



Constitution

Of

HPCSLA **(formerly HP PGTIPA)*

Memorandum of Association

1. The Name of the Association: Himachal Pradesh PGTIP Association further modified to HPCSLA
2. The Registered Office: C/o Ghanshayam Birla
3. Area of operation: Entire State of Himachal Pradesh
4. The aims and objectives of the Association:-

The following shall be the objectives of the Association:-

- (i) To spread Literacy about Information Technology / Computer Science in all its manifestation and to achieve intellectual social and cultural harmony.
- (ii) To develop libraries, publish books on educational, technical, professional, social and literary subjects and other spheres and to organize discussions and seminars, conferences, competitions, to promote knowledge and understanding of all kind of art and scientific or technical branches of knowledge amongst students and people.
- (iii) To publish books, maps, charts, illustrations, journals, magazines and periodical and other publications in different languages for the propagation of above aims and objects.
- (iv) To provide financial or motivational help, career counseling or guidelines to needy students.
- (v) To institute awards, scholarships, prizes or other recognitions in the field of education. Art, Language, Culture & Literature.
- (vi) The aim of the association is also to promote, protect, encourage and spread Art, Language, Culture and literature in the association.
- (vii) To spread social, environmental, Scientific, technical awareness and then to undertake voluntary work through contributions and to establish camps in schools and society and organize timely financial and other help.
- (viii) To promote sports and organize debates and declamation, speech contest and other sports tournaments and to recognize the talents and creativity of youth by giving them prizes, honors & awards.
- (ix) To open and run re-creational club (s) for its members and provide boarding/lodging/playing and any other such facilities for get together of members.
- (x) To do welfare activities and to secure the honour and rights under Constitution of India or under CCS/CCA rules, Higher Education code, RTE Act or other applicable acts /rules for

Rules & Regulations of HPCSLA formerly HP PGT IP association.

1. MEMBERSHIP: No person shall be admitted to membership of the association except the following:-

(a) Any Lect S/N CS who have been recruited and appointed by HP Govt. or authorized Nodal agency (i.e. HPPSC/HPSSC) or promoted from TGT cadre under Directorate of Higher /Elementary Education. (Amendment 1)

(b) Any class or classes of persons or associations of persons as may be specified or further authorized /invited by the association. (Amendment2)

(c) A person who has subscribed to the membership of the association by paying a subscription of Rs. 100/- p.a or subscription as amended time to time in General House.

(d) An individual can become a life member with the approval of state body and subsequent ratification by general body after paying life membership fees of Rs. 1100/-.

(d)(1) Clause d above has been amended /abolished w.e.f. 13 july 2019. Earlier granted life time memberships are limited upto 14 years from the date of grant. (Amendment3)

1(i). Membership FEE and Record:

Membership record shall be maintained in excel sheet by concerned level finance Secretary with proper record of fee deposited. A copy of which shall also be kept in record by General Secretary or in his absence joint secretary or any other authorized office bearer. Finance Secretary (district/state) must have to update all members about updated membership and amount/transactions done detail till date minimum once in fortnight (i.e. 15 Days) via authorized social media means like Whats App group or in general house or other means as deems fit to maintain transparency and integrity

Membership fee can be deposited online by upi / netbanking or any other mean in authorized account number of state body. State finance secretary and district finance secretary shall keep and maintain exact record of membership in coordination with each other so that later on exact share of district shall be dispersed in their authorized account.

State/District level finance secretary shall have to open a bank account in nationalized bank and proper record of transactions shall be kept in excel sheet and passbook and cash book.

Formula of share of membership fee at each level i.e. block / state / district is: "State shall hold 60% of the share and district shall hold 40% of the share."

District body may aid to Block bodies as and when required by them and if done then district/block finance secretary shall keep proper record of transactions done.

Any other financial aid if any required by district/block level shall be sent to state body as requisition proposal with supporting facts. This proposal shall be analyzed by state body and shall be granted if passed by 2/3 members vote in favour.

Also limits of per year / per month expenditure for president / general Secretary are defined in constitution clause number 8(1)(v) and 8(4)(vi) HPCLA.

Provided further that all conditions imposed by constitution of HPCLA shall be complied with by the association.

1.1 Re-Admission of the Member:- (Amendment 4) Any member either expelled or removed by the State body for any misconduct or immoral ground or corruption or failure to abide by the duties as PGT IP or constitution of HPPGTIPA or other offence or arrest/judicial custody by law authorities or sentence by court or any other charges which are likely to be sufficient to expel or remove the member whatsoever, **can be readmitted** provided that

- a. The member found to be non-guilty after enquiry by State Body.
- b. The member concerned pays all dues up to the date of such re-admission and any penalty imposed upon him by the State body (if penalty imposed).
- c. The member has been found to be non-guilty by court or law enforcement agencies (if clause applicable)

The application for re-admission shall be submitted to the President of the State body who may re-admit member and his decision shall be final subject to the approval of the 2/3 members of State body .

