

CONSTITUTION OF THE
INDIAN STATISTICAL INSTITUTE CLUB

(As amended in 1994-95)

1. The name of the organisation shall be Indian Statistical Institute Club, hereinafter referred to as the 'Club'.

2. The office of the Club shall be situated at Baranagar (Indian Statistical Institute, 203, B.T. Road, Calcutta - 700 035). Any change of this address, if and when decided upon shall be communicated to all concerned.

3. The twelve month period between the month of April of any year and the month of March of the next year will be considered a financial year for the Club.

4. Aims and objects

(i) to organise sports, suitable indoor and outdoor games, to provide for physical exercise etc. and to arrange various competitions for the members of the Club and also for persons who are eligible for membership of the Club as defined in 5(i) and 5(ia).

(ii) to organise suitable social, cultural, welfare and other self-help activities.

(iii) to organise suitable promotional activities which may include arrangement of competitions in which members of the Clubs or associations are eligible to participate.

5. Membership

(i) Any person, who is either in the permanent employment of the Indian Statistical Institute or its member or is a student of its regular degree/diploma course or is a research scholar of the Institute is eligible for general Membership of the Club on his/her acceptance of the Constitution and the rules of the Club as may be amended from time to time and after duly filling in the Club membership form. Such a person, upon admission to membership will thereafter be referred as a 'general member'.

(ia) Any person who is either an employee of the Institute but not in permanent employment (except appointment as deceased dependent and procurators retirement) or is a student of a course other than the regular degree/diploma courses or is in the employment of any associate organisation of the Indian Statistical Institute is eligible for associate membership of the Club on his/her acceptance at the Constitution and the rules of the Club as may be amended from time to time and after duly filling in the Club membership form. An Associate member shall have no voting right nor can they seek election to any elective post. Hereinafter any person who is either a general member or an associate member of the Club will be referred as a 'member' unless specifically mentioned otherwise.

(2)

(ii) The Council of the club may grant Honorary Membership of the Club for a period not exceeding 2 years at a time to persons who are in sympathy with the aims and objects of the Club and have rendered valuable service to it. Their number shall at no time exceed one-tenth of the total number of the general members of the club. Such members shall have no voting right nor can they seek election to any elective post.

(iii) Each member general or associate shall pay a suitable monthly subscription as approved by the Council from time to time. No honorary member shall be required to pay any membership fee. Every member, general or associate, shall pay a monthly membership fee of Rs. 1.00 (One)

(iv) The Club shall have the right to raise donations or contributions from all members, general, associate or honorary or from persons who are eligible for membership.

(v) No member shall be eligible to vote unless he/she has cleared membership dues for at least nine months for the current year. The election will be held on the basis of the general member who have cleared up such dues.

(vi) Any member who has failed to pay membership dues for more than twelve months will cease to be a member of the Club. He/She may however, apply for membership a fresh upon payment of outstanding dues along with enrollment fees of Rs. 5.00(Five).

(vii) The Club may also raise donation or contributions from non-members for specific purposes like T.B.Fund, Flood/Cyclone relief, Souvenir etc. subject to the approval of the Council.

6. Election and formation of the Council :

(i) The election shall be a two-stage one. At the first stage general members from each working section of the Institute will elect from amongst themselves by secret ballot, certain representative who will constitute the Council of the Club. The Council shall elect the office bearers (other than the President and the two Vice-Presidents) and members to form the Executive Committee from amongst themselves.

(ii) The election will be conducted by an Election Committee appointed by the outgoing Council. The Election Committee shall consist of the President or one of the Vice-Presidents and four other members who must not be the members of the Council and must not seek election. This committee shall elect a convener from amongst themselves at the first meeting of the committee to be convened by the outgoing General Secretary.

(iia) The Size of a constituency should not be larger than 150 nor it should be less than 10.

(3)

(b) The number of representatives to the Council for a constituency will be determined by the following schedule :

Number of general members	Number of representatives
1. 1----20	1
2. 21----40	2
3. 41----60	3
4. 61----80	4
5. 81---100	5
6. 101---120	6
7. 121---150	7

(iv) The office-bearers and executive members of the Club shall be elected in the meeting of the Council by single transferable votes.

(v) The Director of the Institute shall be the ex-officio President of the Club.

(vi) The council will nominate two Vice-Presidents for the year.

(vii) Any general member willing to contest in the election at any stage shall duly file his/her nomination paper to the Convener of the election Committee, who will be an-officio Returning Officer for conducting the election of the Club at the beginning of each session. the nomination papers shall be submitted at least 5 days before holding of the election and the results of nomination shall have to be published at least 3 days before the holding of election.

(viii) The Election of the Executive Committee is to be completed within six weeks from the date of Annual General Meeting.

(ix) The executive Committee may decide to hold bye-election to fill any vacancy in any of the elective posts during its term. The executive Committee will request the Election set-up for the year to conduct the bye-election.

(x) If any member of the Council or executive Committee fails to attend three consecutive meetings of the Council or Executive Committee without assigning satisfactory reasons he or she may be dropped from the said Council or committee.

7. Executive Committee

(1) Members of Executive committee shall be elected in the meeting of the Council in the manner described in clause (iv) to (vi) of section of 6 of the rules and constitution of the Club. The executive Committee shall consist of the President two Vice-President, one General Secretary. One Assistant general secretary, one Games and Sports Secretary, one Social and Cultural Secretary, one treasurer and not more than nine Executive members. The number of executive members shall not exceed the 1/5 (one fifth) of the number of members in the Council subject to minimum of five.

