CONSTITUTION OF THE ORISSA SECRETARIAT SERVICE ASSOCIATION

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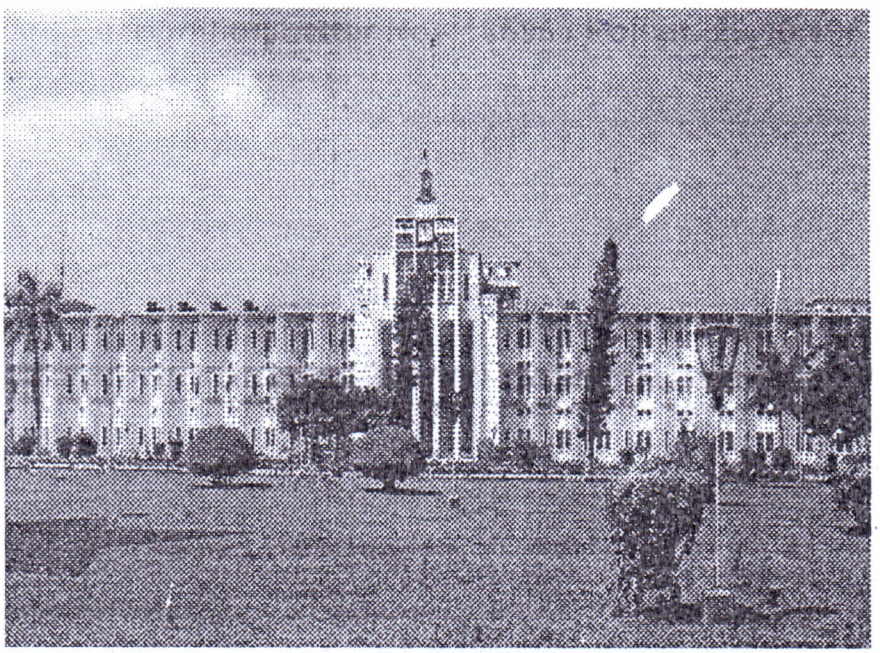

CONSTITUTION OF
THE ORISSA SECRETARIAT SERVICE ASSOCIATION

Short title . **1.** The Association shall be called the Orissa Secretariat Service Association.

Defination **2. (A) Member :** Means an officer of Orissa Secretariat Service who fullfills the conditions laid down in Article (4) .

(B) General Body : Means a Body of all the members, called general members. In other words all the general members will collectively form the General Body.

(C) General Council: Means a body of such members nominated to represent the constituent Departments of Secretariat as laid down in Article there of.

(D) Executive Body : Means a committee consisting of the President, the Vice-Presidents , the General Secretary, the Secretaries, the Auditor (all elected) and five members (nominated), called Executive Body and four Chairmen (nominated) of Sub-committees.

(E) Sub-Committee : Means a committee formed by the General Council of such number of members and for such purpose as the Executive Body may determine, from time to time and the General Council may approve with or without any amendment

Aims and Objectives **3.** The aims and objectives of the Association shall be :-

(a) To promote good will and cooperation among its members;

(b) To strive relentlessly for the rendering of diligent and dedicated public service by its members;

(c) To protect and promote the interests of its members in regard to their service under Government.

(d) To foster, organize, encourage and help the growth of social and cultural institutions and activities such as Libraries, club, Recreation Center, Drama and sports.

Membership **4.** Membership of the Association shall be open to all officers of the Orissa Secretariat Service from the post of Assistant Section Officer to Additional Secretary or any other higher post to be held by OSS Officer(s). The admission fee for membership shall be Rs.100/- The annual subscription of the Association payable by each member shall be Rs.50/- and every

member shall pay in January, every year. Non-payment of annual subscription within the year to which it relates shall lead to cessation of membership unless otherwise decided by the General Body in any case.

Right of members

5. (A) Members shall have the right to participate in the deliberations in the General Body meetings and to send the proposals for inclusion in the agenda of the meetings. They will also have the right to vote on matters that may come up before the General Body.

(B) They shall have the right to contest for any office of the Association.

(C) They shall elect the Executive Body.

The General Body

6. The supreme authority of the Association shall vest in the General Body of the members.

Matters brought before General Body, General Council and Executive Body shall be decided by a majority of votes in respective meeting and in case of a tie the President of the meeting will have a casting vote.

7. Quorum: Two hundred members of the Association shall constitute the quorum of the General Body meeting, 20 members shall constitute quorum of General Council meeting and 10 members shall constitute quorum that of the Executive Committee meeting.

The General body as well as the General Council and Executive Committee meeting can be adjourned once only for want of quorum. If for the second time also there be no quorum, any resolution may be carried by a majority of two third of the members present.

8. The General Secretary of the Association will convene meetings of the General Body, General Council and the Executive Committee as and when necessary for transaction of the business of the Association. For this purpose a notice should be circulated at least 7 days for General Body,5 days for General Council and 3days for Executive Committee before the date fixed for the meeting specifying therein the date, hour and place of the proposed meeting and also the business to be transacted. Similarly, in case of matters of exceptional urgency the meeting may be convened with shorter period notice.

