

THE KERALA CIVIL SUPPLIES OFFICERS' ASSOCIATION BYE - LAWS

(as ammended upto 1-6-83)

1. Name :

The name of the Association Shall be " The Kerala Civil Supplies Officers' Association

2. Head Quarters :

The head quarters of the Associatin will be at Trivandrum.

3. Aims :

- i. To work for the commom good and welfare of the members of the Association.
- ii. To foster the habits of friendship, fellowship co-operative consciousness and efficiency among the members of the Association.
- iii. To keep the dignity and decorum of the Department in the fields the Association has to act.
- iv. To federate with any other Service Organisation for the achievement of common demands.

4. Membership

- i. All Officers borne in the Civil Supplies Department can be members of the Association, irrespective of their Official Status.
- ii. A person of the Civil Supplies Department who intends

to be a member of the Association shall apply for membership in the prescribed form, (Appendix - I) with an admission fee of Re.1/-, to the Secretary of the Unit. (Taluk level).

- iii. Application for admission to the Association will be discussed by Executive Committee of the unit and a decision taken.
- iv. The verdict of the General Body of the Taluk Unit shall be final and binding in regard to membership.
- v. Annual subscription to the Association will be Rs.3/- only.
- vi. Every member shall pay a monthly levy of Re.1/-

5. Termination of Membership

A member shall terminate his membership under the following circumstances.

- i. The General Body feels that he acts against the principles and general interest of the Association.
- ii. A member resigns his membership
- iii. A member who defaults monthly levy continuously for 3 months even after he is informed of the facts and on decision of the Taluk committee.

6. Structure.

- i. Sphere of activities of the Association shall extend over the whole of Kerala State.

- ii. Each Revenue District in the State shall be recognised as a District Centre and shall be the Unit of the Association.
- iii. In every Taluk headquarters, there shall be a Taluk Unit under the respective District.
- iv. The Board of Revenue (Civil Supplies) will be a separate unit having the status of a District Centre

7. Executive and Management

- i. The State Executive Committee of the Association shall comprise of one President, two Vice Presidents one General Secretary three Secretaries one Treasurer and members not exceeding seventeen.
- ii. The District Executive Committee of the Association shall comprise of President, Vice President, Secretary, Joint Secretary, Treasurer and members not exceeding ten.
- iii. The Taluk Executive Committee of the Association shall comprise President, Vice President, Secretary, Joint Secretary and Treasurer and members not exceeding four.
- iv. There shall be a state secretariate consisting of the office bears and members not exceeding three elected from the executive committee members.

8. Election and method of Representation

- i. Taluk shall elect their executive from the General Body and also elect membership to the District Council at the rate

of one for every five members or fraction there of exceeding two. The Council so formed shall be the District General body except Board of Revenue (C.S.) . All the members of the Board of Revenue (C.S.) shall form the General Body of Revenue. The District Executive shall be elected from this council. The District council shall elect State Council members at the rate of one for every 15 (fifteen) Members in the District or fraction there of exceeding five. The State Council so formed shall be the General Body of The Association. the Council shall elect the State Executive Committee and the state executive shall elect office bearers and secretariate members by simple majority.

- i. The State Council shall meet at least thrice in an year. The District Council shall meet at least 4 times in a year. Members and office bearers elected shall hold office until the next annual election.

- iii. The vacancies of office bearers during the year shall be filled up by fresh election. The vacancies of members of state, District and Branch committees shall be filled up by co-option by the remaining members of the committee. The vacancies of District and State Council members shall be filled up by the centres concerned by election.

- iv. Any member who fails to attend three consecutive meetings of the Committee shall ipso--facto cease to be a member of the Committee. But the committee may restore him by a application supported by convincing reasons. Any of the office bearers can be removed at any time by the total members of the Council concerned.

- v. The Council shall be dissolved on the date of the annual General body meeting of the councils though the Committees shall hold office, all the new Councils are constituted. a person once elected to the State Council shall remain the membership till the annual General Body of the Association, if his membership is not other wise terminated. The membership of the District Council shall if so facto cease when he is transferred outside the District.

9. Duties of the President

The President shall be the Executive head of the Association and shall have general control over the affairs of the Association, in case of emergency requiring immediate action, he may demand and adopt such measures as the circumstances may demand and report his action to Committee and his action rectified within 15 days or at its next meeting whichever is earlier. He may whenever necessary visit various centres of the Association at the cost of the Association.

10. Duties of the Vice-President

The Vice-President shall exercise the powers of President in his absence.

11. Duties of General Secretary

The General Secretary shall be responsible for the executive management of the Association. He shall prepare at the close of

each year, an Annual Report on the working of the Association for the year, showing its progress, activities and financial conditions, in consultation with the Treasurer. the report shall be approved by the State Executive Committee before presentation to the State Council.

In case of emergency requiring immediate action and in the absence of the President and Vice-President at headquarters, he may take such measures as he seems fit and report his action to the State Executive Committee within 15 days or at its next meeting whichever is earlier. he may, whenever necessary, visit the centres of the Association at the cost of the Association.

