Cold chain Officer, Dairy Engineer, Research Officer (Engg.) or their equivalents.

**Category – IV:** Junior Engineer, research Officer, Project Officer or their equivalents.

b) The Secretaries of 4 (four) Zonal Committees i.e. West Tripura Zonal (WTDC); South Tripura Zonal (STDC); North Tripura Zonal (NTDC) & Dhalai Zonal will be permanent invitees to the Executive Committee.

c) i) The Executive Committee, at its discretion, may nominate maximum 5 (five) special invitees to the Executive Committee from the members as and when felt necessary.

ii) The Executive Committee at its discretion may 'Co-opt' maximum 5 (five) additional members to the Executive Committee from the members as and when felt necessary. These "Co-opted members" shall have no right to vote in the Executive Committee.

d) To meet the requirement arising out of an emergency situation, the Executive Committee, at its discretion, may from an Advisory Board for a particular period to be prescribed in the notification of formation of the board.

e) All the 15 (fifteen) members of the Executive Committee will be elected from the contesting members in the Bi-Annual General Conference of the Association through the secret ballot.

The Executive Committee in a meeting to be convened by the outgoing president will elect from themselves, the office bearers within 3 (three) days from the date of election. The General Secretary of the incoming Executive Committee will arrange circulation of the name of the office bearers to all the earliest possible time.

## **f) ZONAL COMMITTEE AND COMPLEX/LOCAL COMMITTEES**

i) 4 (four) Zonal Committees as per clause 9(b) will be formed in the respective Zonal Bi-annual general conference in the month of November of every alternate year before Bi annual general conference of the Association. The members of Zonal Committee will be selected unanimously by the members present in the conference.

ii) Zonal Committee head quarters, a)for West Tripura Zonal Committee(WTDC) will be at Agartala ,

b) For South Tripura Zonal Committee (STDC) will be at Udaipur

c) For north Tripura Zonal Committee (DNTDC) will be at Kumarghat and

d) For Dhalai Zonal Committee (DDC) will be at Ambassa.

iii)The Complex/Local committees, within the jurisdiction of the respective Zonal Committees will be formed in Compels Local Bi-annual general conference(s) to be held before respective Zonal bi-annual general conference in the month of October. The committee(s) members are to be selected unanimously by the members of the respective area present in the conference for a period of 2(two) years.

## **g)COMPOSITION AND ACTIVITIES OF ZONAL COMMITTEE AND COMPLEX/LOCAL**

i) ADMINISTRATION:-

1) Zonal Committee shall comprise of 7(seven) members with 1(one) President 1(one), 1(one)Secretary and 1(one) Treasurer. The Secretary will be the Executive Head of the Zonal Committee.

Zonal Committee at its discretion may co-opt upto a maximum of 3(three) members in their committee from the members of their area as and when felt necessary

- 2) Secretary of each Zonal Committee will be permanent invitee in the Executive Committee
- 3) Complex /Local Committees shall comprise of minimum 3(three) to maximum 5(five) members with 1(one) Convener and 1(one) Joint Convener. The Convener will be the head of the Complex/Local Committee.
- 4)The Convener of each Complex/Local Committee will be the permanent invitee to the Zonal Committee of Concerned Zonal .
- 5)Each Zonal Committee will hold meeting at least once in every monthly and will submit monthly report of its activities to the Executive Committee .The Secretary will present the annual report and accounts to the General Secretary of the Association in the annual meeting of respective Zonal of each year for a period of 12(twelve) months starting from, 1<sup>st</sup> November to 31<sup>st</sup> October of the following calendar year.  
Zonal Committee Treasurer will submit the accounts to the Treasurer of the Association quarterly.
- 6) Each Zonal Committee will hold annual generation conference in the month of October/November, every year at respective Zonal Head-quarters.
- 7) Each Complex/Local Committee will hold meeting at least once in 2(months) (i.e By-monthly) and will submit By monthly report of Accounts and Activities to their respective Zonal Committee.
- 8) Each Zonal Committee will correct the subscription etc. through the respective Complex/Local committees Conveners, and will deposit the same to the Treasurer of the Association. The Executive committee will provide fund to the Zonal and Complex/Local Committee to maintain their offices.

