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# CSIR-IMMT STAFF CLUB

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Model constitution and Bye Laws



**CSIR-IMMT Staff club**  
**CSIR-IMMT Bhubaneswar**

# **MODEL CONSTITUTION**

**OF**

**STAFF CLUB**

**OF**

**CSIR-Institute of Minerals and Materials Technology,  
Bhubaneswar**

**AFFILIATED TO THE**

**CSIR-SPORTS PROMOTION BOARD (CSIR-SPB)**

## **MEMORANDUM**

### **CSIR-Institute of Minerals and Materials Technology Staff Club (CSIR-IMMT Staff Club)**

The "Club" shall be known as the 'CSIR- Institute of Minerals and Materials Technology Staff Club' or, in short, the 'CSIR-IMMT Staff Club' and be affiliated to the CSIR-SPB, New Delhi.

### **OBJECTIVES**

The objectives of the CSIR-IMMT Staff Club shall be to promote social, cultural, sports, recreation and literary activities among its members, and generally sub serve those of the CSIR-SPB, New Delhi. In so far as the fulfilment of the objectives of the CSIR-SPB is concerned, the activities of the Club shall be governed by the Rules and Regulations of the CSIR-SPB as modified from time to time.

### **RULES OF THE CLUB**

#### **MEMBERSHIP**

1. Any person, who is on the regular rolls as an employee of CSIR-IMMT shall be eligible for membership of the Club.
2. Such members of the Club shall constitute the General Body of the CSIR-IMMT Staff Club.
3. Such other employees who are not on the regular rolls of CSIR-IMMT Staff Club shall be entitled to membership on such terms and conditions as may be prescribed by the General Body.

#### **FUNCTIONS & POWERS OF THE GENERAL BODY**

4. The General Body shall have absolute authority in the management of all the affairs and funds of the Club and shall exercise all powers for furthering the objectives of the Club as set forth in the Memorandum.

#### **THE EXECUTIVE COMMITTEE OF THE CLUB**

5. The affairs of the CSIR-IMMT Staff Club shall be administered, directed and controlled by an Executive Committee, subject to the Rules and Bye-laws of the Club as mentioned hereunder. The Executive Committee of the Club shall consist of the following:

(i) The President of the CSIR-IMMT Staff Club- Director/Head of the Laboratory/Institute (ex-officio);

(ii) Two Vice-Presidents of the CSIR-IMMT Staff Club- One of whom shall be the Head of Admn. of the Laboratory/Institute. as the case may be and the other VP shall be elected by the General Body. In the event of no nominations for election in the VP post, the President of the Club will nominate the VP;

(iii) The Treasurer (nominated by the President).

(iv) The Secretary and other Executive Committee members such as the Joint Secretaries, including a Ladies Representatives of the CSIR-IMMT Staff Club shall be elected by the General Body in accordance with the bye-law Nos.15 to 18 mentioned hereunder. The number of Joint Secretaries shall be decided by the General Body of the club, based on the strength of Members/activities of the Club.

### **OFFICE OF THE CLUB**

6. The office of the CSIR-IMMT Staff Club shall be situated within the premises of CSIR-IMMT Bhubaneswar.

### **FINANCIAL YEAR OF THE CLUB**

7. The calendar of activities of the Club shall deem to commence on the first day of April and end on the 31st day of March of the following year.

### **TENURE OF THE EXECUTIVE COMMITTEE**

8. The tenure of Executive Committee shall be for two years and shall be extendable for a further period as may be decided by the President of the Club.

### **PROCEEDINGS OF THE GENERAL BODY**

9. An Annual General Body meeting shall be held preferably in April but not later than July every year for which fifteen days' clear notice shall be given. At such meeting, the following business shall be transacted:

(i) The annual statement of accounts of the CSIR-IMMT Staff Club duly audited together with an Annual Report shall be submitted for discussion and adoption with such variations as the General Body shall deem appropriate.