9. A Special General Body, General Council and Executive Committee meeting of the Association shall be convened by the General Secretary on the requisition of at least 1/4th of the members of the General Body, General Council and Executive Committee Association respectively.

10. The Annual General Body Meeting :

The General Body meeting of the Association be held each year:

(a) To consider the annual report on the activities of the Association alongwith its audited accounts;

(b) To consider the subject duly placed before the meeting by the General Council & Executive Committee;

(c) To consider such other matters as may be brought before it;

The General Council

11. There shall be a General Council consisting of representatives nominated by Departments. Each Department shall nominate one representative for every twenty members subject to a minimum of one. Fraction less than ten shall be excluded. A member of the General Council shall hold office for a period of two years or till such time as a successor is nominated. If a member of the General Council fails to attend two consecutive meetings of the General Council without good and sufficient reasons he shall cease to be a member and the fact shall be intimated by the General Secretary to the Department concerned for a fresh member for the remaining term.

The business of the Association shall be conducted by the Executive Body and the General Council.

The General Council shall normally meet at an interval of three months and may meet at any time if convened by the General Secretary, as exigencies may require, to consider any urgent matter that may be placed before it.

(ii) The following powers and functions are conferred upon the General Council :

(a) To check the accounts maintained by the General Secretary.

(b) To prepare the Annual Report with a statement of accounts of the Association for presentation before the meeting of the General Body.

(c) To implement and pursue the implementation of decisions taken and the resolutions passed by the General Body.

(d) To consider and take decisions on any matters relating to the welfare of the members of the Association that may arise.

(e) To frame rules of business in detail without prejudice to the provision of this constitution, for the efficient working of the Association.

(f) To nominate four Chairmen of sub-committees and five Executive Body members to deal with specific matters and to determine their strength, composition and functions ;

(g) To transact all other business incidental to the management of the Association and take such action as may be deemed necessary in the interest of the Association.

If a member of the General Council vacates office by resignation or by any other reason, the department by whom he is nominated shall send another representative in his place who will hold office till the formation of the next General Council.

The Executive Body

12. There shall be an Executive Body of the Association consisting of (A) 9 (Nine) elected members to the offices of 1. The President 2. Two Vice Presidents 3. The General Secretary 4. Four Secretaries 5. The Auditor & (B) 9 (Nine) nominated members as 1. Five Chairmen of Sub-Committees and 2. Four Executive Body Members to carry on its day to day business. The term of the Executive Body shall be two years which may however be extended by the General Council for reasons to be recorded, by a period not exceeding six months at a time. Further extension of term beyond 1st six month shall have to be approved by General Body, within first six months.
The Executive Committee shall meet at least once in a month.

13. The powers and functions of the Executive Body shall be:

(a) To check the accounts maintained by the General Secretary and approve expenditure incurred by him.

(b) To prepare the Annual Report of the Association with a statement of accounts for presentation before the General Council and Annual General Body Meeting.

(c) If a member of the committee vacates office by resignation or for any other reasons, his place can be filled up by the General Council by nominating any other member in his place who will hold office for remaining term.

(d) To carry on all other business incidental to the management of the Association and take any decision in furtherance of the aims and objects of the Association.

(e) To constitute sub-committee(s) as and when necessary.

14. (a) The Association shall have elected office bearers like one President, two Vice-Presidents, one General Secretary, Four Secretaries and one Auditor.

(b) The President shall preside over all meetings of the General Body, General Council and the Executive Committee and exercise general superintendence over the 'Association'.

(c) The Vice-Presidents shall assist the President. They shall discharge the functions of the President in any meeting of the General Body, General Council and Executive Committee in his absence. The senior most Vice President in age shall preside over the meetings and discharge all functions of President in absence.

(d) The General Secretary shall be the Executive Authority of the Association. He shall be responsible for keeping the records and funds of, the Association in safe custody and for the maintenance of its accounts. He shall carry on all correspondence with the Government and take action for implementing the decisions of the General Body, General Council and Executive Committee.

(e) One of the Secretaries shall assist the General Secretary in transacting all the official business of the Association, the second Secretary shall assist the General Secretary in regard to accounts and

financial matters and the other two Secretaries will remain in charge of (i) organizational matters and (ii) cultural activities.

(f) The Auditor shall audit all accounts of the Association once in a year and sign the Annual Statement of accounts prepared by the Executive Committee before the same is presented to the General Council and General Body. He shall also check up the Accounts from time to time to ensure correct maintenance thereof and suggest improvements in accounting.

15. All funds of the Association shall be kept in a Banking account to be jointly operated upon by the General Secretary and the Secretary (Finance) of the Association as may be decided by the Executive Committee. All receipts and expenditure shall be duly accounted for.

The General Secretary may incur or authorise any expenditure not exceeding Rs.1500/- in a month on any item. Amounts beyond this limit will be sanctioned by the Executive Committee.

No balance exceeding Rs.1000/- will ever be kept in hand by the General Secretary & Secretary Finance.

16. **General** : All matters not provided for in this constitution shall be decided by the General Council meeting subject to approval of General Body in its next meeting and its decision shall be final.

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