CONSTITUTION

of

ASSAM UNIVERSITY NON-TEACHING EMPLOYEES' ASSOCIATION

P.O. ASSAM UNIVERSITY,
SILCHAR - 788 011

ASSAM UNIVERSITY NON-TEACHING EMPLOYEES' ASSOCIATION

CONSTITUTION

1. NAME OF THE ORGANIZATION

The name of the organization shall be **ASSAM UNIVERSITY NON-TEACHING EMPLOYEES' ASSOCIATION** and in abbreviated form it shall be known as **AUNTEA**.

2. ADDRESS AND JURISDICTION OF THE ASSOCIATION

i) The address of the headquarters is :

PO : Assam University
Silchar 788 011
Cachar, Assam

AUNTEA covers the university jurisdiction and may establish local unit(s) in such other campus(s) as may deem fit by the General Body.

ii) The Association shall have perpetual succession and a common seal and shall sue and be sued by the said name.

3. FINANCIAL AND CALENDAR YEAR

The accounting year as well as calendar year of the AUNTEA shall be from **1st April to 31st March**.

4. AIMS AND OBJECTIVES OF THE ASSOCIATION

The aims and objectives of the Association shall be as follows :

a) To promote and protect the interest of the members in matter of economic, social and cultural life.

b) To promote mutual understanding among the members and to foster the spirit of unity.

c) To promote and safeguard the morality, working culture and material interest of the employees of this University to enable them to contribute their best to the progress of the University in all respect.

d) To secure equality of rights and privileges for employees doing works of the same nature irrespective of race, cast, creed, religion and sex.

e) To promote and safeguard the ideal relationship amongst the students, non-teaching employees, teachers and authorities of this university.

f) To take steps to preserve and develop the corporate life of the members, look into the financial or otherwise help to the employees and their families in distress as far as feasible.

g) To coordinate, cooperate and ensure interactions with the non-teaching employees associations/organizations of other sister universities of N.E. Region or of the whole country.

h) To secure improvement of the conditions of the members and to safeguard their interest by all legitimate peaceful and democratic means as the Association may decide from time to time.

i) To render legal assistance to the members in matters arising out of or incidental to their employment or service conditions and to undertake legal proceedings for the purpose of securing and/or protecting any legitimate rights of the members and of Association.

5. MEMBERSHIP

a) **Eligibility** : All non-teaching employees appointed/deputed in the Assam University other than the statutory officers and designated faculty members are eligible to be the MEMBERS of the Association. The casual/part time and its equivalent category of employees are not eligible for obtaining the membership of the Association. The casual/part time and its equivalent category of employees are not eligible for obtaining the membership of the Association.

b) **Registration and subscription** : Each member shall have to submit the prescribed application form along with the Registration fee (non-refundable and payment is to be made at a time) of Rs. 30/-. Monthly subscription is Rs. 5/- (as amended by General Body on 5 January 2000). The monthly subscription fee is also non-refundable. Monthly subscription is to be paid every month. However, this can be paid at a time also.

c) **Rights of the members :** Every member shall have following rights :

i) to be present, to take part in the deliberation and vote at all General Body meetings;

ii) to be eligible to contest for an election as an office bearer or as a member of the Executive Committee;

iii) to propose or to second candidates for election and participate in the voting in an election;

iv) to send proposals to the General Secretary for consideration by the Executive Committee;

v) to represent the Association and exercise such other powers as are permitted by the General Body of members or the Executive Committee.

vi) to inspect the proceedings of the General Body meetings, register of membership and accounts of the Association. However, such inspection can be done with prior permission from the General Secretary which should be sought at least before the seven days;

vii) to do such other acts as may be permitted by General Body or Executive Committee.

d) **Ceasation of membership :** Membership shall be ceased on following counts :

i) on the death of the member;

ii) on termination of the service of the member from the non-teaching post or this university;

iii) on voluntary retirement;

iv) on expulsion from the Association

v) on failure to pay the monthly subscription for a period of consecutive three months without any admissible reason.