(ii) The new Executive Committee shall assume office; and

(iii) The auditor for the ensuing year shall be nominated by the General Body.

10. Except as otherwise provided in these Rules, all meetings of the General Body shall be called for by notice under the hands of the Secretary.

11. Every meeting of the General Body shall be presided over by the President, in his absence by one of the two Vice-Presidents and in the absence of both, the President/Vice-President, the General Body shall choose one of the Executive members present therein to be the Chairman of the meeting.

12. No business shall be transacted at any meeting of the General Body whilst the Chair is vacant.

13. One-third presence of the total number of members on the rolls of the Club shall form the quorum at every meeting of the General Body. No quorum shall be required at a meeting re-convened for want of quorum at the immediately preceding meeting.

14. All disputed questions at the meetings of the General Body shall be decided by vote.

15. Each member of the General Body shall have a single non-transferable vote.
16. In case of equality of votes, the President/Chairman shall have a casting vote.
17. The President of the Club himself, at any point of time or on receipt of a written request quoting reasons there for, from the Executive Committee or from one-third of the number of members on the rolls of the Club, may call or may request the Secretary to call for a special meeting of the General Body within two weeks from the date of receipt of such a request. At such a special meeting, no other matter than that notified shall be taken up.

### **PROCEEDINGS OF THE EXECUTIVE COMMITTEE**

18. The Executive Committee shall normally meet once a month and be presided over by the President (in his absence by any one of the two Vice-Presidents and in the absence of both the President/Vice-Presidents, by a member chosen from within the Executive Committee, to preside over the occasion).
19. Presence of at least 50 per cent of the total number of members of the Executive Committee shall form the quorum at any meeting of the Executive Committee.
20. Not less than 24 hours' notice shall be given to each member of the Executive Committee before holding such meeting.
21. Notwithstanding Rule 18, the President may request the Secretary to convene a meeting of the Executive Committee whenever he deems fit.
22. Each member of the Executive Committee, including the President/Chairman, shall have a single, non-transferable vote and in the event of equality of votes on any question to be decided by the Executive Committee, the President/Chairman shall, in addition, have a casting vote.
23. In case any office bearer of the Club fails to attend three consecutive meetings of the Executive Committee without proper leave of the Executive Committee, he shall ipso facto vacate his office and such vacancy shall be filled by nomination/co-option on the recommendations of the Executive Committee.

### **POWERS OF THE PRESIDENT, THE VICE-PRESIDENT & THE SECRETARY**

24. The General Body may, by resolution, *delegate to the President* such of its powers for the conduct of business, as it may deem fit, subject to the condition that the action taken by the President under the powers delegated by this Rule shall be reported at the next meeting of the General Body.
25. The President may, in writing, delegate such of his powers as may be necessary to any one of the Vice-Presidents or the Secretary of the Club.
26. Should the President at any time be of the opinion that the Executive Committee is not functioning in accordance with its rules and regulations and bye-laws or not effective in furthering the aims and objectives of the Staff Club, the President may dissolve the Executive Committee in the overall interests of the Staff Club and conduct the affairs of the

Staff Club in such manner as he may deem fit until such time a new Executive Committee comes into being in accordance with these Rules and Regulations.

27. The Secretary of the Club shall act as the Chief Executive Officer of the Club, be responsible for the proper administration of the affairs of the Club under the direction and guidance of the members of the Executive Committee.

## **FUNDS OF THE CLUB**

28. The funds of the CSIR-IMMT Staff Club shall consist of the following:

- (i) Monthly subscriptions received from members;
- (ii) Grants received from CSIR for furthering the objectives of the club;
- (iii) Grants received from the CSIR-SPB for specific purposes;
- (iv) Contributions collected from time to time;
- (v) Donations received, if any;
- (vi) Interests accrued from investments made; and
- (vii) Receipts from other sources such as sponsorships, release of souvenirs, etc.