## **ii) FUNCTIONS:-**

- 1) To assist the Executive Committee regarding the general activities, publicity, collection of subscription/donation etc.
- 2) To consider the views/suggestions of the members of the respective Zonal and to take action accordingly by Zonal committee if it is a matter of Zonal importance. In case of incidences like personal humiliation to the member(s) or so, Zonal Committee shall take or organize immediate action for protection of the member(s) concerned. In such cases, the matter should be brought to the notice of the Executive Committee as early as possible for further follow up action.
- 3) To keep close liaison with the Complex/Local Committee for the above Sl.ii (1) and ii (2).
- 4) To stage/perform the Stage, Regional and National level activities of ERFESA/INDEF etc.
- 5) The Local/Complex Committee will act on the line as described above, as well as per direction of the Zonal Committee Concerned.

## **10. ELECTION**

- a) The General Secretary on behalf of the Executive Committee will notify the date of Bi-annual General Conference. The notification is to be circulated giving minimum 15(fifteen) days time before the proposed date of general conference to be held in the month of December of the 2nd 'YEAR'.

b) In case of any natural calamity or National /State emergency or nay other exigency, the Executive Committee may hold the Bi-annual General Conference within a period not exceeding 3(three) months from the date of expiry of its tenure. In such case , the tenure of coming Executive Committee shall get reduced for a period by which the tenure of last Executive Committee is extended.

c) All the 15(fifteen) members in the Executive Committee will be elected by the General members present in the bi-annual General Conference.

d)The Executive Committee shall appoint 1(one) Returning Officer(R.O) and Asst. Returning Officer(s) (ARO.) , one for each booth but not exceeding 3 (three) in all from the members , to conduct the election of the Executive Committee and notify their particulars in the notification to be issued in respect of holding the Bi-annual General Conference.

e)If the Returning Officer and/or nay or all the Asst. Returning Officer(s) so appointed are unable to conduct the Election due to sudden illness or otherwise, the Executive Committee shall appoint such Returning Officer and Asst. Returning Officer(s) on the date of General Conference and shall inform the same to the members present in the Conference.

f) The Returning Officer will make formal appointment of A.R.O against the booth to which he/she is attached to either in writing or by announcement as deemed proper by him/her just before starting of the election process.

g) The members will be requested to cast their vote through secret ballot papers to be issued by the concerned A.R.O. of each booth.

h) All ballot papers will be signed by the A.R.O, in full with date on each of the ballot papers, before issue.

i) Members who have no outstanding subscription (annual or life Membership) as on 30<sup>th</sup> November of the year, in which the election is due, are eligible to be the member of choice for election to the Executive Committee. A list of such members will be displayed at the election place.

ii) The Returning Officer(R.O) will declare the member of Representatives to be elected from different category by the members in according with the provision of 9(a) and invite nomination from the intending eligible members .Nomination form as per Annexure(C) attached here to, is to be submitted within the time to be specified by the R.O.

iii) In case of non receipt of sufficient / minimum member of valid nomination form from different categories as mentioned in clause 9.

i) The shortfall will be filled up from the remaining contesting candidates on the basis of descending ordered from highest number of vote received irrespective of any category.

j)Members will affix supplied stamp impression against the names of 15(fifteen) members of choice with due cared to categorical representation as per provision of Rule 9(a) on the ballot paper issued to them by the A.R.O. and drop the same in the ballot box.

k) Any ballot containing names in violation of the provision of the Rule 10(j) will be cancelled and shall not be considered for counting of votes. However , incase of any ballot paper containing nay incorrect stamp impression against any name(s) of



contesting candidate(s), the remaining correct impression(s) shall be considered for counting of votes.

