

CSIR-NISCAIR Staff Club

NOTICE

March 31, 2015

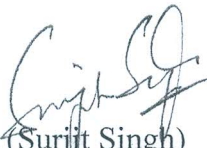
The Executive Committee of CSIR-NISCAIR Staff Club constituted a sub-committee, consisting of the following members, to suggest on the constitution of Bye laws for the club:

Sh M A A Khan,	Chairman
Dr G Mahesh,	Member
Dr Surjit Singh,	Member
Sh Ramesh Chand Sai,	Member

The sub-committee, thus constituted, framed the bye-laws for the club in view of model Bye-laws circulated by CSIR Sport Promotion Board. The Executive Committee of the club discussed in the meeting and decided to make these Bye-laws open to all the members for their suggestions. Sh Sanjay Burde will be requested to upload the draft bye-laws on institute's website and will be available on www.niscair.res.in.

All the members are requested to go through the draft bye-laws and can submit valuable positive suggestion/s, in writing, to Secretary, CSIR-NISCAIR Staff Club by **April 30th, 2015**. The suggestions made by the members will be discussed in Executive Committee/General Body meeting.

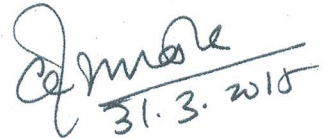
Submitted for approval please


(Surjit Singh)
Vice President

For approval please.

~~Smt Deeksha Bist~~
~~President and Acting Director~~

Approved as proposed


31.3.2015


(Ramesh Chand Sai)
Secretary, CSIR-NISCAIR Staff Club

CSIR-NISCAIR STAFF CLUB

**MODEL CONSTITUTION OF A STAFF
CLUB OF A NATIONAL
LABORATORY/ INSTITUTE TO BE
AFFILIATED TO THE CSIR SPORTS
PROMOTION BOARD**

MEMORANDUM

Name of the club: CSIR-NISCAIR STAFF CLUB

The "Club" shall be known as the CSIR-NATIONAL INSTITUTE OF SCIENCE COMMUNICATION AND INFORMATION RESOURCES STAFF CLUB, NEW DELHI' or, in short the CSIR-NISCAIR STAFF CLUB and be affiliated to the CSIR SPORTS PROMOTION BOARD, NEW DELHI.

OBJECTIVES

The objectives of the CSIR-NISCAIR STAFF CLUB shall be to promote social, cultural, sports, recreation and literary activities among its members, and generally sub serve those of the CSIR SPORTS PROMOTION BOARD, New Delhi. In so far as the fulfillment of the objectives of the CSIR SPORTS PROMOTION BOARD is concerned the activities of the club shall be governed by the Rules and Regulations, from time to time, of the CSIR SPORTS PROMOTION BAORD.

RULES OF THE CLUB

MEMBERSHIP

1. Any person, who is a regular member of the CSIR-NISCAIR staff of the Institute, shall be eligible for membership of the club.
2. Such members of the CSIR-NISCAIR STAFF CLUB shall constitute the General Body of the Club.
3. Such other employees that are not on the regular Rolls of the CSIR-NISCAIR staff shall be entitled to membership on such terms and conditions as may be prescribed by the General Body.

FUNCTIONS AND POWERS OF THE GENERAL BODY

4. The General Body shall have absolute authority in the management of all the affairs and funds of the Club and shall exercise all powers for the furtherance of the objectives of the Club, set forth in the Memorandum.

THE EXECUTIVE COMMITTEE OF THE CLUB

5. The affairs of the CSIR-NISCAIR STAFF CLUB be administered, directed and controlled subject to these Rules and By-Laws of the Club as mentioned here under. The Executive Committee of the Club shall consist of the followings:

- (i) The President of the CSIR-NISCAIR STAFF CLUB- Director/Head of the Laboratory/Institute (Ex-Officio)
- (ii) Two Vice-President of the CSIR-NISCAIR STAFF CLUB- One of whom shall be the Administrative Officer/Controller of Administrative Officer/Sr. Controller of Administrative Officer of the Laboratory/Institute (Ex-Officio) and the other Vice President will be elected by the General Body.
- (iii) The Secretary, Joint Secretary and Treasurer of the club shall be elected by the General Body in accordance with the bye-laws.
- (iv) The Executive Committee (EC) members (6 in number) of which two women representatives, of the Club shall be elected by the General Body in accordance with the bye-laws.