2. Register of Members:- The Association shall maintain at its registered office or operating office a register of its members and shall record therein within fifteen days the admission , removal , expulsion and cessation of its membership.

The following particulars may be mentioned therein:- Name, Address, Age and Occupation of the member.

- (i) Names of proposer and seconders and date and amount of admission fee paid.
- (ii) The date on which the member has been admitted.
- (iii) The specimen signature of the members.

(iv) The date on which the member has been removed, expelled or ceased to be the member and date of readmission.

(v) Any other particulars as required from time to time may also be included therein as decided by the State body.

Provided further that all conditions imposed by the reference taken from H.P. Societies Registration Act, 2006 and constitution of HPCSLA formerly HPPGTIPA shall be complied with by the Association.

- (i) **Rights and Duties of the Members:-** All and every member of the association shall:-
- a) Have one vote in every meeting of the General House.
(A member who has not paid full membership fee as prescribed shall have no right to vote in the general elections of state body /Distt. Body/Block Level Body of the association or or voting for decision (if applicable) till such subscriptions are paid in full.) (Amendment 5)
 - b) Be entitled to participate in the meetings, functions and gatherings of the Association.
 - c) Inspect the books of account containing minutes of proceedings of general meeting and the Register of members of association on any working day by giving reasonable notice but shall have no right to take extracts/ notes of the same.
 - d) Be bound by the rules and regulations, bye- laws, instructions, directions and policy guideline which may be framed from time to time.
 - e) Remain loyal to the Association and its State body and the General Body.
 - f) Have right to take part in the election of the members of the Association.

ii. Suspension and Termination OF MEMBERSHIP and other penalty:

A member ceases to be a member of the association or membership stands terminated if him /her:-

- a) Dies or becomes unsound mind, or declared as bankrupt.
- b) Terminated by DHE/DEE/Govt. *(Amendment 6)*
- c) is convicted by any court of law.

- d) Willingly resigns from the membership.
- e) Fails to attend three consecutive meetings of the association without leave of absence or any genuine reason.
- f) If he/she does not pay annual membership fee.
- g) **Membership shall stand suspended** for carrying out activities prejudicial to the interest of the association or harm/defame the reputation of the association. Membership shall also stand suspended if he /she remain in police custody /arrest for 48 hrs. Membership shall also stands suspended if DHE/DEE or other Govt. authorities suspend him as per rule applicable till the final judgment by Hon'ble court of law. *(Amendment 7)*
- h) Any member of the HPCSLA who steal, purloin, embezzle any money or other properties, or willfully and maliciously destroy or injure any property of the Association, or forge any deed, bond, security for money receipts or otherwise, or other instrument, whereby the funds of the Association may be exposed to loss or indulge in any unlawful, activity shall be subjected to the same prosecution as any other person who is not the Member of Association and shall liable to be punished under Indian Penal Code and also shall be liable to indemnify the Association to the extent of loss sustained by it and other liabilities and persecutions. Further his /her membership may subject to suspension or stand terminated as per clause g above or any other rule under constitution of HPCSLA/HPPGTIPA.

3. MEETINGS OF THE ASSOCIATION:-

(i):

- (a) The meetings of the state body of the association shall be held at least once in three months. The association shall at least send 10 days' notice for such meeting to its members along with agenda notes.
- (b) The meeting of the state body can be called at any time by the President or General Secretary and on request signed by at least one third members of the state body.
- (c) The President, however, may call an emergency meeting, at any time in case of emergency situation in the interest of the association duly informing all members of the state body .
- (d) The meetings of the general body shall be held at least once in a financial year in accordance with the provisions of Himachal Pradesh Societies Registration Act, 2006.

(e) A Special General meeting can be called at any time by the President or on a requisition containing the proposed agenda and reasons for such meeting in writing of one fifth of the members of association.

(f) Convening Special Meeting: - A special meeting of the General Body shall be convened by the Secretary of the State body with the prior approval of the President and on the receipt of the requisition made by at least one-fourth of the members of the Association or whenever the President/ State body thinks it fit. The requisition should reach the Secretary at least 30 days before the date of the meeting and the Secretary , after approval from the President/ State body shall include them in the Agenda of the meeting .The President/ State body , however , may call a special meeting of General Body at as short of notice as deem necessary by him.

(ii) Recording of proceedings of meeting: - The proceeding of every meeting of the State body will be duly recorded by the Secretary in a book under the signatures of President and Secretary of the Association.

4. QUORUM AND NOTICE OF MEETINGS

(a) The quorum for the state body meeting shall be at least two third of its members.

(b) The quorum for the general body meeting shall be more than one half of its total number of members.

(c) The association shall at least send 10 days' notice for such meetings to its members along with agenda notes. A meeting may be called by serving notice through regular mail, e-mail, fax, or any other mode of communication available. Such minutes of the meetings shall be communicated to all the Members within 3 days of the said meetings.