l) The Returning Officer will make announcement before closing the booth to avoid the chances of not casting of vote by any member present in the meeting.

m) After the voting procedure is over , the A.R.Os will give the accounts of ballot papers and the closed/sealed ballot box(es) of their respective booth to the Returning Officer.

n) In case the number of booth (and no. of ballot boxes thereof) is more than one, the Returning Officer will open the ballot boxes and mix the ballot papers of all the ballot boxes together before counting.

o) Counting of vote shall be conducted by the Returning Officer with the help of A.R.Os , if necessary .

p) The Returning Officer will prepare a list of contesting candidates in each category as specified in Rule 9(a) along with total no. of vote cast in favor of each candidate. The category-wise list shall be prepared in descending order in terms of receipt of total no. of votes against each name.

q) The top 2(two) is from category-I, top 3(three) from category –II, top 5(five) from category-IV will be declared elected by the Returning Officer. In case of non receipt of sufficient/minimum no. of nomination, the modalities of election of such shortfall will be declared as per clause 10(i) (III) above. These 15 (fifteen) elected members will form the new Executive Committee.

r) In case of nay challenge over counting of votes vis-à-vis declaration of result, it will be the discretion of the Returning Officer to allow recounting or not and the number of recounting(s), if allowed. The final declaration is to be made in black and white and all records are to be properly checked and signed by the Returning Officer to preserve these records, except the used ballot papers, which are to be destroyed by the Returning Officer immediately after final declaration of result.

s) After declaration of election result, the earlier Executive Committee shall automatically get dissolved. The record/papers etc. of the Association will however be retained with the outgoing General Secretary till such time the in coming Executive Committee elects the new General Secretary, who shall take over the records/papers within 5 (five) days from outgoing General Secretary at a place and time convenient to both.

## **11. FUNDS AND ACCOUNTS**

a) The services of all the Members of the Association including the services of the elected members of Executive Committee, Members of Zonal and Local /Complex Committee shall be treated as HONORARY.

b) Printed and numbered receipt books shall be issued by the Treasurer to the Zonal Treasurer who in turn will issue the same to the complex /local committee Conveners for collecting subscriptions etc. from the members.

c) The amount collected vide (b) above form the members by the conveners under respective Zonal Committee shall be deposited to the Zonal Treasurer who in turn shall deposit the same to the treasurer against proper printed receipt at the end of each month.

d) i) Funds except subscriptions for LIFE MEMBERSHIP will be kept in scheduled Bank (s) as approved by the Executive Committee in the name of "STATE ENGINEERS'

ASSOCIATION, TRIPURA". Account (s) will be operated jointly by the General Secretary and the Treasurer of the Association.

ii) Subscription for LIFE MEMBERSHIP will be kept in Fixed deposit in scheduled Bank (s) as approved by the Executive Committee. Interest to be accrued in a 'year' may be drawn, if necessary with the approval of the Executive Committee. This account will also be operated in the manner as stated in d (i) above.

## **12. AUDIT OF THE ACCOUNT**

a) The account shall be got audited by Chartered Accounts as appointed by the Executive Committee at the end of each Financial year for a period of 1 (one) year i.e. from 1st July to 30th June of the following calendar year.

b) The audited report of accounts shall be placed before the members in the bi-annual/annual general conference by the Treasurer of the Association.

c) The Treasurer with the help of the Assistant Treasurer or Member in charge of Internal Audit and Accounts will conduct internal Audit of Accounts of each Zonal along with the Account of the respective Complex/Local Committee every year for a period as (a) above before audit is taken by the Chartered Accountant.

## **13. MEETINGS**

a) The meetings of the Executive Committee shall normally be held once in a month, date to be decided by the Executive Committee in its 1st meeting of the tenure.