OFFICE OF THE CSIR-NISCAIR STAFF CLUB

6. The office of the CSIR-NISCAIR STAFF CLUB shall be situated in the premises of the Laboratory/Institute at CSIR-NISCAIR STAFF, at both the locations i.e. at Dr. K.S. Krishanan Marg & 14 S.V. Marg, New Delhi

YEAR OF THE CLUB

7. The year of the CSIR-NISCAIR STAFF CLUB shall be deemed to commence on the 1st day of April and to end 31st day of March.

TENURE OF THE CLUB

8. The Tenure of the Executive Committee shall be for 2 years (two years) and shall be extendable for a further period as may be decided by the President of the Club.

PROCEEDINGS OF THE GENERAL BODY

9. An Annual General Body meeting shall be held preferably in April but not later than July every year for which fifteen days clear notice shall be given. At such meeting, the following business shall be transacted:
 - (i) The yearly accounts of the CSIR-NISCAIR STAFF CLUB duly audited together with an annual report shall be submitted for discussion and adoption with such variations as the General Body shall deem appropriate:
 - (ii) The new Executive Committee shall assume office; and
 - (iii) The auditor for the ensuing year shall be nominated by the General Body.
10. Except as otherwise provided in these Rules, all meetings of the General Body shall be called by notice under the hand of the Secretary (or the General Secretary, as the case may be).

11. Every meeting of the General Body shall be presided over by the President, in his absence by of the two Vice-Presidents and in the absence of the President/Vice Presidents; the General Body shall choose one of the members present to be Chairman of the meeting.
12. No business shall be discussed at any meeting of the General Body whilst the Chair is vacant.
13. One-third presence of the total number of members on the CSIR-NISCAIR STAFF CLUB roll present, in person, shall form a quorum at every meeting of the General Body. No quorum shall be required at a meeting re-convened for want of quorum at the immediately preceding meeting.
14. All disputed questions at meetings of the General Body shall be decided by Vote.
15. Each member of the General Body shall have one Vote.
16. In case of equality of votes, the President/Chairman shall have a casting Vote.
17. The President of the CSIR-NISCAIR STAFF CLUB may himself call at any time or on receipt of a requisition, with reasons therefore, in writing from the Executive Committee or from one-third the number of members on the CSIR-NISCAIR STAFF CLUB roll, may request the Secretary to call a special meeting of the General Body within two weeks of the date of receipt of such a request. At such a special meeting, no matter other than that notified shall be taken up.

PROCEEDING OF THE EXECUTIVE COMMITTEE

18. The Executive Committee shall normally meet once a month presided over by the President, in his absence by one of the two Vice-Presidents and in the absence of the President/Vice President, by a member chosen from within the Executive Committee to preside for the occasion.
19. At least fifty per cent of the total number of members of the Executive Committee present, in person, shall form the quorum at any meeting of the Executive Committee.
20. Not less than 24 hours notice shall be given to each members of the Executive Committee.

21. Notwithstanding Rule 18, the President may request the Secretary to convene a meeting of the Executive Committee whenever he thinks fit.
22. Each member of the Executive Committee, including the President/Chairman, shall have one non-transferable Vote and if there shall be an equality of votes on any question to be decided by the Executive Committee, the President/Chairman shall in addition have a casting vote.
23. In case any Office-bearer of the CSIR-NISCAIR STAFF CLUB fails to attend three consecutive meetings of the Executive Committee without proper leave of the Executive Committee, he shall ipso facto vacate his office and such vacancy shall be filled by nomination/co-option on the recommendations of the Executive Committee.

POWERS OF THE PRESIDENT, THE VICE-PRESIDENTS AND THE SECRETARY

24. The General Body may, by resolution, delegate to the President such of its powers for the conduct of business, as it may deem fit subject to the condition that the action taken by the President under the powers delegated by this Rule shall be reported at the next meeting of the General Body.
25. The President may, in writing, delegate such of his powers as may be necessary to any one of the Vice-Presidents or the Secretary of the CSIR-NISCAIR STAFF CLUB.
26. Should the President at any time be of the opinion that the Executive Committee is not functioning in accordance with its rules and regulations and By-Laws, or not effective in furthering the aims and objectives of the CSIR-NISCAIR STAFF CLUB the President may dissolve the Executive Committee in the overall interests of the CSIR-NISCAIR STAFF CLUB and conduct the affairs of the CSIR-NISCAIR STAFF CLUB in such manner as he/she may deem fit until such time a new Executive Committee comes into being in accordance with these Rules and Regulations.
27. The Secretary of the CSIR-NISCAIR STAFF CLUB shall act as the Chief Executive Officer of the CSIR-NISCAIR STAFF CLUB, be responsible for the proper administration of the affairs of the CSIR-NISCAIR STAFF CLUB under the direction and guidance of the Executive Committee.