5. THE MANNER OF MAKING, ALTERING AND RESCINDING REGULATIONS in constitution:

No, proposal for the amendment in the memorandum of Association or regulations thereto shall be done, if such provisions have not been approved by a majority of three-fifth Members present in the general meeting called specially for such purpose.

However State body may do making/altering/rescinding of regulations or by laws of constitution by ordinance/notification with minimum 3/5 majority votes in favor for

immediate/sudden change on emergent situation/matter which shall stand effective for maximum 6 months.

After ordinance it then require the approval of 3/5 members in next general house meeting which must be conducted within 8 months from the date of issue of ordinance /notification.

(Amendment 8)

6. MANAGEMENT OF THE ASSOCIATION: (amendment 9)

Association business will be managed in three tier setup as below :

(i)

Block Level: The Block Level or specifically the block level council in the association shall consist of all members of the block and they shall the right to elect a Block Level Executive Body. Block level body may include President, Secretary and Assistant Secretary/executive members or others as per requirement. They shall be elected in general house meet of block council by using the reference of election process Specified in clause 10. The elected body of the association may increase or decrease the number of block level body members as per requirement from time to time and as specified in these byelaws. The term of the body or its members so elected shall be three years.

Block level work area for HPPGTIPA shall be the same as that of Govt. notified Blocks in Tehsils/Distt.'s.

Major functions of Block Level Executive Body are :

- a) *To maintain register of members and conduct block level membership.*
- b) To convene and arrange meetings of block level in regular intervals (minimum 1 meeting in 3 months) and have proper coordination and discipline.
- c) To execute the work matching the objectives of the association or /and as decided in the block level meetings.

- d) To submit suggestions/grievance/complaints to Distt. or in urgent cases directly to State Executive Body .
- e) To receive, consider and adopt the annual report of the State body on the working and affairs of the association in the preceding financial year;
- f) To receive, consider and adopt and maintain the details of financial transactions, Annual Audited Account for the proceeding financial year along with the Audit Report thereon.
- g) To furnish /analyse /submit reports as and whenever required by Distt/State Body. They may submit any report or suggestion to Distt/State body suo motto which is in favor of HPPGTIPA.
- h) To follow directives/directions given by State Body/Distt Body.
- i) To keep proceeding register up to date.

Note: As per the outcome of the discussion in Ist tenure General Houses of HPGTIPA it is stated that due to less Cadre strength the Block Level tier setup can be relaxed as per the consensus of the concerned Distt.

(ii)

District Level: As the strength and cadre of HPPGTIPA is limited so declaration of delegates for distt. level is avoided. Thus all members of Block Level Councils shall also be the members of Distt Level Council. They shall elect the Distt Level Executive Body by thorough election process specified in clause 9. Distt Level Body shall include President, Vice President, Gen. Sec., Finance Sec., Joint Sec., Press Sec. or other executive members (all max. 7 in no.'s or as per requirement in consultation with state body). Major Functions of Distt. Level Executive Body are :

- a) To maintain register of membership (Block wise).
- b) To convene the meeting of Distt. Council.
- c) To follow the directions of state body.
- d) To look after and supervise the work at block level.

- e) To achieve membership and to maintain record of accounts and expenditure.
- f) To appoint ad-hoc committees as and when required for special purpose.
- g) To settle certain matters /issues held at block level at own level.
- h) To coordinate and make arrangement for Distt. Level Elections with Election officers and to coordinate for the venue and other arrangements during state level meet etc. or as directed by state body.
- i) To arrange and do meetings with Govt. authorities and other bodies at Distt. level for the welfare of HPPGTIPA.
- j) To keep proceeding register up to date.
- k) To appoint auditors for block or Distt. level audit and fix their remuneration.
- l) To furnish /analyse /submit reports as and whenever required by State Body. They may submit any report or suggestion to State body Suo Motto which is in favor of HPPGTIPA.
- m) To receive, consider and adopt the annual report of the State body on the working and affairs of the association in the preceding financial year.
- n) To receive, consider and adopt and maintain the details of financial transactions, Annual Audited Account for the proceeding financial year along with the Audit Report thereon.
- o) To *recall* the non-performing or inactive members of block level body of HPPGTIPA including Block President, by 2/3 majority votes of Distt. Level body. However evidence and facts in support of it must be kept preserved.
- p) To remove or suspend or terminate each existing member of Block Level Body under intimation to state body by giving the opportunity of being heard, on account of immoral behavior

or act, indiscipline and violation of constitution of HPPGTIPA or any case as per clause 2(ii) which shall subject to consolidated 2/3 majority vote of members of Distt body and respective Block Level Body by following the code as per by laws under constitution of HPPGTIPA.

There shall be 12 Distt. Executive bodies/councils. The term of the body or its members so elected shall be three years.

