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Rajya Sarkari Karmachari Kalyan Sangha,
Paschim banga.

Regulations of Association
Registered on 30/4/2019

Sd/-
Registrar of Firms, Societies &
Non-Trading Corpns, West Bengal

SOCIETIES & NON-TRADING CORPORATIONS
WEST BENGAL

Sl.No. 783 Date 30/10/25

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The West Bengal Societies Registration Act, 1961

REGULATIONS

OF

RAJYA SARKARI KARMACHARI KALYAN SANGHA, PASCHIMBANGA

MEMBERSHIP

1. Admission

The signatories to the Memorandum of Association and the office bearers of the Governing Body of this Association shall be the first members of the society. The Governing Body may admit to membership any person of any caste, creed or sex who has attained the age of 18 years and agreed in writing to be bound by the society and who in the opinion of the Governing Body will be interested in advancement of the objects of the society.

Be it noted here that the power to admit the members is the sole and absolute power of the Executive Committee and the Executive Committee may refuse to admit any person as a member without assigning any reason therefore.

2. TYPES OF MEMBERS

1) Honorary Members

Any person whose connection with the Association is deemed to be useful, may, with the consent of such persons, be admitted as Honorary Member of the Association. Such member shall not, however, be eligible to be a member of the Executive Committee nor to vote in any meeting.

2) Ordinary Members

Any regular or work-charged Employee of any Department or Panchayati Raj Institution under Government of west Bengal, qualified to be a member and paying prescribed ordinary membership fee, may be admitted as an ordinary member of the Society.

Gautam Chattopadhyay

3) Cessation of Membership

Any member shall cease to be a member (a) on the acceptance of his/her resignation from membership, (b) on his/her becoming insane or insolvent, (c) on his/her conviction of any offence in connection with the formation promotion, management or conduct of affairs of society or a body corporate or of any offence involving moral turpitude.

4) Register of Members

The society shall maintain a register of members containing the names, address and their occupations, the date of admission and of cessation of membership, the Register will be kept open for inspection of the members of the members of society on requisition. All entries required to be made therein shall be entered within a period of 15 days.

5) Rights and obligation of members

Any ordinary member of the society has the right (a) to elect and to be elected in any election of the society, (b) to submit suggestion for discussion to the Governing Body and subcommittee on any matter relation to society, (e) to inspect the accounts and the proceedings of the meetings of the society on appointment with the Secretary, (d) to pay his/her subscription within the prescribed time, Defaulting members shall not be allowed to take part or vote in a meeting. Member shall have one vote each.

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6) Expulsion & Removal

Frequent actions of any members, if found by the Governing Body detrimental to the interest and in violation of the regulations of the society, he/she may be after due enquiry, censured, suspended or expelled from the membership by the Governing Body.

In that case the Governing Body shall first serve the member concerned with a show cause showing therein the charges framed and ask him/her to submit his/her statement of defence with a month. On receipt of the explanation the Governing Body shall have the power to take a suitable action against the delinquent member after allowing him to defend his/her case. If no reply to the show cause notice is received within a month, the Governing Body may take an ex-prate decision.

For any act of expulsion or termination no such members shall be entitled to prefer any Claim for compensation or damage even if proved on subsequent date that such act of expulsion or termination was wrongful and /or unlawful.

Governing Body

1. Composition, election/appointment, resignation/removal, terms of office:

There shall be a Governing Body consisting of not less than 09 members. The office bearers of Governing Body shall comprise of President, Vice-President, Secretary, 3 Nos. of Joint Secretaries, Treasurer, other committee members. The office bearers & Other committee members shall be elected at the A.G.M.

The resignation and removal of the Governing Body members shall be dealt with as has been prescribed as in the case of other members noted herein before.

TERM OF ELECTION:

The term of office of the Governing Body shall ordinarily be every one year, unless it is dissolved/ terminated early under unforeseen circumstances. After election, the old Governing Body will continue to function till the new Body takes over charge which shall under no circumstances be more than 30 days from the date of election.

