

**CONSTITUTION
OF
ASSAM UNIVERSITY TEACHERS' ASSOCIATION
MEMORANDUM OF ASSOCIATION**

NAME:

The name of the Association shall be "***ASSAM UNIVERSITY TEACHERS' ASSOCIATION.***"

ADDRESS:

The office of the Association shall be located on the campus of Assam University.

Address :

***Assam University
P.O. Assam University, Dorgakona
Silchar – 788 011, Assam***

OBJECTS :

The objectives of the Association shall be :

- i. To create a sound academic tradition in the University through exchange of views and ideas among the teachers of Assam University;
- ii. To promote and safeguard ideal relationships among the various sections of the University community;
- iii. To promote and safeguard the academic, professional, moral, economic and other interests of the teachers to enable them to contribute their best to the development of the University and its students in particular and society in general;
- iv. To take steps to preserve and develop the corporate life of teachers and to ensure the best possible working conditions for them;
- v. To co-operate with all organizations and institutions in the country with similar objectives and interests;
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- vi. To arrange seminars, discussions, publications, etc.;
- vii. To help financially or otherwise teachers of the University and their families in distress; and
- viii. To engage in collective bargaining and undertaking all other activities as may be conducive or incidental to the attainment of the said objectives.

We, the several people whose names and addresses are given below, having associated ourselves for the purposes described in the Memorandum of Association and set our several and respective hands hereunto and form ourselves into an Association on this Seventeenth day of August, 1997, at

Silchar (Assam).

Sl. No Names of Member Designation Department

1. Tapodhir Battachargee Professor Bengali
2. R.K.Mujoo Reader Education
3. A Mazumdar Reader Commerce
4. Dilip Kr. Mohanta Reader Philosophy
5. Dilip Kr. Bhattacharjee **Professor** Physics
6. Devajyothi Biswas Reader Mathematics
7. Tanmoy Bhattacharjee Reader Political Science
8. Sajal Nag Reader History
9. P.Nayak Reader Economics
10. Nikhil Bhushan Dey Reader Commerce
11. D. Bhattacharjee Reader Political Science
12. Haripada Chakraborty Reader Sanskrit

13. Sitansu Mukhopadhyay Reader Fine Arts
14. Shekhar Chandra Joshi Reader Fine Arts
15. S.K.Panda Lecturer LIFE Science
16. Nirakar Mallik Lecturer Sociology
17. Asoke Kr. Sen Reader Physics
18. Malay Kr. Nandy Lecturer Physics
19. Biplab Loha Choudhury Lecturer Mass Communication
20. Ashesh Kr. Das Reader Ecology
21. Abhik Gupta Reader Ecology
22. Jayashree Rout Lecturer Ecology
23. Sujit Nandy Mazumdar Reader Chemistry
24. Ramendu Bhattacharjee Reader Physics
25. Sukdev Bhoi Lecturer Sanskrit
26. Rajarshi Roy Lecturer Education
27. Ashok Sarkar Lecturer Social Work
28. Madhusudan Karmakar Lecturer Commerce
29. A.K.Das Mahapatra Reader Business Administration
30. Tanmoy Som Reader Mathematics
31. A.K.Mishra Reader Linguistics
32. Md. Parwez Lecturer History
33. J. Siddharthan Lecturer Economics
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34. Uday Chand Das Lecturer Bengali
35. D.Purkayastha Reader English
36. Subhir Kar Reader Bengali
37. Th. R. Tiba Lecturer History
38. Bela Das Lecturer Bengali
39. Rama Bhattacharya Reader Bengali
40. Nirmali Barman Lecturer Philosophy
41. Phanindra Jidung Lecturer Political Science
42. Bishnupada Ray Lecturer English
43. Abdul Musabbir Bhuiya Reader Arabic
44. Mujibur Rahaman Lecturer Arabic
45. Biman Kr. Dutta Professor Ecology
46. Md.A.Ansari Lecturer Economics
47. B.PSahu Lecturer Social Work
48. N.Nani Kr. Singh Lecturer Manipuri
49. N.V.S.Rao Reader Chemistry
50. Bhuleswar Mate Professor Fine Arts
51. G.Sivan Lecturer Fine Arts
52. Ruma Sharma Lecturer Fine Arts
53. Subhra Nag Lecturer Philosophy
54. Snigdha Das Roy Lecturer Sanskrit
55. K.M.Mohmed Professor Arabic
56. M.M.Mazumder Reader English
57. Gautam Biswas Professor Philosophy
58. Sarbani Giri Lecturer Life Science
59. R.Sochanchingwung Lecturer Chemistry
60. R.R. Dhamala Professor Political Science
61. S.Satyanath Reader Linguistics
62. G.D.Sharma Professor Life Science
63. P.M.Chako Professor Sociology