(iii)

State body:-

- (a) The association shall elect a state body * (state body shall be the core body/panel or head panel of association,) , consisting of at least five members, by resolution passed by a majority of the members present and entitled to vote at an annual general body meeting of the association held in accordance with its byelaws .
- (b) The general body or initially framed state body of the association may increase the number of state body members as per requirement from time to time and as specified in these byelaws.
- (c) The term of the state body or its members so elected shall be three years.
- (d) Initially the constitution of the state body shall be as under:-
 - (1) Chairperson/President (2) Sr. Vice President (for state body only) (3) Vice President (4) General Secretary (5) Finance Secretary
 - (6) Executive Members-Two
 - (7) President/Chairperson SWC along with one Vice president, one member Secretary, one executive member **[Inserted/Amendment as per notification dated 24-04-2023 vide Ref. No. 80(a)]*
- (e) The state body shall be vested with the management of the association and shall exercise such powers and perform such functions as may be imposed or conferred by these bye-laws or the bye laws included by passing ordinance/resolution/notification either Post Facto

(f) The members of the state body and the Distt./block bodies shall be eligible for re-election. {(to same or any other position) provided no charge of misconduct, corruption or any activity against the association or objectives of association is proved}.

(g) Total delegates for state elections shall be maximum 33% of total members from each Distt. Council instead of max 25 formula as devised earlier in constitution of HPCSLA. *[Amendment as per notification dated 24-04-2023 vide Ref. No. 80(a)]

Note: For Elections of State/Distt. Clause10 will be followed strictly.

Distt.Bodies /Block Level Bodies can be framed at par with the pattern and regulations above with or without minor justifiable changes with due permission of state body.

(iv)

Body Formation:

(i) General Body: The general body of the association shall consist of all type of members and the meeting of such body shall be held once in a year. The following business shall be transacted in the annual General Meeting of the Association and decisions shall be taken by majority of votes:-

- (a) To receive, consider and adopt the annual report of the State body on the working and affairs of the association in the preceding financial year;
- (b) To receive, consider and adopt the Annual Audited Account for the proceeding financial year along with the Audit Report thereon:
- (c) To elect members of the State body and announce result; and
- (d) To appoint auditors and fix their remuneration;
- (e) To consider any other business with permission of the President including consideration of Annual Budget, Constitution and appointment of standing sub-committees approval of any excess in expenditure over the sanctioned budget of the year, consideration of the schemes, polices and annual plan prepared by the State body for the ensuing year and amendments in the constitution of the association.

(ii) **State body:-** As per Clause 6(iii)

(iii) DISQUALIFICATION FOR BEING A MEMBER OF STATE BODY (on the day of election)

A person shall be disqualified for being a member of the state body on the date of elections, if he/she:-

- (a) is disqualified for such appointment by an order of a court or working affairs committee /Disciplinary committee of the association for causing loss to the association or retaining property or for any other reasons detrimental to the interest of association; or
- (b) is in arrears of prescribed subscription fee and a period of 45 days is over after delivering notice to such members to such effect.
- (c) has been convicted of a cognizable offence and sentenced to a term by Hon'ble Court.
- (d) has incurred any of the disqualifications as may be prescribed by the general body.

The same rules as above shall apply to Distt Body, if it is.

(Amendment 9)

7. POWERS AND FUNCTIONS OF THE STATE BODY

- a. To admit new members and to remove or expel existing members subject to approval of 2/3 members of general body as per by laws under constitution of HPPGTIPA.
- b) To **recall** the members of governing panel or any state /distt/block level members of association even including President of association ,if 2/3 of members of General house and then 2/3 members of State body or state level panel finds odds in his/her duties with supporting evidence.
- c) To raise funds as per provisions of its bye-laws or laws referenced from Himachal Pradesh Societies Registration Act, 2006 and to invest funds for furtherance of the objectives of the association.
- d) To appoint members in the association for the conduct of working of the association in accordance with the rules framed by association for the purpose and to define their duties.
- e) To institute, defend or compromise legal proceedings etc.
- f) To dispose of applications of membership.
- g) To maintain true accounts of money received and expended, and accounts of the assets and liabilities.
- h) To appoint/frame committees like SWC, Working affairs committee, legal/election/advisory/coordination or other committees whatsoever required for welfare and management of the affairs of association. However rules and bylaws for such committees must

be passed either by ordinance as soon as possible or general meeting by 2/3 majority votes in favor. *(amendment 8 a)*

- i) To prepare for submissions to the annual general meeting:- (i) Balance Sheet (ii) Receipt and disbursement statement. (iii) Details of movable and immovable property acquired by the association. (iv)Details of money received and source thereof and money expended and the object or purposes for which sums/money are expended. (v) Prepare annual budget and annual report of the association for approval. (vi) Amendment of bye-laws if any and annual work programme for approval.
 - j) To prepare statements of accounts required at audit and place them before the auditors
 - k) To prepare and submit all statements and returns required by Registrar in such form as required and to maintain register of members up to date.
- l) To facilitate inspection of books and audit of accounts of the association by those entitled to inspect/audit them.
- (m) To convene annual general meeting in due times and to meet higher authorities for welfare of members of association and cadre.
- (n) To amend the memorandum or constitution or by laws of association as per clause (5).
- o) To examine and take prompt action in cases of all arrears and defaults of the association.
- p) In general to carry out the management of the association in accordance with its byelaws.
- q) Affiliation/recognition/registration of association and other related matters shall be executed by state body or in consultation with general body.