29. The funds of the Club shall be paid into the Club Account with the State Bank of India, RRL Campus Branch or any other nationalized bank situated in the vicinity of the laboratory/ Institute as approved by the General Body and shall not be withdrawn except on a cheque signed by such an office bearer (Secretary) as may be duly empowered in this behalf by the President and counter-signed by the President and/or by an office bearer (Treasurer/Vice-President) authorized by the President in this behalf.

## **ACCOUNTS & AUDIT**

30. The CSIR-IMMT Staff Club shall maintain proper accounts and other relevant records and prepare an annual statement of accounts, i.e., receipts and expenditure statement and assets statement. The Club shall not carry over liability of any sort to the next accounting year save otherwise with the specific approval of the President.

31. The accounts of the Club shall be audited annually by an auditor (to be nominated by the General Body), who shall have the right to demand the production of books of accounts, supporting vouchers and other relevant documents and papers and to inspect the affairs of the Club.

32. The audited accounts as certified by the auditor, together with the audit report thereon, shall be notified to the members at least 15 days before the date fixed for the Annual General Body Meeting.

## **DISSOLUTION OF THE CLUB**

33. Any proposal to dissolve the Club shall be valid, only if three-fourths of the number of members on roll either (i) Submit such a Resolution in writing to the President; or (ii) Vote for such a resolution in a special meeting of the General Body convened for the purpose.

34. The quorum for this special meeting, to be presided over by the President in person, shall be four-fifths of the number of members of the Club on roll.

### **AMENDMENTS**

35. The General Body may, save and except the Rule 33, amend these Rules, by a resolution, provided at least 51 per cent of the number of members on roll or four fifths of the number of members present, whichever is less, cast their vote favouring such amendment.

36. Such amendments as may be made in accordance with Rule 35 above shall be brought to the notice of the Secretary, CSIR-SPB, New Delhi, for ratification.

## BYE-LAWS OF THE CLUB

### CATEGORIES OF MEMBERSHIP

1. Every employee joining on the regular rolls of CSIR-IMMT Staff Club shall automatically become a member of the Club.
2. Besides the regular members referred to in Rule 1 above, there shall also be the following categories of membership in the Club:

#### Associate Membership

JRF/SRF who have enrolled themselves for PhD shall be eligible to join as Associate Members. But these Associate Members shall not have any right to vote or stand for election as office bearers of the Staff Club.

### ADMISSION FEE/SUBSCRIPTION

3. All members of the Club shall pay a monthly subscription fee as indicated hereunder:

Sl.No	Scientific and Technical staff	Admin staff	Monthly basic Subscription (B)	Additional Contribution (A)
1	Director/HAG, Group IV	--	Rs. 50/-	APIW <sup>#</sup>
2	Group III	Group –A	Rs. 30/-	APIW <sup>#</sup>
3	Group II	Group –B	Rs. 20/-	APIW <sup>#</sup>
4	Group I	Group –C&D	Rs. 10/-	APIW <sup>#</sup>
5	Associate members (CSIR-JRF,SRF, AcSIR students with registered PhD) + PA	--	Rs. 30/-	APIW <sup>#</sup>

<sup>#</sup>As per individual's wish (to mention total (B+A) in authorization form)

4. All members shall pay their monthly subscription through their pay by authorizing a deduction of the said subscription amount from their pay bill.
5. Any member going out of station or on leave for a period of six months or over shall be exempt from payment of subscription provided prior intimation is given in writing to the Secretary.
6. If a member remains in arrears of subscription and other dues to the Club for three months and fails to pay the amounts due on being reminded by the Secretary in writing, his name shall be struck off the Club Rolls. Such members shall, however, be eligible for re-admission by paying the prevailing fee and additionally clearing the outstanding arrears.

### WITHDRAWAL OF MEMBERSHIP

7. Withdrawal from membership shall be submitted, in writing, to the Secretary and shall be effective from the first day of the month following that in which the request has been submitted. However, such members shall have the option to re-join the Club, if they so desire at a later date, with the approval of the Executive Committee & the President on specific written request made to the Secretary of the Club, additionally clearing the outstanding arrears.



