

**AMENDMENTS IN THE CONSTITUTION OF RSCWS  
PROPOSED BY THE EXECUTIVE COMMITTEE; AND APPROVED &  
ADOPTED BY GENERAL BODY MEETING IN THE MEETING HELD ON 27-4-2013**

- II. OFFICE:** i) Registered Office of the Society shall be located at Chandigarh.  
 ii) Head Office of the Society may be either at Chandigarh, Mohali or Panchkula either at the residence of the Secretary General or President or at any other suitable place in the tri-city.  
 iii) Any change in the address shall be notified to the Registrar within 14 days.
- IV) C) BRANCHES:** Branches of the Society may be formed, with the approval of the Central Executive Committee - wherever 20 or more Retired Railway Officials become Members of the Society.  
**D) ZONES:** Zones of the Society may be formed with the approval of the Central Executive Committee of the Society - wherever 100 or more Retired Railway Officials – located at different stations - become Members of the Society
- V) SUBSCRIPTION:** a) i) The subscription for the Members of the Society shall be Rs. 300 per annum.  
 ii) The subscription for the Associate Members of the Society shall be Rs. 150 PA  
 iii) Branches of the Society shall pay 50% of total Subscription collected by them, to Central Executive Committee.  
 b) Subscription will be re-fixed according to the requirements so warranted with the approval of the General Body.  
 c) Life membership of the Society will be Rs. 2500 for Life Members & Rs.1250 for Associate Life Members.  
 d) Special contribution may be raised to meet with the special programme (s), if any.  
 e) Donations from members or non-members may be accepted to pursue the objectives of the Society.  
 f) Subscription paid shall relate to calendar year.

**IX. CENTRAL EXECUTIVE COMMITTEE (CEC)**

- a) General management of the Society shall vest in the Central Executive Committee (CEC).  
 b) General Body shall elect the Central Executive Committee at its biannual meeting which will consist of the following Office Bearers & CEC Members:

Patron / Patrons	To be nominated by CEC	Secretaries	Two
Chairman	One	Joint Secretaries	Two
President	One	Treasurer	One
Working President	Two	Joint Treasurer	One
Sr Vice President	Two	Auditor	One
Vice President	Two	Executive Members	Ten
Secretary General	One	Zonal Secretaries	Ex-Officio

- c) All Zonal Secretaries of the Society shall be Ex-Officio Members of Central Executive Committee.  
 d) Additional Office Bearers or CEC Members may be nominated - by the President or by the CEC – with special assignments – in organizational interest.  
 e) Central Executive Committee may nominate any prominent persons as Patron or Advisor.  
 f) Ex-President & Ex Secretary General shall be Ex-Officio Members of Central Executive Committee.  
 g) Any vacancy occurring during the course of 2 years shall be filled up by the President / CEC.  
 h) Composition of the Branch and Zonal Executive Committees shall be decided by the respective General Bodies with the approval of the Central Executive Committee.

**XII (A) POWERS & DUTIES OF PATRON**

To guide the President, Secretary General and the Executive Committee regarding the affairs of the Society for achieving its aims and objectives as per provisions of the Constitution.

**XII (B) POWERS & DUTIES OF CHAIRMAN**

- i) He shall guide the activities of the Society during the meetings of Executive Committee & General Body and advise them from time to time to achieve the objectives of the Society as per provisions of the Constitution.  
 ii) He shall have the final Casting Vote in the event of a tie in the voting on any issue.  
 iii) He shall be authorised to sanction expenditure above Rs.5000 and up to Rs.10000 in case of an exigency to meet the aims and objectives of the Society.  
 iv) He shall be the Appellate Authority in Disciplinary Cases.