64. S.S.Khanka Professor Commerce
65. B.Balaswamy Lecturer Mass Communication
66. H.Bakth Lecturer Sociology
67. C.Roy Lecturer Commerce
68. H.Srikanth Lecturer Political Science
69. Mala Ranganathan Lecturer English
70. Dhrupad Choudhury Reader Life Science

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RULES OF THE ASSAM UNIVERSITY TEACHERS' ASSOCIATION

1. DEFINITION

In these Rules, unless the context otherwise requires:

- i. The "Association" means the **ASSAM UNIVERSITY TEACHERS' ASSOCIATION**;
 - ii. The "General Body" means **the general body of all the members of the Association** on any given date;
 - iii. The "Executive Committee" means **the Executive Committee of the Association**;
- and
- iv. "Members" means a member of the Association who either has subscribed his name to the Memorandum of the Association or has been subsequently admitted as a member under the Rules of the Association.

2. MEMBERSHIP

All the teachers on staff of the various teaching departments and associated centers or institutions run by the Assam University shall be eligible for the membership of the Assam University Teachers' Association, on payment of enrolment fees of Rs. 10/- (Ten Rupees) only. The membership of a person shall continue till he/she resigns or is expelled from the Association.

Explanation : Teacher means a person designated as Lecturer, Reader or Professor or any other designation but employed as full-time teacher of the University. However, such teachers shall be on the permanent staff or Assam University including those on probation and not including visiting teachers or teachers appointed on ad-hoc basis.

3. MEMBERSHIP SUBSCRIPTION

The subscription by members towards the Association Fund shall be decided by the General Body of members and shall be paid by each member at such time and through such mode as is decided by the General Body.

4. REGISTER OF MEMBERS

The Association shall maintain a Register of Members and the same will be open for inspection, on previous notice to the Secretary, by any member of members.

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5. RIGHTS OF MEMBERS

Every member shall have the right:

- i. To be present, to take part in the deliberations and vote at all General Body meetings;
- ii. To be eligible for an election as an office-bearer or as a member of the Executive Committee;
- iii. To propose or second candidates for election and participate in the voting in an election;
- iv. To send proposals to the General Secretary for consideration by the Executive Committee; and
- v. To do such other acts and exercise such other powers as are permitted by the General Body of members or elsewhere by these Rules.

6. CESSATION OF MEMBERSHIP

- i. A person shall cease to be a member:
 - (a) On Death; (b) On his sending a letter of resignation to the President of the Association,

provided that such resignation is accepted by the Executive Committee; (c) On his expulsion from the Association as per provisions laid down in Rule. 6 (ii) of these Rules; (d) When he/she ceases to be a teacher on the permanent staff of the University due to resignation, or retirement; and (e) On his/her failure to pay his/her subscription within a period of four months calculated from the date fixed for clearance of subscription, without any cogent reason.

Provided that, where cessation of membership occurs due to reason stated in (e) above, the concerned person may be re-enrolled on the basis of written application and on payment of the entire amount of arrears of subscription and a re-enrolment fee of Rs. 100/- (one hundred rupees) only.

ii. Expulsion

The Executive Committee of the Association may initiate action against a member for (a) acts prejudicial to the objectives of the Association; (b) acts calculated to bring damage to the dignity of the Association or to lower it in public eye; or (c) acts of indiscipline or serious violation of the rules of conduct; if after giving the member concerned an opportunity to reply to the charge (s), the Executive Committee finds the charges proved against him/her by at least three-fourth majority of members present and voting in the concerned meeting of the

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Executive Committee, it shall refer the case to the General body of the members of the Association and shall move a resolution therein for expulsion of the said member and subject to the voting by a majority of total number of members on roll on the date of the meeting and by at least two-thirds majority of the members present in the General Body Meeting in favour of the expulsion motion, the resolution seeking the expulsion of the member shall be carried into effect and his name shall thereupon be removed from the Register of Members either permanently or for such a term as is decided by the General Body of members.

