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SOUTH CENTRAL RAILWAY PROMOTEE OFFICERS ASSOCIATION

BYE - LAWS

- 1. Title:** These are bye-laws of S.C.Railway Promotee Officers Association, Secunderabad
- 2. Subscription:** Members subscription fee is Rs.50/- per month. Retired officer however pay only Rs.300/- per annum.
- 3. Membership:** On induction of new members to Group B, General Secretary shall send a welcome letter along with a copy of Membership form, a copy of Constitution and Bye Laws for their record.
- 4. Election of the Executive Committee Members:**
 - (i) The General Secretary shall invite nominations for the following posts along with the notice of the General Body in which the elections are to take place:

One President, One Working President, One Secretary General and One Treasurer.
 - (ii) A specimen of the Nomination Form is placed as Annexure 'A' and shall form part of the notice.
 - (iii) All members except those mentioned in Sub Para (ix) below are eligible to file nomination.
 - (iv) The nomination forms duly filled-in, shall reach the General Secretary on or before 5 PM of the previous day of the General Body meeting.
 - (v) The list of the valid nominations shall be announced before 11 AM on the first day of General Body meeting.
 - (vi) The last day and time of withdrawal of the nomination by any candidate shall be 1 PM on the Election day and the final list of the contestants shall be announced at 2 PM on the same day and the election will be conducted thereafter.
 - (vii) The returning officer shall be appointed by the Executive Committee before the date of elections.
 - (viii) Only the members of the General Body present shall be eligible to vote.
 - (ix) No retired officer or member officer on deputation outside Railway shall be eligible to be elected as a member of the Executive Committee.
 - (x) Elections shall only be conducted through Secret Ballot and never by show hands.

(xi) The Executive Committee may constitute election Dispute Committee consisting of three members.

4. The Executive committee shall be responsible for the safe custody of the funds of the Association.
5. The Treasurer shall maintain accounts. The accounts shall be open to inspection in the office of the Association by any member of the Executive Committee by giving three days notice. The account shall be operated by the Treasurer, President, General Secretary. He will ensure proper maintenance of the accounts on calendar year basis and present the same to the General Body duly audited by an auditor appointed by the Executive committee at least three months in advance of the General Body.
6. The General Secretary may have an imprest of Rs.2000/- to meet exigencies of expenditure.
7. If a member of the Executive Committee resigns, retires or ceases to be a member for any other reason, the vacancy thus caused shall be filled through co-option by the Executive committee. If a member fails to attend consecutively two meetings without leave of absence or information in writing, it will be deemed that the post held by him is vacant.
8. The Association shall not give any donation or provide any financial assistance to any person, or organization without the prior approval of the Executive Committee.

9. FUNCTIONS :

(i) **President** shall preside over the meetings of the General Body and Executive committee and co-ordinate the functioning of the Association. He shall uphold the aims and objectives of the Constitution. **He shall have a casting vote in the event of equal number of votes.**

(ii) **Working President** shall assist the President in the discharge of his duties and in the absence of President he shall act as President. The Executive Committee may allot functions as deemed necessary.

(iii) In the event both **President & Working President** are not available, **General Secretary** in consultation with members present may co-opt a senior member to preside over the meeting.

(iv) **General Secretary**: He shall administer the affairs of the Association in accordance with the directives of the General Body and Executive Committee. He shall conduct all correspondence on behalf of the Association. He shall convene meetings of General Body, Executive committee, Office Bearers and other meetings as and when necessary. He shall be incharge of the Staff of the Association. He shall carry out other functions as entrusted to him by the Executive committee. He is responsible for issue of minutes of all formal meeting held by him. The Annual report

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presented by him shall include a para on Action taken report with respect to decisions in last General Body meeting and also he shall indicate suggestions for follow up in the ensuing year.

(v) **Joint Secretary :** He shall assist General Secretary in all his functions including correspondence.

(vi) The General Secretary shall also allot duties to the Secretaries, and Joint Secretary and advice in writing to all other office bearers and Divisional Secretaries.

(vii) **Treasurer :** He shall maintain the accounts of the Association. He shall have the powers to operate the Bank Account of the Association as stated in Para 5. He shall collect subscriptions, donations or other contributions from the member Association and others and shall submit the financial status of the Association in the Executive Committee and the Annual General Meetings. The Secretary Finance shall present Annual Statement of Accounts to the General Body duly audited by the auditor.