8) Roles/responsibilities of office bearers:

1. Chairperson/President

- (i) To call and preside over the periodical/quarterly meetings at respective level of association and to exercise general supervision over the activities of the Association and to regulate the proceedings of the meeting to set-out the aims and objects of the Association and shall also permits for discussion, if necessary, any other subject items moved before him by the Members.
- (ii) He shall be treated as the 'Head of Association' at respective level and shall decide any matter at respective level. He can use the toss of coin in case of tie of votes. He is the supreme authority to delegate powers in consultation with other members of state body for the welfare of HPPGTIPA.
- (iii) He shall give necessary directions and instructions to the General Secretary and Finance Sec/other members for the proper and smooth working, management, supervision and administration of the association at respective level.
- (iv) The decision of the President on any question relating to the conduct of business at any meeting shall be final unless it is dissented from by 2/3 of the members present at the meeting.
- (v) At Block Level the respective President is fully authorized for bearing the expenditure up to 1000/- (One Thousand only) annually for the Block Level activities related to HPPGTIPA meetings /general house etc. Similarly At Distt. Level the respective President is fully authorized for the expenditure up to 4,0 00/- (Rupees Four Thousand only) annually for the Distt Level activities related to HPPGTIPA . Similarly At State. Level the President is fully authorized for the expenditure up to 8,000/- annually for the activities related to HPPGTIPA meetings /general house etc.. The expenditure so incurred should be got approved in respective body meeting and then notified by the immediate above level of the Association body and the receipts

of such expenditure must be present in the meeting of same level body for the record of association and if required in the above level body of association. For expenditure or proposed expenditure exceeding the limits given at each level, the approval of 2/3 members of state body of HPPGTIPA is required must and additional grant shall be released only after the approval of 2/3 members of state body.

He shall keep copies of all official records and documents related to the members of the association and the copies of all other important records and documents of the association. He can ask for, take control, supervise or check or cancel administrative or financial transactions if situation arises. He has the power to sign or countersign or approve or cancel any kind of office orders /notifications / cheques/drafts or other items as required or deems fit in situation.

Vii)

If, in the opinion of the President, any emergency has arisen which require immediate action, he can take such action as he deems fit and necessary as per constitution and bylaws of HPPGTIPA and inform the same to the members of the State body and get it ratified and passed in the next meeting or in due course maximum within 8 months of the notification or direction.

2.) Sr. Vice President :*(only in state level and in limited dist.'s as if required)*

- a) He/She shall be considered as President *on priority* in the absence/unavailability of President due to any reason. But as it is a rare situation so in addition he/she shall do some other tasks given in next clauses.

- b) He is just next to president and executes at par with Gen. Sec. of association and work accordingly at respective level of association.
- c) He/She shall act as the Coordinator of all executive members at respective level.
- d) He/She shall supervise and coordinate among executive members and members of respective level body and act as link between President/Gen.Sec and others.
- e) All specific matters which require the attention of President of respective panel shall pass through him/her. Further he shall act as advisor of each respective level body.
- f) Further disciplinary matters, problems and suggestions of members which are not resolved at the level of VP's or Gen. Sec. shall pass to him to be resolved and if not then through him to President or State Body.
- g) Some matters which require immediate action or doesn't requires the involvement of State panel or President alone can be resolved at his own level under intimation to respective level President.
- h) With consultation of President and General Secretary or via delegation of powers he can act as direction body/authority in certain specific matters.
- i) He shall act as custodian cum Kanungo of constitution and shall advise accordingly, if situation arises.
- j) In the absence of President or after delegation of authority he shall preside over meetings or do tasks at any level.

3) Vice President :

- a) **In case of state body:** He shall assist State President to execute his duties. He/She is the overall coordinator cum Vice President to preside over of each and every matter in r/o regions falling in his zone. The Zone includes some Distt.'s or region as decided by state body .Further

Membership drive, disciplinary matters, problems and suggestions of members shall pass through him to Sr.Vice President or sometimes (as situation demands) directly to President or State Body. Some matters in his zone which require immediate action or if, in case, don't require the involvement of State panel; they can be resolved at his own level under intimation to state body. He shall be the in charge of membership drive cum coordinator cum advisor of his respective zone. He/She shall do any other task as assigned in due course.

**The Zone and distt.'s in r/o State level VP shall not remain to be fixed always and can be changed anytime by state body whenever required.*

b) In case of Distt or Block Level:

b) In absence of President or sr. VP the next consecutive rank Vice president shall act as President and performs the duties of president in respective level. As it is a rare situation at distt or block level, so additionally, He shall be the in charge of membership drive cum coordinator cum advisor of his respective distt/block. He shall act as custodian cum Kanungo of constitution and shall advise accordingly, if situation arises. He shall enjoy his office at par with Gen. Sec. and shall do any other task as assigned in due course.