7. GENERAL BODY

The supreme authority of the Association shall be vested in the General Body of members which shall exercise it through the Annual General Meeting and other meetings of the General Body.

8. ANNUAL GENERAL MEETING

i. The Annual General Meeting shall be held annually with forty-five days from the date of expiry of the preceding financial year (or any part of it ending on 31st day of Marcy) of within such extended time limit not exceeding three months as is allowed by the General Body of members and at such place and hour as the Executive Committee may appoint in summons issued through the General Secretary of the Association.

ii. The functions of the Annual General Meeting shall be:

- To consider and formulate the general policies of the Association in matters pertaining to its aims, administration, finance and development;
- To consider the Annual Report of the Executive Committee;
- To consider the Audit Report and audited Statement of Accounts;
- To consider and approve by-laws framed by the Executive Committee;
- To consider Proposal (s) for amendment of the constitution and pass resolutions thereon;
- To select office-bearers and other members to the Executive Committee;
- To appoint an Auditor; and
- To transact such other business as may be laid before the Meeting by the Executive Committee.

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9. SPECIAL GENERAL MEETING

(a) A Special General Meeting may be called by the Secretary

i. At the instance of the Executive Committee; or

ii. On the basis of a written directive from the President of the Association given on this

own or on a requisition signed by at least one-fifth of members of the General Body of 30 (thirty) members, whichever is less.

(b) A requisition for special General Meeting shall state specifically the object of the meeting and shall be signed by the requisitionists and addressed to the President of the Association. The President of the Association, on receipt of any such requisition from members, shall normally refer it to the Executive Committee for the disposal; but if the issues raised through requisition are of top most urgency, the President may instruct the General Secretary directly to convene an Emergent Special General Meeting.

In no case, a requisition for Special General Meeting or an Emergent valid reason there for and such reason (s) be communicated to all the signing members within seven days from the date of receipt of the requisition. Except in cases where a requisition by members is so turned down, notice for the requisitioned General Meeting must be issued within four days (excepting Sundays and other holidays) in case of other Special General Meeting, calculated from the date of receipt of the requisition in the Association's office.

10. NOTICE OF GENERAL MEETINGS

i. A notice of the General Meeting stating the place, date and hour of the meeting together with a statement of business to be transacted at it shall be sent to every member at least 15 days before the date of the meeting.

ii. In the case of meeting called on the requisition of members of the General Body, a copy of the requisition together with the names of the signatories shall be sent to all members along with the notice of the Meeting (a) at least 7 clear days before the date of the meeting in normal cases, and (b) at least 3 days before the date of the meeting, if the said meeting is an Emergent Special General Meeting. The notice shall specify the date, hour and place of the meeting and the business to be transacted.

iii. Any accidental omission to give notice to any member or the non-receipt of the notice by any member shall not invalidate the proceedings of any meeting.

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11. CHAIRMAN OF GENERAL MEETING

i. The President of the Association, and in his/her absence the VICE-President, shall preside over the General Meeting. If both the President and Vice-President are absent, any member elected by the members present shall preside over the General Meeting and shall sign the minutes of the meeting as Chairman.

ii. The Chairman of the meeting shall maintain order in the meeting and shall control and conduct the proceedings in such manner as may be conducive to expeditious and satisfactory disposal of business. He shall decide all points of order and his decision upon such points shall be final.

iii. The Chairman of the meeting may direct any member to withdraw for disorderly conduct and the member so ordered shall forthwith withdraw and unless otherwise directed by the Chairman shall remain absent during the remaining period of the meeting and shall not be entitled to any vote without the permission of the Chairman.