MEETING

Meeting of the Governing Body shall be held at least once in three months at such place, date and time, as the President or the Secretary may determine. Any four members of the Executive committee may requisition the meeting and the Secretary shall summon the same within seven days and failing which the President or the requisitionists may do so provided no business other than those specified in the notice shall be transacted at such a meeting.

NOTICE & QUORUM

Seven days notice of the meeting specifying the place, date, time and agenda to be transacted shall be given to every member of the Executive Committee. An Emergency Meeting may be called at 24 hours' notice. One-third members will form the quorum at any meeting of the Executive Committee. If quorum is not formed within 30 minutes of the scheduled time, the members present shall adjourn the meeting.

PROCEDURE OF THE MEETING

The President or in his absence the Vice-President or in his absence also the members present shall elect a chairman of the meeting. All questions before the meeting will be decided by a majority of votes, each member having one vote. The President shall have a second or casting vote in addition to his own vote in case of equality of votes.

POWER AND DUTIES OF THE GOVERNING BODY

The Governing Body shall have general power of supervision and conduct over all the affairs of the society and in particular shall discharge the following duties

To appoint sub- committee with such power and duties as may be considered necessary or expedient.

(ii) To accept donation, gift, subscription, movable or immovable property for the objects of the society.

(iii) To sell, lease, mortgage or otherwise dispose of and deal with all or any part of the property of the society prior approval at AGM.

(iv) To keep proper accounts of the society and to open bank account in the name of the society in one or more bank.

(v) To co- opt not more than two members to the Governing Body.

(vi) The above signatories of the Governing Body are the founder Members of the Association/Society/NOG.

(vii) To appoint a person or persons on payment to assist the Secretary/Treasurer in the Maintenance of account, etc.

SAFE CUSTODY OF PROPERTIES

The Governing Body shall be responsible for the funds, properties and assets of the Society. The funds of the Society shall be kept in banks/post office/Mutual Funds and be invested in any securities specified under section 20 of the Indian Trust Act,1882.

BOOKS OF ACCOUNTS AND INSPECTION

The books of account and other statutory books shall be kept at the registered office and shall be open for inspection of the members at such time and place as the Governing Body directs on a written request made by any member.

ACCOUNTING YEAR

The accounting year of the Society shall be from the 1stday of April to the 31stday of March of following year.

BANK OPERATION:

The Banking accounts of the society shall be operated by the , secretary, President, Treasurer or any two of them jointly.

GENERAL MEETING

Annual General Meeting

Notice : The Secretary shall annually call the Annual General Meeting as per provisions of W.B.S.R. Act, 1961, giving at least 14 day's notice to all members. The notice shall contain the place date, day and time of the meeting.

Agenda:

The business to be transacted at the A.G.M, Shall be :

(a) to confirm the minutes of the last A.G.M. and of special general meeting if any,
(b) to adopt with or without modification the report of the working of the society for the previous year,
(c) to pass audited accounts of the society for the previous year ended,
(d) to appoint qualified Auditor or Auditors,
(e) to transact such business as may be fixed by the governing Body,
(f) to transact such other business as may brought forward by giving 14 days previous notice from any member,
(g) to conduct general election.

QUORUM OF THE MEETING

1/3rdmembers personally present at the commencement of the meeting shall constitute the quorum.

MANNER AND METHOD OF VOTING

The Chairman of the meeting shall decide the manner and method of voting at the outset of the meeting.



SPECIAL GENERAL MEETING:

A special General Meeting may be convened by the governing Body at any time in view of urgency of the matter. At least 7 days notice shall be given to every for special general meeting.
Members may request the Governing Body for special General Meeting by placing a requisition signed by 2/3rdof total members. In that case the Governing Body shall convene a special general meeting within a month from the receipt of such notice. In default by the Governing Body, the requisition shall hold such meeting provided no business other than those specified in the notice shall be transacted.