4) GENERAL SECRETARY:

(i) The Secretary shall be overall In-charge of entire administrative records of the association and carry out the all correspondence of the Association.

(ii) He/she shall administer the affairs of the Association in consultation with the President. and in absence of president /Vice President He shall take presidential control of the association in his hands and then every action shall subject to rules and regulations as fit equal to President.

- (iii) He /she shall convene and arrange the all-periodical and other meetings of the association in consultation with the President.
- (iv) He/she shall prepare and present the Annual Report together with audited statements of the Accounts of the Association before the General Body meeting of the Association.
- (v) He /she shall maintain a register containing the names and addresses of the all Members of the Association, issue notice of the meeting in consultation with the President and record the minutes of the meeting. He will be responsible for assigning the work of all activities of the Association and shall conduct correspondence on the behalf of the association.
- vi) He/she has authority to incur expenditure not exceeding Rs. 3,000/- (Rupees one Thousand Only) in accordance with the regulation of the Association, such expenditure should be reported in the next meeting of the Association for its approval.
- vii) To submit a report pertaining to the working of Association for the preceding year at the annual General Meeting and execute contracts on behalf of the Association as and when authorized to do so by the State body.
- viii) To keep and maintain all records (excluding cash transactions and accounts) and perform all correspondence on the behalf of Association.

5) Chairperson/President State Women Cell:

**[Inserted/Amendment as per notification dated 24-04-2023 vide Ref. No. 76-80]*

The role and functioning of (SWC) State Women Committee/Cell HPCSLA for empowering the activism and of women in all around working of HPCSLA be implemented as:

SWC shall have President/Chairperson along with one Vice President, one member Secretary, one executive member. Same policy shall be implemented at Distt. Level also.

Further the Women Cell is empowered with additional clauses/duties below:

1. President shall be the part of Core Committee HPCSLA State/Distt. as applicable.
2. Membership and participation of women in achieving objectives shall be channelized by Women Cell.

3. In all Policy Decisions and activities of HPCSLA, Women Cell shall play active role and their advice/suggestion is to be considered positively in line of bylaws and other applicable rules of HPCSLA.
4. Chairperson WC shall directly report to President HPCSLA and work at par with rank of General Secretary. Similarly Vice chairperson is at par with Vice Presidents, Member secretary and executive members at par with Joint Secretary G-1, and Jt. Sec. (G-II) respectively.
5. Chairperson of women committee shall finalize decision in consultation and vote of members concerned.
6. In disciplinary proceedings / Legal framework chairperson Women Cell HPCSLA shall be the part of committee framed (if any) to do specific task assigned as per rank requirement.
7. Chairperson SWC HPCSLA shall also be the Ex-Officio member of Association Affairs cum advisory Committee. She shall also be Ex-Officio member of the Constitution Committee (if so).
8. DWC (Distt. Women Cell) shall work in control of SWC and liaison with Distt. President so as to meet the objectives of HPCSLA.

**[Amendment as per notification dated 24-04-2023 vide Ref. No. 76-80]*

6) Secretary/Treasurer (Finance Secretary):

The treasurer shall be in charge of all cash transactions and accounts of the association.

- a. He/she shall be responsible for the proper maintenance of the Accounts of the Association i.e. prepare and finalize the Annual Statements of accounts at the end of every financial year and submit it in the annual general body meeting of the association after its approval from the association and duly audited (along with the Auditor's report and comments thereof, if any). He shall be responsible for audit matters of association's account.
- b. To keep and update the accounts of the Association on regular basis pertaining all transactions of money received and paid; and he shall be responsible for the proper maintenance of the accounts of the association and for this purpose he shall record all the receipts/payments of income and expenditure regularly in the cash book and shall place it before the state body of the association in its next meeting.
- c. He/She Shall deal with the Bank(s) and all financial institutions according to the directions of the state body of the association.

- d. Shall be responsible for making all collections, receipts of cash/cheque from members of association as subscription/registration fees, fines penalties and other payments and receipts of any other financial and non-financial assistance from the Center or State Government/N.G.O./National or International Agencies/Bank/Company and any other legal entity or individual and issue receipts thereof on the behalf of the association.
- e. The Treasurer may keep cash in hand as prescribed by the state body of the association and deposit the remaining or surplus amount in the bank.

7) Joint Secretaries (State) : (amendment 11)

They shall assist VP and General Sec. whatsoever is required for coordination and management of association in respective zone and whatever miscellaneous is required for any affairs of association in whole state though direct directions of any member of State Body. They shall specially work for membership drive and further ground level problems and suggestions of PGT IP can be checked at ground level by them and may pass through him to VP and further in hierarchy.