12. CONDUCT OF BUSINESS IN GENERAL MEETING

i. Every resolution at a General Meeting shall be decided by a majority vote, whether on a show of hands or on a poll. The Chairman of the meeting, at which the show of hands takes place or at which the poll is demanded, shall be entitled to a second or casting vote.

ii. Every member shall have one vote only.

iii. A resolution which is put to the vote of the meeting shall be decided on a show of hands unless a poll is demanded by at least 20 members and agreed to by the Chairman, and if no poll is so demanded, a declaration by the Chairman of such meeting that a resolution on the show of hands has been carried or lost and an entry to that effect in the book of the proceedings shall be conclusive evidence of the fact that such resolution has been duly carried or lost but it shall not be proof of the number or proportion of the votes

recorded in favour or against such resolutions.

Provided that any member may demand to have his name recorded as voting for or against any resolution.

iv. If a poll is duly demanded and agreed to by the Chairman, it shall be taken in such manner and at such time as the Chairman of the meeting directs and the result of the poll shall be deemed to be the resolution of the meeting at which the poll was demanded.

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v. A poll demanded on a question of adjournment shall be taken forthwith.

vi. When a poll is taken:

(a) The voting may be by ballot if the chairman of the meeting, subject to the Rules, so desires;

(b) The number of the members voting for or against a resolution shall be recorded in the minutes of the proceedings; and

(c) Any member may demand to have his name recorded as voting for or against any resolution.

Explanation : Office bearers shall be elected either unanimously or by a majority vote in the Annual General Meeting.

13. AUORUM OF THE GENERAL MEETING

i. One-third of the total number of members or 50, whichever is less, shall form a quorum in the General Meeting. If within half-an-hour from the time fixed for the General Meeting quorum is not present, the meeting shall stand adjourned ordinarily to the same day in the next week at the same time and place. The Chairman of the meeting may, however, decide to adjourn the meeting to such a date not earlier than seven days and time and place as he may think convenient and at the usual manner whether there is a quorum or not.

ii. When a meeting is adjourned for more than 15 days, notice of the adjourned meeting shall be given as in the case of an original meeting. Save as aforesaid it shall not be necessary to give notice of an adjournment or of the business to be transacted at an adjourned meeting.

14. MINUTES OF THE MEETING

i. The Association shall cause minutes of the proceedings of General Meeting to be entered in a book kept for that purpose.

ii. The minutes shall contain the names of the members present and the resolutions and proceedings of the meeting, and shall be laid in the next ensuing General Meeting.

iii. Unless the minutes are drawn up and are duly signed by the Chairman minutes free from all alternations or corrections shall be drawn up and shall be signed by the Chairman of
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the meeting within 72 hours from the time when the meeting terminated. The minutes so signed shall be evidence of the proceedings of that meeting.

iv. Until the contrary is proved, every General Meeting of the Association in respect of the proceedings whereof minutes have been duly recorded shall be deemed to have been duly called and held.

15. EXECUTIVE COMMITTEE

i. The Executive Committee of the Association shall be composed of the following officebearers and members elected every year by the General Body in the Annual General Meeting from amongst the members of the Association:

(a) President of the Association ;

(b) Vice-President of the Association;

(c) General Secretary of the Association;

(d) Two Joint Secretaries of the Association;

(e) Treasurer of the Association; and

(f) One representative from every School of studies of the University to be elected by

members on staff of the respective Schools who would be present in the said Annual General Meeting in which the election is being held.

Provided that if a representative from any one of the Schools of studies cannot be elected in the Annual Meeting due to a reason accepted by majority of members present in the meeting, the Executive Committee shall be constituted notwithstanding such vacancy and the said Executive Committee, subsequent to its constitution shall co-opt one nominee from the said School of studies it fill in the vacancy.

Provided further that the Executive Committee subsequent to its constitution, shall have the right to co-opt up o a maximum of five members to the Executive Committee inclusive of thee School nominees co-opted to fill in vacancies as described in the earlier paragraph.

ii. No office bearer in the Executive, who has served for at least two consecutive terms in the same office, shall be eligible for re-election for serving a third consecutive term.

iii. Notwithstanding anything contained in these Rules the members of the Executive Committee shall continue to hold office till their successors duly elected by the General Body enter upon the respective officers.