However, if situation demands the President or General Secretary may convene additional meeting of Executive Committee.

b) In between two Bi-annual General Conference there will be an Annual General Conference of the Association. Normally this Annual General Conference will be held in the month of December.

## **14. REQUISITION FOR HOLDING MEETING**

a) i) The General Secretary or the President shall within 10 (ten) days of the receipt of written requisition signed by 1/3 rd (one third) of the elected members (i.e. 5 (five) members) of the Executive Committees, convene a special Executive Committee meeting for conduct of the matters as specified on the requisition.

ii) The General Secretary or the President shall within 10 (ten) days of the receipt of written requisition signed by 2/3 rd (two third) of the elected members (i.e. 10 (ten) members) of the Executive Committees, convene a special Executive Committee meeting for conduct of the matters as specified on the requisition

iii) The General Secretary or the President shall within 1 (one) month of the receipt of the written requisition signed by more than 50% (fifty percent) of the members of the Association convene a special General meeting conduct of the matters as specified in the requisition.

iv) In case the General Secretary or the President does not convene the meeting as specified in a (i) or (ii) or (iii) above within the time fixed, the requisitioners themselves convene the meeting and consider the matter embodied in the requisition and inform the President for due implementation of the decision.

b) The General Secretary with the consent of the President shall notify the date, time and venue of the special General meeting (s) of the Association by serving clear 15 (fifteen) days notice.

c) The General Secretary on behalf of the Executive Committee will notify the date of Annual General Conference/Bi-annual General Conference. The notification is to be circulated giving minimum 15 (fifteen) days before the proposed General Conference to be held in the month of December of each year.

d) The Zonal Secretary will notify the date of respective Zonal Annual General meeting to be held in the month of November of every year by serving clear 15 (fifteen) days notice.

e) All the decisions taken in the meeting shall be written in the MINUTES BOOK, with authentication of General Secretary/President, Zonal Secretary Local/Complex convener as the case may be.

## **15. QUORUM**

a) The quorum for any meeting of the Executive Committee/Zonal and Local/Complex Committee shall be more than  $\frac{1}{2}$  (half) of the members of the committee.

b) The quorum for Annual/ bi-annual General Conference shall be minimum of  $\frac{1}{4}$ th (one fourth) of the total registered members of the Association.

c) The quorum for any other kind of special General Meeting shall be same to that of the minimum number of requisitionees specified to hold such meeting.

d) In the event of adjournment of the meeting, the Executive Committee, Zonal Committee (s), Local/Complex Committee (s), the General Secretary, Zonal Secretary, Convener respectively may convene the adjourned meeting at a suitable time/date and place as decided by him/her and or with the approval of the president as the case may be.

e) In the event of adjournment of the Annual/Bi-annual General Conference for want of quorum, the General Secretary, with the permission of the President shall re-convene the conference giving at least 7 (seven) days clear notice. The notice shall contain new date, time and venue of the conference very clearly.

f) In case adjourned meeting except for (c) above, quorum is not essential.

g) i) In case any member of the Executive Committee does not attend the meeting of the Executive Committee, continuously for a period of three months, he/she will be served with a notice, by the General Secretary, to explain his/her cause(s) of absence. He/She is to furnish the reply within 15 (fifteen) days from the date of issue of the notice. If the reply is found satisfactory, but the member continues to remain absent in the meeting of the Executive Committee for a further period of 1 (one) month or the reply of the member is found not satisfactory, the General Secretary with the consent of the President, place the matter before the Executive Committee. The Executive Committee will decide whether the member as stated above, will be dropped from the Executive Committee.