8) Media Coordinators(Press Secretary) : (amendment 12) They shall deal with every matter related to Press and shall act as wholly responsible for publishing of news in Print /Digital media related to meeting/protest/demand/grievance etc without any delay. It is specifically mentioned that vocabulary and context must be chosen cautiously by them. They must have contacts and good repo with Media agents so that whatever and whenever news needs to be published, it is done without delay, almost in the same text and context which has been finalized. They have to draft the news at their own, sometimes in consultation (if required) with concerned members of state or distt body or as per the minutes of meeting or points provided to them. They shall be the in-charge of any matter of association dealing with Print /TV based Media. The shall be responsible for publicity of news/notifications in print /Live Media.

- 9) **Web Secretary: (amendment 13)** He /She is responsible for the web based /online publishing of information or facts or publicity of news/notifications as required. Further he shall be consultant and the primary designer at state level for Poster, banners and some digital prints. He shall be the overall in charge of Digital/Web Presence of association.

9) THE APPOINTMENT AND REMOVAL OF MEMBERS OF THE STATE/DISTT/BLOCK Body of ASSOCIATION:

The Association, may appoint such administrative, technical, ministerial or any kind of office bearers as is required to run the office or offices or other establishments run under or by the Association as is determined either by regulations, instructions, guidelines or other appropriate way as well the classification, control, conduct and appeal mechanism of the employees from time to time. Provided that the normal age of superannuation from the association is retirement age but President, in the interest of the Association, and with the approval of General Body, may grant extension in service to deserving employees, from time to time, as consider necessary and appropriate by her/him. They can be appointed as advisor later on if required. Provided further that the President may delegate his/her all or specific powers to such officers of the Association, for the welfare of association, as deems fit. The competence for removal shall vest in the state body after affording adequate opportunity of being heard, on the following grounds if he/she is found guilty:-

- (i) For misconduct, violation of the Rules and Regulations and misappropriation/embezzlement of funds/properties of the association.
- (ii) On conviction for a cognizable offence and sentenced to a term
- (iii) For in-discipline and breach of trust etc.
- (iv) for violation of by laws of HPCSLA/HPPGTIP Association.

The office bearers of the State body so elected shall also be the office bearers of the General Body. If any ineligibility or proven misbehavior or misconduct is there ,then resolution for the removal of the President or the Secretary or any office bearer supported by 3/4th members present in the annual general meeting of the Association can be passed and such President or the Secretary or office bearer shall stand removed from their respective office with immediate effect.

However “to recall” as specified in clause 10(ii) can’t be treated as removal like as above but a way of replacement of office bearer due to odds in duties/no working attitude/non-resulting efforts that hamper the growth of association.

10) ELECTIONS: -

- (i) The General House shall elect the office bearers of the State body in its Annual General Meeting once in every three years.

The General Body shall elect the following office bearers who shall constitute the State body. President/Sr.vice president/Vice President/Treasurer /General Secretary/Joint Sec./ Executive Members-Two .

- i(a) Chairperson State women Cell along with one Vice president ,

one member Secretary, one executive member.

**[i(a) Inserted/Amendment as per notification dated 24-04-2023 vide Ref. No. 76-80]*

- (ii) If the meeting of the General Body is not held to elect the office bearers, the Office Bearers, earlier elected, shall continue till such time the election are duly held.
- (iii) Every member, including founder member nominees of the Association, shall have the one vote at the meeting to elect the office bearers except honorary, nominated and associate members who have no right to vote.
- (iv) Every member desiring to be elected as the office bearers shall make an application to the Secretary/Election Commissioner in writing and in the prescribed Performa.
- (v) The candidature of the candidate shall be proposed by at least two ordinary members of the association, who have eligibility to caste, vote in the General Body.
- (vi) The Secretary/Election Commissioner shall scrutinize the application as per eligibility of the member and if the applicant found eligible the same will be notified as candidate for the post he/she is contesting after consultation with the President.
- (vii) The election will be held by simple majority and in case of equality of the votes, the President shall have additional casting vote.
- (viii) The result of the election will be declared in the meeting by the President.
- (ix) The schedule of the election shall be notified by the Secretary /Election Commissioner
- (x) All application for candidature for office bearers of the General Body or state body shall be made within 10 days of the schedule of election notified by the Secretary/Election Commissioner and candidate may withdrawal his candidature within 7 days after the scrutiny of names and its Notification by the Secretary/Election Commissioner.
- (xi) The election to elect office bearers shall be thereafter held in the annual meeting of the Association called every three years.
- (xii) No member shall be allowed to vote, who is in arrears of the Association dues or who has been expelled, suspended or removed from the membership of the Association or debarred to caste vote elsewhere under these regulations.
- (xiii) The election may be held either through secret ballot or by voice vote in the meeting of the Association.