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iv. Any casual vacancy except where the vacancy is caused by resignation occurring within the Executive Committee shall be filled in through co-option. Provided that any casual vacancy occurring in the office bearers mentioned under Rule 15 (i) can be filled in by the Executive Committee by nominating a member from within the Executive Committee.

v. Subject to the provisions of these Rules and the resolutions passed at the General Meeting, the Executive Committee shall have full authority to carry on business of the Association. It shall meet for the transaction of business of the Association at least once in every three calendar months and as more often as may be necessary. The quorum at a meeting of the Committee shall be five. If sufficient number of members is not present to form quorum, the meeting cannot be held.. Fresh notice has to be served for the meeting to transact the business.

vi. A Minute-Book for the Executive Committee meetings shall be maintained by the General Secretary in which the names of the members present and the proceedings at each meeting shall be recorded.

16. POWERS OF THE EXECUTIVE COMMITTEE

The power of the Executive Committee shall be:

i. To admit new members;

ii. To suspend, or expel existing member(s) only with the prior approval of the General Body Meeting;

iii. To raise funds;

iv. To look after the day to day affairs of the Association;

v. To appoint, within the broad policies fixed by the General Meeting, the employees for the proper conduct of business and to define their duties;

vi. To dismiss, suspend or punish each employee mentioned in (v)above, provided that the employee concerned shall have right of appeal to the General Meeting against the decision of the Executive Committee;

vii. To institute, defend or compromise legal proceedings;

viii. To take steps to five effect to the Resolutions passed at the meetings of the General Body;

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ix. To appoint sub-committees as maybe deemed necessary from time to time;

x. To delegate, with or without condition(s) all or any of the powers exercisable by the Executive Committee to any office bearer or to any committee formed; and

xi. To undertake such other initiative and perform such other tasks as may be conducive or

necessary for fulfillment of the objects of the Association.

17. DUTIES OF THE OFFICE BEARERS

(A) Duties of the President

The duties of the President shall be:

- i. To preside over the meeting of the Executive Committee and the General Body of the Association;
- ii. To preside over the Annual General Meeting of the Association;
- iii. To guide and assist the General Secretary in matters pertaining to the fulfillment of the objectives of the Association and also perform such other tasks as are prescribed elsewhere under these Rules;

(B) Duties of the Vice-President

The duties of the Vice-President shall be:

To preside over the meeting of the Executive Committee, the General Body and or the Annual Meeting of the Association in the absence of the president and to perform such other tasks as are assigned to him/her by the General Body of members or by the Executive Committee.

(C) Duties of the General Secretary

The duties of the General Secretary shall be:

- i. To prepare the agenda for and issues notices of the meetings of the General body, Executive Committee and Annual Meetings of the Association;
- ii. To record and circulate corresponding minutes of meetings;
- iii. To take steps to give effect to the decisions taken in the meetings;
- iv. To carry on the correspondence of the Association and its Committees and sign all letters emanating from the Association and its Committees and also maintain the proper records;

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- v. To be responsible for preparing the draft Annual Budget for consideration of the Executive Committee of the Association;
- vi. To be ex-officio Secretary of the meetings of General Body, Executive Committee and Sub-committees of the Association;

Note : General Secretary shall act as ex-officio Secretary of the meetings of a subcommittee only if Convener for such a sub-committee is not specially appointed.

- vii. To be responsible for the preparation of Annual statement of Accounts;
- viii. To delegate any or all of his functions to a joint secretary if and when necessary;
- ix. To perform such duties as may be necessary for furtherance of objectives and interests of the Association, in anticipation of the sanction of the Executive Committee but always on the approval of the President or the Vice-President in the absence of the President.

(D) Duties of Joint Secretaries

The duty of the Joint Secretaries shall be to assist the Secretary in all matters for the smooth conduct of the business of the Association.