FUNDS OF THE CLUB

28. The funds of the CSIR-NISCAIR STAFF CLUB shall consist of the following:
- i) Monthly subscription received from CSIR-NISCAIR STAFF MEMBERS.
 - ii) Grants received from Council of Scientific and Industrial Research for the furthering the objectives of the Club.
 - iii) Grants received by the CSIR SPORTS PROMOTION BOARD for specific purposes;
 - iv) Contributions collected from time to times;
 - v) Donations;
 - vi) Income from investments; and
 - vii) Receipts from other sources.
29. The funds of the CSIR-NISCAIR STAFF CLUB shall be paid into the Club Account with the SYNDICATE BANK, KAB, PUSA, NEW DELHI or any other Nationalized Bank in the Vicinity of the Laboratory/Institute approved by the General Body and shall not be withdrawn except on a cheque signed by such an office-bearer as may be duly empowered in this behalf by the President and counter-signed by the President or by an office-bearer authorized by the President in this behalf.

ACCOUNTS AND AUDIT

30. The CSIR-NISCAIR STAFF CLUB shall maintain proper account and other relevant records and prepare an annual statement of accounts i.e. receipts and expenditure statement and assets statement. The CSIR-NISCAIR STAFF CLUB shall not carry over liability of any sort to the next accounting year save with the specific approval of the President.
31. The accounts of the CSIR-NISCAIR STAFF CLUB shall be audited annually by an auditor to be nominated by the General Body, who shall have the right to demand the production of books, accounts, and connected vouchers and other documents and papers and to inspect the affairs of the CSIR-NISCAIR STAFF CLUB.
32. The audited accounts as certified by the auditor, together with the audit report thereon, shall be notified to the members at least fifteen days before the Annual General Body Meeting.

DISSOLUTION OF THE CLUB

33. Any proposal to dissolve the CSIR-NISCAIR STAFF CLUB shall be valid, only if the three-fourths of the numbers of members on roll either (i) submit such a Resolution, in writing, to the President or (ii) Vote for such a resolution in a special meeting of the General Body convened for the purpose. The quorum for this special meeting, to be presided over by the President in person, shall be $4/5^{\text{th}}$ of the numbers on roll.

AMENDMENTS

34. The General Body may, save and except the Rule 31, by a resolution, provide at least 51 per cent of the number of members on roll or four-fifths of the number of members present, whichever is less, cast their vote in favoring such amendment.
35. Such amendments as may be made in accordance with Rule 35 shall be brought to the notice of the Secretary, CSIR Sports Promotion Board, New Delhi, for ratification.

BYE LAWS OF THE CLUB

CATEGORIES OF MEMBERSHIP

1. Every employees joining on the regular rolls of the laboratory/ institute/Hqrs. shall automatically become a member of the club.
2. Besides the regular members referred to in Rule 1 above, there shall be the following category of members in the CSIR-NISCAIR STAFF CLUB.

ASSOCIATE MEMBERSHIP

JRF/SRF who have enrolled themselves for PhD shall be eligible to join as Associate Members. But these Associate members shall not have any right to vote or stand for elections as office bearers of the Staff Club.

ADMISSION/SUBSCRIPTION FEES

3. All members shall pay subscription as follows:-

Slab I	(Grade Pay 1800, 1900 & 2800)	Rs.10/- per month
Slab II	(Grade Pay 4200, 4600 & 4800)	Rs.20/- per month
Slab III	(Grade Pay 5400, 6600 & 7600)	Rs.30/- per month
Slab IV	(Grade Pay 8700, 8900 & 10,000)	Rs.40/- per month

(The rates are indicative and may be finalized by the General Body of the CSIR-NISCAIR STAFF CLUB)

4. All members shall pay their monthly subscription through their pay by authorizing a deduction of the subscription of amount.
5. Any member going out of station for a period of six months or over shall be exempted from payment of subscription provided prior intimation is given, in writing, to the Secretary, CSIR-NISCAIR STAFF CLUB.
6. If a member remains in arrears of subscription and other dues to the CSIR-NISCAIR STAFF CLUB for three months and fails to pay the amounts due on being reminded by the Secretary in writing, his name shall be struck off from the CSIR-NISCAIR STAFF CLUB roll. Such member/ members shall, however, be eligible for re-admission on payment of admission fee afresh and also outstanding arrears.