- (xiv) The President of the State body shall appoint Election Commissioner and Returning officers for the conduct of the election. On appointment such Election Commissioners and Returning Officer shall carry out the election process of election.
- (xv) The result of the election shall be announced by the returning officer so appointed by the President.
- (xvi) All election documents shall be preserved for six months by the secretary/election Commissioner.
- (xvii) The decision of the President, as to the procedure of the Association, the Annual General Meeting and the election meeting shall be final unless contested by 3/4th members present in that meeting.
- (xviii) All proceeding shall be duly recorded and signed by the President and Secretary/Election Commissioner/returning Officer,
- (xix) Election of President shall be managed by Special Election Commissioner /Returning Officers (not appointed for election of other members) appointed by working affairs committee for maintaining transparency. In case of tie in President's Election Chairman of working affairs committee shall have the right to cast his vote to resolve the tie.*(amendment 14)*
- (xx) Any issue or complaint regarding election or result shall be submitted to President/Election Commissioner who may decide about the resolution of the issue. He may appoint enquiry committee for it, if required. *(amendment 15)*
- (xxi) In case of issue related to President's Election the Special Election Commissioner and working affairs committee shall be the authority to resolve the issue. They may appoint enquiry committee for it, if required. *(amendment 16)*
- (xxii) Election for Distt Body/Block Level can be conducted at par with the rules above or minor changed rules (after approval of state body). President State body can appoint Election Commissioners/returning Officers for smooth conduct of election. Any issue/problem/objections related to Distt/Block level body shall be resolved by the President and Appointed Election Commissioner. He may appoint enquiry committee for it, if he feels so. *(amendment 17)*
- (xxiii) Formation of (SWC) State Women Committee/Cell HPCSLA for empowering the activism and of women in all around working of HPCSLA. **[Inserted/Amendment as per notification dated 24-04-2023 vide Ref. No. 7-80]*

- (xxiv) Total delegates for state elections shall be maximum 33% of total members from each Distt. Council instead of max 25 formula as devised earlier in constitution of HPCSLA. **[Amendment as per notification dated 24-04-2023 vide Ref. No. 80(a)]*
- (xxv) Previous guidelines regarding elections (2021) as proposed by EMC (Election Management Committee) earlier shall stand null and void. **[Amendment as per notification dated 24-04-2023 vide Ref. No. 80(a)]*
- (xxvi) Any member of HPCSLA can be a member of any other association working (or works) for welfare of Lecturer CS. However keeping in view the conflict of interests and to maintain the constructive impressions, individually and honour of HPCSLA following rules are to be observed during election or after election :
- a) Any member of HPCSLA or individual who is Elected/ Designated as office bearer or holding in any official Position in HPCSLA **cannot be office bearer or cannot hold** any elected office/Designated Post/ Official Position in other association.
 - b) Similarly, Any member/ non-member of HPCSLA or individual who is Elected/ Designated as office bearer or holding in any official Position in any other association **cannot be office bearer or cannot hold** any elected office/Designated Post/ Official Position in HPCSLA.

**[xxvi Inserted/Amendment as per notification dated 15-07-2024 vide Ref. No. HPCSLA-2021-24/134-150]*

(11) BANKING OPERATIONS The association shall open its saving account in some nationalized or cooperative bank and such bank account shall be operated under the joint signatures of President and any one out of General Secretary or the Treasurer.

(12) ACCOUNTS AND AUDIT

- (a) The financial year of the Association shall start from 1st day of April to 31st day of March of the following year.
- (b) An auditor appointed by the President/State body shall audit the accounts of the Association and subordinate offices at least once in a year.

(c) Chartered Accountant appointed by the President and approved by General Body meeting will do auditing of accounts. The report shall be submitted to the Registrar Cooperative Societies within a period of 15 days of the audit.

13) MATTERS TO BE PROVIDED BY BYE-LAWS AND THE MANNER IN WHICH THEY SHALL BE MADE Association shall, deliver a copy of its by-laws, to each member of the Association at the time of admission /notification.

(14) PROPERTY: The property, moveable or immovable, belonging to the association shall be deemed to be vested in the general body by their proper title. No immovable property shall be acquired or transferred by way of sale, gift or otherwise without the previous approval of general house and such information shall be passed on and got recorded with the Registrar within a period of 15 days.

15. DETERMINATION AFTER DISSOLUTION President after recommendation of $\frac{3}{4}$ members of state body can dissolve the association. Working affairs committee shall be the Protem Body to act as state body and they have to re-elect the state body within 1 month of the dissolution. (amendment 18)

16. LEGAL PROCEEDINGS: The association may sue or be sued in the name of the President or the Secretary as the case may be and determined and appointed by the state body.

17. Acts Applicable: All the provisions of the HPCSLA formerly HPPGTIPA by Laws and Himachal Pradesh societies Registration Act, 2006 (reference only) and CCS/CCA/Conduct rules/TA-DA rules/leave Rules as approved by Govt. Time to time shall be applicable to the association.

It is certified that this is the true copy of the Rules & Regulations of the HPCSLA formerly HP PGT IP Association which have been adopted by all the promoter members and is in safe custody of the secretary of the association.