If the Executive Committee decides to drop the aforesaid member from the committee, then the Executive Committee can co-opt another member to fill up the vacancy thus created from the members of the Association of the respective category having no outstanding dues in Annual or Life Membership subscription as on the date of co-option. Such co-opted member (s) shall have the right for voting in the Executive Committee.

ii) In the event of tendering registration due to transfer or prolonged illness and subsequent acceptance of registration by the President, or in the event of retirement from service/death of any Executive Committee member, the Executive Committee shall co-opt member(s) from the respective category to fill up the vacancy so created in the Executive Committee, from the members of the Association having no outstanding dues in Annual or Life Membership subscription as on the date of co-option. Such co-opted member(s) shall have the right to vote in the Executive Committee.

h) i) The Executive Committee/ Zonal Committee/Local Committee/Complex Committee shall continue to function till such time; the respective strength of an elected committee comes down below the required quorum as per clause 15(a) above.

ii) In the event of coming down of the strength of the elected members below quorum, the Executive Committee/Zonal Committee/ Local Committee/Complex Committee shall stand automatically dissolved. The remaining office bearers of the dissolved committee(s) shall however continue to function as care taker committee till such time the respective new committee (s) is formed by the respective members.

It will be the duty of the care taker Executive Committees' President to convene a General meeting within maximum period of 2(two) months from the date of dissolution of the Executive Committee subject to 15 (fifteen) days advance notification. In case of similar situation in Zonal / Local /Complex Committee, the care taker President/Convener shall convene respective General meeting within a maximum period of 1 (one) month from the date of dissolution of the Committee(s) subject to 10(ten) days advance notification.

The care taker Executive/Zonal/Local/Complex Committee (s) shall not take any major decision except in connection with decision(s) to be taken to hold the General Body meeting(s). Such general Body meeting of State/Zonal/Local area/Complex will be held as per rules and regulation applicable to hold Bi-annual General Conference/Zonal Conference/Local Conference/Complex Conference.

## **16. (A) FUNCTIONS AND DUTIES OF THE EXECUTIVE COMMITTEE**

a) The Executive Committee shall administer the affairs of the Association in accordance with the rules and shall exercise such powers and shall do such acts as it shall deem necessary for fulfillment of the objects of the Association.

b) To receive and consider the audited account of the Association and to approve the Annual/Bi-annual report of the General Secretary before placement to the General Members.

c) To transact such other business related to the Association activities which may come to the notice of the Executive Committee or brought to its knowledge and decide such actions as deem fit in the interest of the Association.

d) To appoint auditor(s) to audit the account of the Association.

e) The Executive Committee shall be responsible for day to day work of the Association.

f) A member already elected in the Executive Committee can not be a member of Zonal/Local/Complex Committee.

g) To look after and manage the properties of the Association.

h) To do all lawful acts and things as are incidental and conducive to the attainment of the objects of the Association.

i) To constitute any other committee (s) or Sub-committee (s) as and when necessary and with such powers as may be specified.

j) In the event of absence of both the President and Vice-president, the Executive Committee shall nominate one member of the Executive Committee to preside over meeting (s) of Executive Committee or General body of the Association.

## **16. FUNCTIONS AND POWER OF THE OFFICE BEARERS OF THE EXECUTIVE COMMITTEE:**

The Service of elected members Executive Committee shall be in HONORARY

### **capacity. a) PRESIDENT**

- i) He/she shall be constitutional Head of the Association He/she shall preside over all the State level conference/meetings, Executive Committee meetings and any other meeting(s) of the Association, if he/she does attend.
- ii) Normally he/she shall cast no vote in the committee meeting; however, in case any dead-lock occurs in taking decision, he/she may cast one special vote to overcome the dead-lock.

### **b) VICE-PRESIDENT**

- i) The Vice-President shall assist the President in discharging his/her duties.
- ii) He/she shall act as President during the absence of the President.