(**Re-enrolment of membership :** If the ceasation of the membership is due to the non-payment of monthly subscription, shall be on the basis of the written application by concerned person and on acceptance eof the same by the Executive Committee. In such cases he/she has to be enrolled afresh giving Registration Fees and with a penalty fee of Rs. 100/- at a time).

e) **Expulsion :** The Executive Committee may issue the Charge Sheet to a member for the following :

i) acts prejudicial to the interest of the Association;

ii) acts advertantly to bring damage to the dignity of the Association;

iii) acts of indiscipline or serious violation of the rules of conduct.

Final decision of the expulsion shall be taken by the General Body of the Association and implemented by the Executive Committee.

f) **Maintenance of the Registrar** : Association shall maintain a Register of the members containing designation, official and residential address (phone no. if any) and some other relevant particulars. This will be kept under the custody of the General Secretary and members may inspect this if the General Secretary allows.

6. PATRONS OF THE ASSOCIATION

The honorary Patrons of the Association are

(a) The Vice-Chancellor	:	Chief-Patron
(b) The Registrar	:	Patron
(c) The Controller of Examinations	:	Patron
(d) The Finance Officer	:	Patron
(e) The Librarian	:	Patron
(f) The Director, College Development Council	:	Patron

7. GENERAL BODY OF THE ASSOCIATION

The General Body of the members means the body of the members of non-teaching employees of Assam University present in the day of general meeting.

The functions and rights of the General Body

a) The supreme authority of the Association shall be vested on the General Body of all members which shall exercise it through the Annual General Meeting and other special meetings of the General Body.

b) The General Body may, however, delegate any or some of its powers to any other Committee or Sub-committee or any person if the body so desires.

c) The General Body shall meet at least once in a year to transact all matters of vital importance. It will be held in any day in the third week of the month of May.

d) The date of the general meeting shall be notified at least 15 days before the date of the meeting. This notification shall be displayed in the Notice Board of the University and the Association. Serving of notification individually is not statutory.

e) At least one third of the total members shall form the quorum in the General Body Meeting.

f) General Body may adopt resolution, by-laws, frame rules and general policies.

g) General Body shall elect the members of the office bearers and Executive Committee. It shall have power to dissolve the Executive Committee with 2/3rd members present and voted. It shall also prepare guidelines for the committee.

h) General Body shall appoint an Internal Auditor to audit the accounts periodically.

i) General Body shall consider the no-confidence motion against any of the office bearer or any of the members of Executive Committee or entire Executive Committee and for this, a requisition should come from at least more than 50% of the total members of the General Body but it will require 2/3rd majority for the decision.

j) Any amendment or inclusion/exclusion in the Constitution shall be accepted when these are approved by a quorum of two third of the total members of the General Body present on that day.

k) The report of the General Secretary and the accounts prepared by the Treasurer audited by the Internal Auditor shall have to be placed before the General Body for approval.

l) The meeting of the General Body shall be convened by the General Secretary, in his absence, the Assistant General Secretary may convene it. If both are absent or not in a position to convene the meeting, then President of the Association may convene the meeting. Special General Body meeting can be convened on the basis of the requisition of the members entitled for a quorum of the General Body.

m) The President, in his absence the Vice-President of the Association will be the Chairman of the General Body meeting who will preside over this and shall sign the proceedings of the meeting. In absence of these two and in any exigencies any member present in the meeting may

preside the meeting and shall enjoy the power of the Chairman of the meeting.

n) The General Body shall have the power to repeal any or all the previsions in the Constitution.

o) The Association may sign agreement and Memorandum of Understanding (MoU) with such other organization(s)/association(s) or affiliated to such other organization/association/union which may deem fit for all-round development of the association by the General Body. (Amended and added by the General Body in its meeting on the 5th January, 2000).