WITHDRAWAL FROM MEMBERSHIP

7. Withdrawal from membership shall be submitted, in writing, to the Secretary and shall be effective from the first day of the month following that in which it is submitted. However such members shall have the option to rejoin the club if they so desire at a later date with the approval of the executive committee on specific written request made to the secretary of the club

EXPULSION OF MEMBERSHIP

8. Any member of the CSIR-NISCAIR STAFF CLUB found to be indulging in any sort of activity which brings discredit to the CSIR-NISCAIR STAFF CLUB shall be expelled from the membership of the CSIR-NISCAIR STAFF CLUB by the Executive Committee giving sufficient notice to the individual concerned. The reinstatement of such members however shall be considered only by the General Body on receipt of written request received from such expelled member

RIGHT AND PRIVILEGES OF MEMBERS

9. Members of the CSIR-NISCAIR STAFF CLUB shall have the right to avail all the facilities provided by the CSIR-NISCAIR STAFF CLUB, subject to the Bye-Laws and notifications in force from time to time.
10. Only regular members shall be:
 - a) Entitled to Vote at the General Body meeting of the CSIR-NISCAIR STAFF CLUB and
 - b) Eligible for Election to the Executive Committee.
11. All regular members including associates members shall have the right to represent the club in all tournaments / meet conducted by CSIR – SPB and other organizations (Participation of associate members be capped at 25 percent of the participating team)

CONTRIBUTION

12. Any additional contribution or entrance fees, etc., for special activities may be collected by the Executive Committee under specific notification.

SECTIONS OF THE CSIR-NISCAIR STAFF CLUB

- 13 The following Sections shall, for the present, function under the auspices of the Club:
- ii) Excursions
 - iii) Reading Room and Library
 - iv) Entertainment, Tea, Lunch & Dinner
 - v) Sports and Games (Indoor and Outdoor)
 - vi) Literary activities and Fine Arts
 - vii) Other recreational facilities.

The number of Sections may, at the discretion of the General Body, be increased or decreased

NO ACTIVITY/GAME WHICH HAS THE ELEMENT OF BETTING, GAMBLING ETC., SHALL BE CONDUCTED BY THE CLUB

ELECTION OF THE EXECUTIVE COMMITTEE

14. The President shall nominate an Election Committee consisting of a Returning Officer and two other members for conducting the election of Executive Committee for the ensuing year and the Returning Officer shall call for nominations for the same.
15. Nominations of all candidates for being elected to the Executive Committee shall be proposed and seconded by members eligible to vote. The nomination paper shall bear the candidate's signature indicating the consent and the signature of another member seconding the nomination and shall reach the Returning Officer within the specified date and time.
16. The nominations shall be scrutinized by the Election Committee and a list of such valid nominations be displayed on the Notice Board of Club.
17. The election shall be conducted by a Secret Ballot before the Annual General Body meeting. Voting shall be made in person.
18. The candidates securing majority of votes shall be declared as elected. In case of tie, a second ballot shall be taken.

19. In case of any dispute over any election, the decision of the Returning Officer nominated as in Bye-Law 14 above shall be final.
20. The results of the election shall be made public at the Annual General Body meeting.

DISSOLUTION OF THE EXECUTIVE COMMITTEE

21. By a resolution of 'No Confidence' adopted by a majority of the members present at a special meeting of the General Body, a member of the Executive Committee or the Executive Committee itself, as a whole, may be dismissed. In the latter case, the functions of the Executive Committee shall rest with the President until the New Executive Committee is elected.