12. Secretary

- i. The Secretary shall assist the General Secretary in the performance of his organisational duties.
- ii. In the absence of the General Secretary the Secretary acts as the General Secretary assuming all powers of the General Secretary.
- iii. Duties and functions of the secretaries shall be defined and determined by the Secretariate of the Association.

13. Treasurer

The Treasurer shall receive all moneys payable to the Association, shall issue receipts for all moneys received and shall disburse all money for and on account of other

valuables of the Association. He shall whenever required call for financial Particulars from the different centers of the Association. He shall prepare a statement of receipts and payments and present it at the meeting of the Executive committee. He shall also prepare at the close of each year, an Annual statement of accounts for the year, an annual statement of accounts for the year duly audited by an auditor elected by the State Council for incorporation in the Annual Report. He shall prepare a Budget estimate for ensuing year for approval of the State Council. Each member of the Executive is entitled to inspect the account as and when requires.

14. State Executive Committee

The State Executive Committee and Secretariate may meet as often as may be deemed necessary or at least once in 2 months and monthly respectively. Also approve the Annual Report and audited accounts of the Association at the close of each year. all proceedings of the committee transacted either at the meetings or otherwise shall be recorded.

15. Election Auditors.

A Committee of Auditors Consisting of three shall be elected by the general body concerned

16. Funds

- i. Every Taluk unit shall pay 60% of the membership fee collected to the District Committee concerned. The District Committee shall pay 50% of the amount so received to the

state committee. Subscriptions may be collected by the Association from all centres whenever necessary. Travelling allowances of the members of the secretariate shall be met by the state committee and T.A of the state Executive Committee members and state Councillors shall be met by the District Committee concerned.

- ii. The funds of the Association shall be deposited in a Schedule Bank in the name of the Association as decided by the committee concerned. All money received by the Treasurer shall be deposited to the Bank within one week from the date of receipt to the credit of the Association. Money required for the expenses shall be drawn from the Bank and all Cheques shall be signed by the President and Treasurer of the Association.
- iii. The General Secretary of the Association and the Secretaries of the Districts and Taluk Units shall; be given a permanent advance of Rs.25/-, Rs.100/- and Rs.50/- respectively for meeting petty ordinary expenses.

17. Association Year

The Association year shall be from 1st January to 31st December.

18. Meetings

- i. The Taluk annual general body meeting shall ordinarily be held in January every year. the Office bearers and the members of the committee and the District Council shall be

- ii. The District Annual General Body meeting shall ordinarily be held in February every year. The District Council shall meet and elect the office bearers and members of the District Committee and the State Council.
- iii. The annual general body meeting of the Association shall ordinarily be held in March every , Immediately after, the new council shall meet and elect the State Executive Committee which shall assume charge forth with and transact further business.
- iv. The annual General body meeting shall adopt the annual report and audited accounts for the year.
- v. Fifteen day notice shall be given to the members for the meetings of the annual general body and new Council. Non-receipt of such notice by any member shall not invalidate the proceedings of the meetings.
- vi. Members desiring to give notice of resolution or other questions for consideration at the Council meeting shall give 5 days notice of the same to the General Secretary.
- vii. The President, on his own motion, or shall if so required by at least 1/4 members of the Committee/Council convene extra ordinary meetings of the Association. if the President fails to convene a meetings as aforesaid, the one forth members may convene the meeting only giving due notice.
- viii. At all the meetings, The President and in his absence, the Vice President and in the absence of both the President and Vice President, a member elected by the meeting shall Preside

19. Quorum

Quorum for the meeting shall be 1/4 of the total strength. If within sixty minutes from the appointed time for the meeting, the quorum is not available, it shall be dissolved, and it shall stand adjourned to such date as may be decided upon by the members assembled. The quorum for the meeting adjourned second time. ~~No quorum~~ is necessary for the annual meeting

20. Decisions by Votes

All questions raised at any meeting shall be decided by the majority of votes. Each member president shall have one vote. In case of a tie the chairman shall and exercise a casting vote.

21. Flag

The Association shall have a flag, in the ratio 2:3 between width and length the colour and emblem adopted by the Council

22. Legal Proceedings

The Association shall sue and be sued in tyhe name of General Secretary.

23. Office Establishments

i. The State Committee may sanction such stipendary establishments as may be necessary to assist the General Secretary for transaction of work of the Association.

ii. It shall be the responsibility of the General Secretary for the proper maintenance of the Registers and Records

24. Duties of the District/Taluk Unit Committees.

Secretaries, Joint Secretaries, President, Vice President, and Treasurer shall be similar to those of the General Secretary, Joint Secretary, President, Vice President and Treasurer but having functions in that District/Taluk only.

25. Amendments to Bye-laws.

Any addition, deletion or amendment to the Bye-laws of the Association shall not be made except by the vote 2/3 majority of the State Council members.

26. Rules

The State Council may frame Rules for the conduct of the business of the Association and they shall be communicated to the District and Taluk Units for information and guidance.

27. Interpretations

The power of interpreting these Bye-laws shall Vest in the State Executive Committee