### **c) GENERAL SECRETARY**

- i) He/She shall be the Executive Head of the Association.
- ii) He/She shall conduct all correspondences on behalf of the Association.
- iii) He/She shall arrange and convene meeting on behalf of the President as and when required. He/She shall have the power to inspect the functioning of Zonal Committees and Complex/Local Committees.
- iv) He/She shall be responsible for preparation of minutes of the meeting.
- v) He/She shall submit the Annual/Bi-annual report of the Association, as concurred to by the Executive Committee, in the Annual/Bi-annual General Conference of the Association.
- vi) He/She shall be responsible for the implementation of all approved programmes of the Executive Committee.
- vii) He/She shall put up detailed plan and program and activities of the Association for the approval of the Executive Committee during its tenure.
- viii) He/She shall be responsible to get the accounts audited annually by the appointed auditors.
- ix) He/She shall be custodian of all records and documents of all movable and immovable properties of the Association.
- x) He/She shall operate the accounts of the Association through Schedule Bank(s) approved by the Executive Committee in the name of the Association. The Accounts will be operated jointly by the General Secretary and the Treasurer and shall be in the name of "STATE ENGINEERS ASSOCIATION, TRIPURA".

#### **d) JOINT SECRETARY**

##### **(ADMINISTRATION)**

- i) He/She shall assist the General Secretary in his/her day to day function.
- ii) He/She shall act as General Secretary during the absence of the General Secretary.
- iii) He/She will perform such other duties as entrusted to him/her by the president from time to time.

#### **e) JOINT SECRETARY**

##### **(PUBLICITY)**

- i) He/She shall be in charge of over all publicity activities of the Association.
- ii) He/She may act as Joint Secretary (administration) in addition in absence of Joint Secretary (administration).
- iii) He/She will perform such other duties as entrusted to him/her by the President from time to time.

#### **f) TREASURER**

i) He/She shall be custodian of the CASH , CASH CERTIFICATE(S) , SHARE(S), BANK PASS-BOOK(S), CHEQUE-BOOK(S) etc. of the Association.

ii) He/She shall operate the accounts of the Association through scheduled Bank(s) approved by the Executive Committee in the name of the Association. The accounts will be operated jointly by the General Secretary and the Treasurer and shall be in the name of "STATE ENGINEERS ASSOCIATION, TRIPURA".

iii) He/She shall neatly maintain the Cash Book relating to all transactions, receipts and expenditure along with proper vouchers/cash memo/receipts.

iv) He/She shall prepare Balance sheets quarterly and annually and put up before the

Executive Committee through the General Secretary for approval.

v) He/She shall submit the Audited and Final Balance sheet duly approved by the Executive Committee in the Bi-annual General conference of the Association

.

vi) He/She shall be responsible to get the accounts audited annually by the appointed auditors.

vii) He/She with the help of Asst. Treasurer shall audit the accounts of the each Zonal Committee along with the accounts of the respective Complex/Local Committee annually.

viii) He/She with the help of the Zonal Treasurer, Conveners of Complex and Local Committee, will collect membership subscription and any other subscriptions etc. from the members regularly.

ix) He/She shall make expenditure with the approval of the President or General Secretary which shall be satisfied by the Executive Committee late on.

#### **g) ASSISTANT TREASURER**

- i) He/She shall assist the Treasure in his/her day to day function.

- ii) He/She shall act Treasurer as during the absence of the Treasurer.
- iii) He/She will perform such other duties as entrusted to him/her by the President from time to time

#### **h) OFFICE SECRETARY**

- i) He/She shall be in charge of the office of the Association and shall run the office for period of to be specified by the Executive Committee.
- ii) He/She will perform such other duties as entrusted to him/her by the President from time to time.

#### **i) ASSISTANT OFFICE SECRETARY**

- i) He/She shall assist the office secretary in his/her day to day function.
- ii) He/She shall act as office secretary during the absence of the Office Secretary
- iii) He/She will perform such other duties as entrusted to him/her by the President from time to time.