## **EXPULSION OF/REMOVAL FROM MEMBERSHIP**

8. Any member of the Staff Club, found to be indulging in any sort of activity which brings discredit to the Staff Club, shall be expelled from the membership of the Club by the Executive Committee giving sufficient notice to the individual concerned. The reinstatement of such members, however, shall be considered only by the Executive Committee/General Body (if required) on receipt of written request received from such expelled member.

## **RIGHTS & PRIVILEGES OF MEMBERS**

9. Members of the Club shall have the right to avail all the facilities provided by the Club, subject to the bye-laws and notifications in force from time to time.

10. Only regular members shall be: (a) Entitled to vote at the General Body meetings of the Club; and (b) eligible for contesting in the election to Executive Committee.

11. All regular Members including Associate Members\* shall have the right to represent their Club in all tournaments/Meet conducted by the CSIR-SPB and other organisations, (\*participation of Associate Members be capped at 25 per cent of the participating team).

## **CONTRIBUTION**

12. Any additional contribution or entrance fees, etc. for special activities may be collected by the Executive Committee under specific notification.

## **SECTIONS OF THE CLUB**

13. The following Sections shall for the present, function under the auspices of the Club:

- a. Excursions
- b. Reading room and Library
- c. Entertainment, Tea & Dinner
- d. Sports and Games (Indoor and Outdoor)
- e. Literary activities & Fine Arts
- f. Other recreational facilities
- g. Cultural activities

The number of sections may, at the discretion of the General Body, be increased or curtailed.

***NO ACTIVITY/GAME WHICH HAS AN ELEMENT OF BETTING, GAMBLING, ETC., SHALL BE CONDUCTED BY THE CLUBS.***

## **ELECTION OF THE EXECUTIVE COMMITTEE**

14. Choosing the executive members of the staff club will be done in the General Body meeting in a democratic method in front of the members of the general body in the following manner:

15. Nominations will be called for/suggested by members for various posts to be filled one followed by the other.

16. The nominated individual will also be allowed to voice out and withdraw his nomination at this stage, if he/she is not interested.

17. If the individual is not withdrawing, the choosing process is done by voice vote/ by raising hands in favour of the nominated person. The decision is taken by the chair based on a simple majority and the winner is declared on the spot.

18. If there is only one nomination for the said post and no contest for the nominated/suggested member, then he/she is considered unanimously chosen by the GB.

19. If there are more than one nomination for a post, and if a clear decision could not be arrived at to find out the majority in favour of one of the contestant by voice vote or by raising hands, an election by secret ballot will be conducted to choose one of the nominees finalized in the GB meeting, for that particular post only. The same may be conducted after the meeting on a day agreed upon by all members.

20. The results of the election shall be made public in the notice board as well as the Annual General Body meeting.

### **DISSOLUTION OF THE EXECUTIVE COMMITTEE**

21. By a resolution of 'No Confidence' adopted by a majority of the members present at a special meeting of the General Body, a member of the Executive Committee or the Executive Committee itself, as a whole, may be dismissed. In the latter case, the functions of the Executive Committee shall rest with the President until the new committee is elected.

### **DELEGATION OF POWERS**

22. The Executive Committee shall have the following powers to:

(i) Incur expenditures up to Rs.25,000/- with approval of the President in each case and not exceeding, on the whole, the income of the Club during the year, provided it does not entail further expenditure on the same item either in the same year or in future years.

(ii) Co-opt any member of the Club for specific purpose/any vacancy occurring in the Executive Committee, during the course of the year, for the remainder of the year. In the event of vacancies of two or more occurring at any point in time, the same shall be filled by election.

(iii) Constitute ad hoc committees of advisory nature for special purposes.

(iv) Regulate the hours of the Club and framing guidelines for users.