**XII (C) POWERS AND DUTIES OF PRESIDENT**

- i) President shall preside over all meetings of the General Body and the Executive Committee.  
 ii) He shall have a casting vote in the event of a tie.  
 iii) He shall be authorised to keep an Imprest of Rs.1000 for urgent expenditure to meet the objectives.  
 iv) He shall be authorised to sanction up-to Rs.5000 to meet exigencies to meet with the objectives of the Society.  
 v) He shall be authorized to call an emergent meeting of the Executive Committee and the General Body.  
 vi) He shall generally be responsible for conducting the affairs of the Executive Committee and ensuring that the decisions of the Committee are fully carried out under his guidance.

vii) He is empowered to warn / suspend a member for misbehaviour or for working against the interest of society.

viii) He shall be authorized to accept the Resignation of the Members/Office Bearers of the Society and to nominate a Member to fill up any vacancy in the Executive Committee in consultation with the Secretary General.

**XII (D) POWERS & DUTIES OF WORKING PRESIDENTS:**

i) To help the President in discharge of his duties

ii) To represent & function as the President in his absence.

iii) To oversee the Welfare activities and overall organizational growth of the Society.

**XIII) POWERS & DUTIES OF SR. VICE PRESIDENT & VICE PRESIDENT**

i) To supervise the Welfare activities of the Society.

ii) To help in expanding the activities of the society and for inducting new members in the Society.

iii) To carry out any duty assigned by the President.

iv) To function as President in absence of President, Working President & Sr. Vice President.

**XIV. POWERS & DUTIES OF SECRETARY GENERAL**

i) Secretary General will be the in-charge of the office of the Society - subject to the control of the Executive Committee.

ii) He will Correspond on behalf of the Society and maintain files, membership Register, Minutes Books and all such other record.

iii) He will convene meetings of the General Body and Executive Committee and issue notices of meetings to the members in writing.

iv) He will record all the proceedings of the meetings and get it confirmed in the next meeting.

vi) He will arrange and organize all functions of the Society.

vii) He will present annual report of activities of the Society before General Body.

viii) He will be authorised to keep an Imprest amount of Rs 1000 for day to day expenditure to meet the objectives of the Society.

ix) To coordinate the Welfare activities of the Society.

**XV. POWERS & DUTIES OF SECRETARIES & JOINT SECRETARIES:**

i) To look after the Welfare activities of the Society and inter-act with Members (especially those residing in their area / region) for welfare, general awareness and health care.

ii) To help in collection & raising of Funds from Members and through other resources.

ii) To look after the arrangements of Meetings and other functions of the Society.

iii) To discharge the duties and functions of the Secretary General in his absence as advised by him or the President / Working President.

iv) To play an active role towards expanding the activities of the Society and for inducting new members of the Society through personal contacts and other means.

**XVI A) POWERS & DUTIES OF TREASURER & JOINT TREASURER**

Treasurer will carry out the following duties with the help & assistance of the Joint Treasurer:

i) To keep accounts of income & expenditure of the Society.

ii) To keep the funds of the Society in safe custody.

iii) To present monthly statement of receipt & expenditure to the Executive Committee through the Secretary General.

iv) To collect subscription from the members and issue receipt thereof.

v) To keep with him an imprest of Rs. 1000 as cash in hand and deposit the balance in the Bank as decided upon by the Executive Committee.

vi) To make payment of Bills after they have been verified by the Secretary General or the President/ Working President.

vii) To prepare Annual & Quarterly statement of Receipt and Expenditure to be presented in the General Body meeting along with Balance Sheet through the Secretary General.

viii) To assist the Secretary General as required by him.

ix) To get the Accounts audited from the Auditor in each quarter and every year.

x) To help in enrolling new Members of the Society and for raising additional Funds for the Society.

**XVI. B) DUTIES OF AUDITOR:**

To audit the accounts of the Society in each quarter & prepare Annual Balance Sheet of Accounts.

**XVI. C) DUTIES OF EXECUTIVE MEMBERS:**

To carry out the duties as are specifically assigned to them by the President / Secretary General or the Executive Committee and such other duties as enjoined as the constituents of the Sub-Committees of the Society.

**XVI. D) DUTIES OF ZONAL SECRETARIES:**

To organize the activities of the Society in the respective Zone, as per Constitution of the Society; and as per directives and policies of the Executive Committee