### **17. SOURCES OF INCOME:**

- a) Registration fee(s) and subscription (s) from the members.
- b) Donation from the members.
- c) Grant from Govt., Institution and local body.
- d) By raising special fund on special occasion from the members and others.
- e) Through advertisements in NEWS, LETTERS/SOUVENIRS/ANNUAL MAGAZINE, NIRMAN and other publications.

### **18. AMENDMENTS:**

- a) With a view to improve upon the activities of the Association, the CONSTITUTION may be AMENDED.
- b) Any AMENDMENT shall be valid only when the same has been approved by more than 75% (seventy five percent) of the members of the Association present in a General body meeting/conference (with QUORUM) or by more than 50% (fifty percent) of the members of the Association by CIRCULATION with a resolution by the Executive Committee.

### **19. DISSOLUTION AND VESTING OF PROPERTIES AFTER DISSOLUTION:**

- a) The Association shall be dissolved that any special meeting of the General body convened for the purpose when at least four-fifth of the members vote for such dissolution.
- b) On dissolution of the Association, any property what so ever, remaining after its debt and liabilities, if any, shall be disposed of in a manner decided by at least 2/3<sup>rd</sup> (two third) of the members of the Association at the time of dissolution.

### **20.) SPECIAL PROVISIONS:**

- a) In case of any confusion in the interpretation of the constitution , the decision of the President shall be final.

FROM  
Annexure – A

<b>State Engineers' Association, Tripura</b>	
<b>ESTD – 1968</b>	
<b>Membership Card/Life Membership Card</b>	
Registration No. SEAT/M/LM	
Name	:
Designation	:
Grade	:
Department	:
General Secretary	: President

ANNEXURE  
FORM – B



# NOMINATION FORM

To  
The Returning Officer,  
For Election of Executive Committee members of State Engineers' Association,  
Tripura.

Session.....

Sir,

I, Er. ... .. bearing Membership/Life membership \*registration no SEAT/M/LM\* ... .. like to offer myself as a candidate in category I/II/III/IV\* for the election, as a member of the Executive Committee of SEAT to be constituted for the session of ... ..

I would, therefore, request you to kindly enroll my name for the same.

Yours Faithfully

Date: ... ..

Place: ... ..

(Signature of the Candidate)

Name in Full (In Block Letters)

Designation

Membership Registration  
No. SEAT/M/LM/\*

Proposed by: ... ..

Name of the Member (in block letters): ... ..

Membership Registration No. SEAT/M/LM/\*: ... ..

Signature



# STATE ENGINEERS' ASSOCIATION, TRIPURA

(Recognised as a Service Association by the Govt. of Tripura)

A Constituent Body of Indian Engineers' Federation

## ANNEXURE FORM- B

### APPLICATION FOR MEMBERSHIP

To  
The President,  
State Engineers' Association, Tripura  
Agartala, Tripura

Affix  
Passport Size  
Photo Here

Sir,

I am glad to inform you that I, Er..... want to be a member of the "STATE ENGINEERS' ASSOCIATION, TRIPURA. Necessary particulars on behalf of my membership are furnished below:

1. Name (in block letter) :
2. Fathers'/Husband Name :
3. Educational Qualification(In Engineering) :
4. Date of joining in service in Tripura :
5. Designation :
6. Department :
7. Present Address (Office) :
8. Present Address (Home) :
9. Permanent Address (Home) :
10. Whether he/she is a member of other :  
service/association and, or  
voluntary/professional Institution(s) if so,  
particulars there of

### DECLARATION

I do hereby declare that I will abide by the rules and regulations as laid down in the Constitution of the STATE ENGINEERS' ASSOCIATION , Tripura, Agartala

Recommended for membership of S.E.A.T

Signature of the Applicant

Name of membership of S.E.A.T with Registration No.

Signature

The prayer for Er.....accepted as member of the association, S.E.A.T in the Executive body meeting of S.E.A.T held on.....

SIGNATURE OF THE PRESIDENT  
STATE ENGINEERS' ASSOCIATION, TRIPURA, AGARTALA