8. EXECUTIVE COMMITTEE OF THE ASSOCIATION

i) Committee

The seventeen member committee shall be composed of the following office bearers and the members elected by the General Body in the Annual General Meeting or in emergent meeting :

a) President	:	1
b) Vice President	:	1
c) General Secretary	:	1
d) Assistant General Secretary	:	1
e) Treasurer	:	1
f) Assistant Treasurer	:	1
g) Executive Members	:	11

h) Each member of the Association may compete for single post. Each member may propose or second a single contesting candidate of a particular post and more than one for different post of office bearer(s). Returning Officer for the election will be any one from the Patrons. The Returning Officer for the election of the Association will notify the date of election at least 10 (ten) days before the date of election as per bye-laws framed for Conduct of Election. (As amended by General Body in its meeting on the 5th January, 2000)

ii) Co-opting of the Member in Executive Committee

There shall be no scope for co-opting member in the Executive Committee. In case of necessity the General Body may elect member.

iii) Quorum of the Executive Committee

Nine member should be required to form the quorum of the Executive Committee.

iv) Eligibility to be re-elected

Any member of the Executive Committee shall be eligible to be re-elected.

v) Terms of the Executive Committee

The tenure of the Executive Committee shall be of two calendar years. Year means 1st April to 31st March. Whatever may be date of taking over charges by the office bearer or Executive Council, but the tenure shall be counted to be finished on 31st March. However, if required, the Executive Committee may continue to hold the office for another six months or till the next Executive Committee takes the charges, whichever is earlier as decided in the General Body.

vi) Duties and powers of Executive Committee

The duties and powers of the Executive Committee shall be :

a) To take decision on any issue affecting or relating to the interest of the members.
b) To device ways and means for implementation of the decisions taken in the General Body Meeting.
c) To take active and necessary action for betterment of the Association
d) To propose the suspension or expulsion of any General Body Member or Executive Committee Member to the General Body for approval.
e) To look after the day to day affairs of the Association
f) To institute, defend or compromise legal proceedings against any member(s) of Association or against the Association.
g) To maintain the Register of records of accounts of income and expenditure of the Association.
h) To approve the Annual Report of the General Secretary and the Annual Accounts of the Association before proceedings these to the General Body.
i) To organise the Annual General Meeting or the Special/Emergent General Meeting.

vii) Oath of allegiance of the Executive Committee Members

The members of the Executive Committee shall have to take an oath of the allegiance before the General Body which may be administered by any of the Patrons of the Association. The sentences of oath are :

> "I, _____ do swear/solemnly affirm that I will be faithful and bear true allegiance to the University and to the Constitution of AUNTEA, that I will uphold the interest of all non-teaching employees, and that I will carry out the duties of my Office loyally, honestly, and with impartiality."

viii) Meeting

a) The Executive Committee shall meet bi-monthly. In case or emergencies and or otherwise the meetings may be held frequently.

b) The meetings shall be convened by the General Secretary and in his absence by the Assistant General Secretary with the approval of the President of the Association. In absence of these two or if they are found reluctant to convene the meeting in any emergent situation then the President may call the Executive Committee Meeting on the basis of the requisition given by such number of members for which will the quorum of the Executive Committee.

c) The notification for a meeting should be made at least three days before the meeting to be held.

ix) Suspension or expulsion of a Member of the Executive Committee

The Executive Committee Member can be expelled for suspended if he/she commits any offence mentioned for a General Body Member. Such expulsion or suspension shall be done by the General Body. In addition, if a Member of the Executive Committee does not attend consecutive three meetings of Executive Committee without prior information citing genuine ground then his/her name may be proposed by the Executive Committee to the General Body Meeting for suspension and his/her place a new Member shall be elected if General Body endorses it.

x) Duties of the Office Bearers of the Executive Committee of the Association

President

The duties of the President of Association shall be :

a) To preside over the meetings of General Body and the Executive Committee of the Association and shall sign the minutes.

b) To place any decision or controversial issue for voting in the General Body.

c) To guide and advice the General Secretary in matters pertaining to fulfillment of the objectives of the Association and also to perform such other tasks as prescribed otherwise in the Constitution of the Association.