Extra- ordinary general meeting:

The Governing Body may direct to convene an Extra-ordinary general meeting for consideration of addition, alteration of amendment of the memorandum/regulations of the society. 7 days notice along with the proposed draft of change shall be sent to member

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The Governing Body may direct to convene an Extra-ordinary general meeting for consideration of addition, alteration of amendment of the memorandum/regulations of the society. 7 days notice along with the proposed draft of change shall be sent to member

before the meeting. The resolution for change, amendment etc. of the Memorandum and Regulations be carried out it accepted by the three fourths of the members present at the meeting.

DUTIES OF THE OFFICE BEARERS

President : He/ She shall (a) preside over all meeting of the society, (b) take all disciplinary actions such as removals, dismissed etc, in consultation with the Governing Body, (c) advice the Secretary in any matter requiring urgent attention, (d) call emergent meeting.

Vice-President : Normally He/ She will be considered as other Committee Members and will enjoy all power of the other committee members, when President is holding the chair in the said meeting. But in the absence of the President Vice-President will act as President and shall avail the power of the President for that period.
In case of permanent absence of the President, Vice-President will hold the chair of the President inclusive of all Power. In no case the President's chair will remain vacant in the Society.

Secretary : He/ She shall (a) convene all meetings of the society, (b) maintain minute books of all meetings, (c) issue general circular and notice (d) receive all applications for membership which shall be placed before the Governing Body, (e) sign on behalf of the society all receipts for all sums received as subscription etc, (f) sign and give pay order on all bills for payments, (g) get the accounts of the society audited by a Chartered Accountant, (h) ensure compliance with statutory requirements, (i) transact all other business subject to the direction of the Governing Body.

Joint Secretaries : There will be 3 (Three) numbers of Joint Secretaries namely. They will act as per advice of the Secretary and will assist him to perform all sorts of works or any direction given in the Governing Body Meeting of the said Society. In the absence of the Secretary all the powers and responsibilities shall vest with Joint Secretary for that period as decided by the Secretary.

Treasurer: He/ She (a) collect and receive all sorts of subscriptions, donations and grant receipts thereof, (b) maintain and keep cash book and such other accounts as are necessary,
(c) prepare the budget in consultation with the Secretary for consideration of the Governing Body.

MAINTENANCE AND AUDIT OF ACCOUNTS

The society shall maintain books of accounts as required under sec 15(1), (a), (b) of the Act. The accounts shall be audited by a duly qualified auditor as stated in sec. 15(2) of the Act.

SUIT & LEGAL PROCEEDINGS

All suits and legal proceedings by or against the society shall be in the name of the Secretary or such person as shall be appointed by the committee.

ALTERATION OF THE MEMORANDUM &REGULATIONS

The Memorandum and regulations may be altered, modified, rescinded or added to by special resolutions passed by the 3/4th Members in general meeting called for the purpose. The Governing Body shall have powers to make, alter modify or rescind such Regulations as may be considered necessary in the interest of smooth functioning of the society.

DISSOLUTION OF SOCIETY

Subject to the provisions of sections 24 & 27 of the West Bengal Societies Registration Act, 1961 or any statutory modifications thereof, the society may be dissolved by a resolution to that effect passed by 3/4thmembers of the society at a general meeting. The said meeting shall also decide the manner of disbursement of the funds and assets of the Association, if any after dissolution. In the event of dissolution the assets of the society remaining on the date of dissolution shall under no circumstance, be distributed among the members but the same shall be transferred to other societies having similar objectives.

We, the undersigned members of the Governing Body of the society, do hereby certify that above is a true copy of the Regulations of society.

Signature of three members of the Governing Body.

1. Kalyan Chatterjee
2. Gautam Chattopadhyay
3. Pranay Pandit.

Date:

Gautam Chattopadhyay

CERTIFIED TRUE COPY

Add Registrar of Firms Societies & Non-Trading Corpns, West Bengal