

**CONSTITUTION & BYE-LAWS OF THE
RAILWAYS SENIOR CITIZENS WELFARE SOCIETY (REGD.)
CHANDIGARH**

(As Amended by General Body RSCWS on & up-to 27-4-2013)

I. NAME

The name of the Society shall be known as under:-
RAILWAYS SENIOR CITIZENS WELFARE SOCIETY, CHANDIGARH
(Hereinafter referred to as the Society & for short may be called as RSCWS).

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.

III. AIMS & OBJECTIVES: The aims and object of the Society shall be:-

- a) To promote and to protect the interest of all retired Railway officials and those who are members of the Society, by legitimate and constitutional means.
- b) To watch, defend and to promote the interest, rights and privileges of all Retired Railway officials irrespective of caste and religion, creed, race or sex in all matters relating to their previous services.
- c) To look after their welfare & problems faced by them after retirement as regards to their pension, complimentary passes, medical facilities and other allied matters.
- d) All retired Railway officials including those in service above 55 years of age will be covered by the Society irrespective of their official status/ position before retirement.
- e) To contact the concerned Railways / local authorities in person or to address them in writing for looking into their problems.
- f) To take up the issue of providing houses / plots to the retired Railway officials with the local authorities on the basis of cooperative societies.
- g) To foster & to promote unity, integrity and cooperation amongst the members and to create atmosphere of brotherhood.
- h) To make efforts for social, cultural association of members so as to ensure that the family realises its goal of social amity.

IV) A) MEMBERSHIP

- i) Any retired Railway official or a spouse of a deceased Railway official shall be eligible to become a member of the Society provided he / she is a resident of Chandigarh, Mohali, Panchkula or their out- skirts.
- ii) Any other retired Railway official residing elsewhere can become the member of the Society with the approval of the Executive Committee.

B) ASSOCIATE MEMBERSHIP:

- i) Any Railway official over the age of 55 years may become an Associate Member of the Society.
- ii) Any retired Railway official residing outside the Tri-city of Chandigarh, Panchkula & Mohali may become an Associate Member of the Society.
- iii) Associate Member will mean a Member of the Society unless otherwise specified.
- iv) Associate Members will not have the right to vote & shall not be counted in the quorum for a meeting.

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.

VI. TERMINATION OF MEMBERSHIP

The membership of a member shall cease if he / she:-

- i) Resigns his / her membership.
- ii) If his / her subscription is in arrear for more than one year.
- iii) Does not attend General Body (G.B.) meetings at least three times in a year continuously - unless adequate reasons are offered by him / her to be considered by the Executive Committee.
- iv) Membership can be terminated if any member is working against the interest of the Society or his conduct is doubtful or one is involved in any criminal case - subject to the approval of the Executive Committee.

VII. MANAGEMENT

- a) All the enrolled members shall constitute a General Body (G. B.).
- b) The G. B. must meet at-least twice a year.
- c) Annual General Body will be held every year in December / January of the following year.
- d) In the Annual G.B. meeting & other G. B. meetings, a notice of at least 15 days should be given to the members in writing by the Secretary General.
- e) A special G.B. meeting may be called at any time by the President or the Secretary General or on receipt of requisition from the 1/5th of the total number of members with 7 days notice to the Secretary General.
- f) Every notice must be signed by the Secretary General.
- g) The quorum of the Annual G. B. meeting shall be twenty percent of the total members or 20 members which ever is less and for special G. B. meeting 30 members would be needed.
- h) No business shall be transacted at any time unless the requisite quorum is there.
- i) No quorum is required for the adjourned meeting.
- j) If within 30 minutes for the fixed time for the G. B. meeting, there being no requisite quorum, the meeting shall be adjourned and may be held after one hour for which no quorum is required.
- k) General Body shall be empowered to remove any office bearer / Executive member on the basis of specific charges.

VIII. FUNCTIONS OF GENERAL BODY

The business to be transacted by the General Body shall be as under:-

- i) To confirm the Minutes of the previous G.B. meeting and of any special G.B. meeting, the minutes of which have not been confirmed earlier.
- ii) To receive and adopt the annual report of the Executive Committee.
- iii) To pass the audited statement of annual income and expenditure accounts and the balance sheet.
- iv) To appoint an Auditor amongst the members to audit accounts of the Society once in a year.
- v) To elect Office Bearers and Members of the Executive Committee after giving due notice to members as provided in the Bye-Laws. If necessary, the election shall be held by show of hands.
- vi) To consider resolutions if any for the amendment of Constitution / Bye-Laws of the Society.
- vii) To adopt any other resolutions to watch the interest of members.
- viii) To take up any other matter with the permission of the President.

IX. CENTRAL EXECUTIVE COMMITTEE (CEC):

- a) The general management of the Society shall vest in the Central Executive Committee.
- b) The General Body shall elect the Central Executive Committee at its biannual meeting which will consist of 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 Central Executive Committee – with special assignments in organizational interest.
- e) 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.

X. QUORUM OF THE EXECUTIVE COMMITTEE

- a) The quorum of the Executive Committee (EC) meeting shall be of six members.
- b) The Executive Committee shall normally meet once in a month but one meeting shall be held at-least once in two months. The emergent meeting shall be held on a written request of (at least) six members of the Executive Committee.
- c) For convening the Executive Committee meeting, one week notice shall be given to the members in writing by the Secretary General and in case of emergent meeting 48 hrs. notice shall be given.
- d) A member who does not attend three consecutive meetings of the Executive Committee without adequate reasons shall cease to be a member of the Committee.
- e) The Executive Committee may appoint a Sub-Committee to carry out any important work for a specific period.

XI. BANK ACCOUNT: he Bank Accounts in the name of the Society shall be kept and operated upon jointly by the Treasurer and the Secretary General or the President.

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 aims & 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 amount of Rs.1000 for day to day expenditure to meet the objectives of the Society.
- iv) He shall be authorised to sanction up-to Rs.5000 to meet any exigencies for furtherance of 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 any member for misbehaviour or for working against the interest of the 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.
- iii) 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.

XVII. GENERAL

- i) The Society may affiliate with any other organization / federation having kindred aims and objects to with the provision that such a decision is taken by three fourth majority of members present in the General Body meeting.
- ii) No amendment shall be made in the above Rules except by a two third majority of the members present and voting at the meeting of the General Body. Notice, of such amendment, has to be given in writing to the Secretary General at-least 15 days before the meeting and will be considered by the Executive Committee before being brought on the Agenda.
- iii) The Society will not be dissolved unless three fourth members so resolved and decided in the General Body meeting.

N. P. MOHAN
PRESIDENT RSCWS

HARCHANDAN SINGH
SECRETARY GENERAL RSCWS