Vice President

In absence of or delegated by the President the Vice President shall perform duties assigned to the President.

General Secretary

The duties of the General Secretary of the Association shall be :

a) To prepare the agenda and to convene the General Body and Executive Committee meetihgs.

b) To record and circulate the corresponding minutes of the meetings.
c) To take actions on the decisions taken in the meetings.
d) To prepare the Annual Budget and Income/Expenditure statement for consideration in the Executive Committee and General Body meetings.
e) To retain not exceeding an amount of Rs. 500/- in cash in his hand to meet the incidental expenses as an imprest. In case of expenditure exceeding this amount, General Secretary shall have to take an approval of the Executive Committee.
f) To carry on the correspondence of the Association and its Committees and shall sign all the letters.
g) Ex-officio Secretary of the meetings of General Body or Executive Committee.
h) To maintain the particulars of the Members in a Registrar.
i) May delegate some or any of his duties to the Assistant General Secretary during his absence if and when necessary.

Assistant General Secretary

The duties of the Assistant General Secretary shall be to assist the General Secretary and to perform such duties as may be delegated. In absence of General Secretary the Assistant General Secretary shall exercise the powers and perform the duties of the General Secretary.

Treasurer

The duties of the Treasurer shall be :

a) To maintain proper accounts and to keep book, vouchers, bills, ledger book showing all receipts and disbursements in course of transacting the business of the Association.
b) Receive all the amounts of income of the Association and deposit to this amount bank.
c) To get the accounts audited periodically by the Internal Auditor as advised by the General Secretary.
d) To assist the General Secretary in matters related to the accounts, funds, budget and expenditure.

Assistant Treasurer

The duties of the Assistant Treasurer shall be to assist the Treasurer and to perform such duties as delegated to him by the Treasurer or the General Secretary.

9. ACCOUNTS AND FUNDS

i) Funds of the Association means the collection from the admission fees, monthly subscription fees, donation from the members or any other

occasional contributions as may be decided by the Association from time to time.

ii) Enhancement in any subscription or amount of contribution etc. may be proposed by the Executive Committee and after the final approval of the General Body, these shall be implemented.

iii) The funds realised to the credit of the Association shall be deposited in the bank (either UCO or SBI in the Assam University Complex) within seven days of the collection.

iv) Any two of the Office Bearers, President, General Secretary, Treasurer shall jointly operate the bank accounts.

v) The accounts of the Association as maintained by the Treasurer shall be audited periodically by the Internal Auditor.

vi) Funds will be utilised to incur the expenses in :

a) To purchase of stationaries, contingency expenses and other related administrative matters.

b) To meet the expenses of the meetings.

c) To provide loan to the Members in need of accident and otherwise as considered by Executive Committee subject to availability of fund. The loan amount in no way shall exceeds Rs. 1000/- and shall be recovered in maximum 10 equal installments from the following months. In all cases written application for grant of loans is required to be submitted to the Executive Committee. The loan shall not be refused ordinarily and if it is refused under exceptional circumstances the incumbent be intimated immediately. The loan may be recovered through post-dated cheques of an amount not below Rs. 200/- (Rupees two hundred) drawn in favour of AUNTEA. Defaulters would not be allowed for fresh loan from Association. In case of a member dies and if his/her family members desire to have some financial assistance then only Executive Committee will decide the amount.

10. MISCELLANEOUS

Any matters not specifically provided for, shall be decided by the members in a special meeting of the General Body convened by the General Secretary or by the President of the Association. In case of any dispute in interpretation of any clause of this Constitution, the decision of the Executive Committee shall be final or binding on all members.