(E) Duties of the Treasurer

The duties of the treasurer shall be:

- i. To maintain proper accounts and keep books and vouchers showing all receipt and disbursements made in course of transacting the business of the Association.
- ii. To assist the Secretary in matters pertaining to the smooth and efficient conduct of the affairs of the Association and to perform such other tasks as are specifically assigned to him/her by the Meeting(s) of the General Body of Members and/or by the Meeting(s) of the Executive Committee.

18. FUNDS AND ACCOUTNS

i. The funds of the Association shall comprise:

- (a) Enrolment fees and monthly Subscription of members;

- (b) Donations;
- (c) Special Subscriptions;
- (d) Sale proceeds of publications and advertisement receipts;
- (e) Realization from charity performances; and

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- (f) Realization from other sources approved by the Executive Committee
 - ii. The income and property of the Association, whence-so-ever derived, shall be used solely in the promotion of the objects of the association as set forth in this memorandum and no portion thereof shall be paid or transferred, directly or indirectly, by way of dividend, bonus or otherwise howsoever by way of profit to the members of the association. Provided, nothing herein contained shall prevent the payment, in good faith, of remuneration or allowance to any officers of the Association or members thereof or other persons in return of the services actually rendered to the Association.
 - iii. The fund realized to the credit of the Association shall be deposited in a Bank as proved by the Executive Committee in the name of the Association. Any two of the following three members of the Executive Committee shall jointly operate the Bank Accounts:
 - (a) President of Association;
 - (b) General Secretary of the Association;
 - (c) Treasurer of the Association
 - iv. The accounts of the Association as maintained by the Treasurer shall be audited periodically by Auditor (s) elected by the General Body in every Annual General Meeting.

19. INSPECTION BY MEMBERS

- i. Any member of members of the Association shall after a reasonable notice to the General Secretary be entitled to inspect the Minutes of the General Meetings(s) of the Association and/or the Minutes of meetings of any of its constituent committees or subcommittees.
- ii. Any member or members of the Association shall have the right to inspect the accounts of the Association at its registered office after a week's notice to the Treasurer.

20. NO-CONFIDENCE MOTION

- i. A No-confidence motion against any one or all the members of the Executive Committee may be moved by members of the General Body only at a Special General Meeting Convened for the purpose.
- ii. Requisition for a Special General Meeting in which the No-Confidence motion as mentioned in 20 (i) above, is sought to be moved shall be signed by at least one-third of the members of the General Body or 50 members, whichever is less and shall be addressed to the President of the Association. The President, on receipt of such

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requisition, shall within seven days after the date of receipt of the notice cause to be convened a Special General Meeting and in such meeting no motion other than the Noconfidence motion shall be moved or discussed.

iii. In case of failure of the President of the Association to arrange a Special General Meeting as requisitioned by members, the concerned members numbering at least onethird of the total number of members or 50 members, whichever is less, themselves shall convene the meeting with at least seven days' notice.

iv. In all cases, at least seven days' notice shall have to be served upon the members for convening a Special General Meeting on a No-Confidence motion. The Notice shall enclose a copy of the Requisition together with the names of the signatories and shall specify the date, time and venue of the Meeting.

v. Total quorum for a Meeting convened on a No-Confidence motion shall be at least 2/3 of the total number of members on the date of the Meeting and the resolution shall be carried only if two-thirds of the total number of members personally present in the

Meeting vote in favour of the said Resolution.

21. AMENDMENT

The General Body of members may from time to time, amend the Rules by altering or rescinding any part of it or by making new Rules.

Provided that

i. Every such amendment shall be made only by a resolution passed by a majority of the members at a meeting of the General Body at which not less than two-thirds of the members of the Association are present:

ii. No such resolution shall be valid unless not less than fifteen clear days' notice of such meeting has been given of the proposal to alter or rescind the Rules or any part of it.

22. DISSOLUTION

The Association may be wound up through a resolution carried by $\frac{3}{4}$ th (three-fourths) of the members present at a Special General Meeting called for the purpose.

23. MISCELLANEOUS

All the matters not specifically provided for by these Rules shall be decided by the members in a duly convened Meeting of the General Body.