(v) Negotiate for acquiring property for the Club, either on hire or on purchase, and engage full-time or part-time staff for the Club provided all transactions in excess of its powers shall have the approval of the General Body & the President (unforeseen transactions made after a GB meeting may also be ratified by the General Body in the subsequent GB meeting).

(vi) Dispose of the property to the best advantage of the Club; and

(vii) Write off any irrecoverable losses not in the nature of theft, fraud or negligence.

23. All other cases shall be referred to the General Body for its decision.

## **PRESIDENT**

24. The President shall have the powers to act on behalf of the Executive Committee if there be none till the General Elections are held; and such other powers as mentioned in these rules & bye-laws.

## **VICE-PRESIDENT**

25. The Vice-President shall have the following powers:

- (i) Such powers delegated in writing by the President; and
- (ii) In the absence of the President, all powers of the President.

## **SECRETARY**

26. The Secretary shall have the following powers:

- (i) To carry on correspondence on behalf of the Club and keep a record of all such communications;
- (ii) To control the finance of the Club and ensure proper collection/realisation of all dues owed to the Club.
- (iii) To scrutinize all expenditure; and
- (iv) To incur expenditure up to a limit of Rs.5,000/- at a time.

27. He shall be responsible for the accuracy and validity of all bills and vouchers and for the pay orders on them. He shall furnish, from time to time, the Executive Committee any statement as may be demanded by it. He shall maintain the following books of records;

1. Membership Register
2. Minutes Book
3. Stock and Property Register
4. Correspondence File

## **JOINT SECRETARIES**

28. Every Joint Secretary of the Club shall assist the Secretary in all activities of the Club and shall discharge the work entrusted by the Secretary and the Joint Secretary shall officiate as Secretary in the absence of Secretary.

## **TREASURER**

29. The Treasurer shall collect subscription and other dues and shall furnish the accounts of the Club to the Executive Committee. He shall maintain the following records:

1. Cash Book
2. Voucher file
3. Subscription Register of members
4. Monthly income and expenditure statement

30. He shall extend all facilities for auditing the accounts of the Club by the duly appointed auditor.

## THE EXECUTIVE COMMITTEE MEMBERS-IN-CHARGE OF SECTIONS

31. The Executive Committee members-in-charge of the sections of the Club shall be responsible for the activities of their respective Sections and shall maintain in good order and security, the property of the Club belonging to their respective sections.

## BANKERS & BANK ACCOUNT OF THE CLUB

32. For the purpose of Rule 29, the Bankers of the Club shall be the State Bank of India or any other nationalized bank in the vicinity of the Laboratory/Institute. The Bank Account of the Club shall be operated by office-bearers as envisaged in Rule 29 herein.

Name & address of the Bank: **State Bank of India, RRL Campus Branch (7499)**

## ANNUAL REPORT

33. The Annual Report of the Club, as adopted by the General Body of the Club, shall be forwarded every year to the Head of the Laboratory/Institute for onward transmission to CSIR. A copy shall also be sent to the Secretary, CSIR -SPB, New Delhi, separately for information and record.

## AMENDMENTS OF THE BYE-LAWS

34. The General Body may amend these Bye-Laws provided 51 per cent of the number on rolls of the Club or two-thirds the number of members present, whichever is less, cast their vote in favour of such amendment.

## INTERPRETATION

35. In case of difference of opinion regarding interpretation of any of the Club Rules and Bye-Laws, the decision of the President shall be binding until the next meeting of General Body.


## GENERAL

36. All notices put up on the Main Notice Board of the Laboratory/Institute shall be considered to have been duly served on all the members of the Club.

(These rules and regulations and bye-laws were passed by the General Body of the CSIR-IMMT Staff Club which met at 17:00 hrs. on 19<sup>th</sup> October 2016 at Main Building Meeting Hall of CSIR-IMMT)

  
(Secretary)

Date 19.10.2016

  
(Treasurer)

Date 19.10.2016

  
(President)

Date 19.10.2016

In the presence of the General Body of CSIR-IMMT Staff Club.