DELEGATION OF POWERS

22. The Executive Committee shall have the following powers:
 - i) Incur expenditure up to Rs.5,000/- (Rupees Five Thousand Only) in each case and not exceeding, on the whole the income of the CSIR-NISCAIR STAFF CLUB during the year, provided it does not entail further expenditure on the same item either in the same year or in future years;
 - ii) Co-opt any member of the CSIR-NISCAIR STAFF CLUB in any vacancy occurring in the Executive Committee, during the course of the year, for the remainder of the year provided vacancies of 2 or more at any one time shall be filled by election;
 - iii) Constitute adhoc Committees of an advisory nature for special purpose;
 - iv) Regulate the hours of the CSIR-NISCAIR STAFF CLUB.
 - v) To negotiate for the acquisition of property, either on hire or on outright purchase, engage full time or part-time staff for the CSIR-NISCAIR STAFF CLUB provided all transactions in excess of its powers shall have the prior approval of the General Body;
 - vi) Dispose of property to the best advantage of the CSIR-NISCAIR STAFF CLUB ; and
 - vii) Write off irrecoverable losses not in the nature of theft, fraud or negligence.
23. All other cases shall be reported to the General Body for decision.

PRESIDENT

24. The President shall have the following powers:
- i. To act on behalf of the Executive Committee if there be none till the General Elections are held; and
 - ii. such other powers mentioned in these Rules & Bye-Laws

VICE-PRESIDENT

25. The Vice-President shall have the following powers:
1. such powers delegated, in writing, by the President; and
 2. In the absence of the President, all powers of the President.

SECRETARY

26. The Secretary shall have the following powers:
- i) To carry on correspondence on behalf of the CSIR-NISCAIR STAFF CLUB and keep a record of it;
 - ii) To control the finance of the CSIR-NISCAIR STAFF CLUB and arrange for collection of all dues to the CSIR-NISCAIR STAFF CLUB.
 - iii) Scrutiny of all expenditure; and
 - iv) To incur expenditure up to a limit of Rs.2, 000/- at a time.
27. He shall be responsible for the accuracy and validity of all bills and vouchers and for the pay orders on them. He shall furnish, from time to time, the Executive Committee any statement as may be demanded by it. He shall maintain the following books of records;
1. Membership Register
 2. Minutes Book
 3. Stock and Property Register
 4. Correspondence File.

JOINT SECRETARY

28. The Joint Secretaries shall help the Secretary in all Club matters and shall discharge the work entrusted to them by the Executive Committee and one of them authorized by the Executive committee shall officiate as Secretary in his absence.

TREASURER

29. The Treasurer shall collect subscription and other dues and shall furnish the accounts of the Club to the Executive Committee. He shall maintain the following records:

Cash Book
Voucher file
Subscription Register of members
Monthly income and expenditure statement

30. He shall extend all facilities for auditing the accounts of the Club by the duly appointed auditor.

THE EXECUTIVE MEMBERS-IN-CHARGE OF SECTIONS

31. The Executive members-in-charge of the Sections of the Club shall be responsible for the activities of their respective Sections and shall maintain in good order and security, the Club property belonging to their respective sections.

BANKERS AND BANK ACCOUNT OF THE CLUB

32. For the purpose of Rule 27, the Bankers of the Club shall be the SYNDICATE BANK, KAB, PUSA, NEW DELHI-110 012 or any other nationalized bank in the vicinity of the Laboratory/Institute. The Bank Account of the Club shall be operated by office-bearers as envisaged in Rule 27 herein.

Name & address of the Bank: SYNDICATE BAK, K.A.B. PUSA, New Delhi-110 012.

ANNUAL REPORT AND BALANCE SHEET

33. The Annual Report of the Club, as adopted by the General Body of the Club, shall be forwarded every year to the Head of the Laboratory/Institute for approval.

AMENDMENTS OF THE BYE LAWS

34. The General Body may amend these Bye-Laws provided 51% of the number on rolls or two-thirds the number of members presents, whichever is less, cast their vote in favour of the amendment.

INTERPRETATION

- 35. In case of difference of opinion regarding interpretation of the club Rules and Bye-Laws, the decision of the President shall be binding until the next meeting of the General Body.

GENERAL

- 36. All notices put upon the Main Notice Board of the Laboratory/Institute shall be considered to have been duly served on the members.

(These rules and regulations and bye-laws were passed by the Elected Executive Committee of the CSIR-NISCAIR STAFF Club which met athrs. and display on the Notice Board for all the Member of the Staff Club for information.

On.....at.....)

(Secretary)

(Vice President)

(President)

Date.....

Date.....

Date.....

In presence of the Elected Executive Member of the Staff club