(ii) The executive Committee shall have the right to co-opt one or more members for the Executive committee from the members of the Council any time during the financial year in case the maximum number is not elected. The executive Committee may also co-opt one or more members for a period not exceeding three months from the members of the Council to fill in the vacancy due to death, resignation or expulsion.

8. Power of the Executive Committee

(i) The executive Committee shall manage and conduct all affairs of the Club. The Executive Committee shall be responsible to the General Council in all matters affecting the interests of the Club.

(ii) The executive Committee may appoint sub-committees as and when necessary for the purpose of carrying out normal routine work of the Club. A sub-committee shall consist of not more than five members including an executive member who will act as the convener of the sub-committee. The executive Committee may also form Committees as and when necessary for specific purposes subject to the approval of the Council.

(iii) The executive Committee shall have the right to draw up new bye-laws not violating any principle or principles stated in the constitution and they will become operative only after they have been approved by the Meeting of Council.

(iv) The executive Committee shall execute all decisions of the Council. It may, however, refer back to the council any such decision for re-consideration. But in such a case, it can not take any action without the approval of the Council.

9. Functions and Responsibilities of the President :

The President shall have an overall supervision over the functions and activities of the Club. He may preside over the meetings of the Executive Committee and the Council and conduct the meetings.

10. Functions and Responsibilities of the Vice-President :

The vice-President shall help the President in the matter of supervision over the functions and activities of the Club. One of them may preside over the meetings of the Executive Committee and the Council and conduct the meetings if and when the President be absent.

(5)

11. Functions and Responsibilities of the General Secretary :

(i) The general secretary shall be responsible to the executive Committee for the day-to-day running of the Club and shall discharge the orders and resolutions adopted by the Executive Committee. He/she shall take down all minutes of the meetings, maintain office records, and exercise supervision over the affairs of the Club. He/she shall have the right to expenditure up to rupees two hundred fifty only even without prior sanction of the executive Committee and shall be one of the joint signatories for depositing and withdrawing the funds of the Club to and from the Bank where the General Funds of the Club shall be deposited.

(ii) The General Secretary shall, within a month of his assuming office prepare budget estimates for the year and place it before the executive Committee and the Council for their approval.

(iii) The General secretary shall place the audited account first before the Executive Committee then to the Council and finally before the Annual General meeting of the members within 15th May every year or on any date within the extended period.

(iv) In all cases the General Secretary shall issue written circular announcing the meetings of the Executive Committee and Council, specifying time, place, date and agenda of the meeting.

12. Powers and Functions of the Assistant General Secretary, the Secretary (Games & Sports), and the Secretary (Social and Cultural)

The Assistant General Secretary will assist the General Secretary in the proper discharge of his duties and will act on behalf of the General Secretary in his absence.

The Secretary (Games & Sports) and the Secretary (Social and Cultural) shall assist the General Secretary and/or Assistant General Secretary in proper discharge of their duties in their respective sphere of activities in conjunction with the Conveners of the sub-committees.

13. Powers and Functions of the Treasurer :

The Treasurer shall receive and make all payments on behalf of the Club and shall be responsible to the Executive Committee for the disbursement of the General Funds of the Club after the same being allocated by the Executive Committee and the General Council. He/she shall countersign all vouchers and keep proper books and place quarterly accounts of the Club before the Executive Committee for endorsement.

14. Utilisation of Fund :

(6)

The fund of the club shall be deposited in a Bank as approved by the Executive Committee in resolution passed in its meeting and cheque for withdraw for the same shall be signed the General Secretary and the Treasurer jointly. The Treasurer may keep an amount as cash-in-hand not exceeding Rs 250/- to meet any casual expenditure and the rest shall be deposited in the Bank in the next available working day.

15. Inspection and audit of the Accounts :

(i) The accounts book and a list of members of the Club will be maintained by the Treasurer of the Club and these may be inspected by any general member of the Club at a fortnight's notice.

(ii) The accounts of the Club shall be audited annually by person or persons qualified for the purpose and formally appointed by the executive Committee.

16. Meetings, Conference, Annual Meeting of the Council and Annual General Meeting :

(i) The powers of the Club shall be vested with the Council of the Club. Matters concerning policy and programme and lines of action to be followed by the Club for the year, election of office bearers and members of the Executive Committee, adoption of Annual Reports and Accounts of the Club shall be considered by the Council. The Council after considering the annual report and the audited accounts of the year in the annual meeting of the Council, shall place them in the Annual General Meeting to be held within 15th May every year. If the Council considers that the annual General Meeting can not be held within the specified date (i.e., May 15) it should recommended for the extension of the term within the 15th April. This recommendation shall be approved by the members of the Club in a general meeting called for the purpose within 30th of April.

The Council shall hold its ordinary meetings at least once in two months to review the activities of the Club and chalk out programme.

(ii) All the members of the Club shall meet annually in Annual General Meeting and discuss the annual report of the activities of the Club audited accounts. Any member shall have the right to criticise and suggest constructive measures with regard to the general policy and programme of the Club. This meeting shall always be convened after holding of the annual meeting of the Council.

(7)

(iii) One-third of the total number of members of the Executive or Council shall form the necessary quorum for any meeting of the Executive Committee or Council.

(iv) One-third of the members of the Executive Committee or Council may in a signed notice, call requisition meeting of the executive committee or General Council as the case may be if and when the situation calls for the holding of such an emergency meeting.

(v) Ordinary meetings of the Executive Committee and Council shall have to be convened by a clear three days' notice, circulated to each and every members of the Executive Committee and Council. For holding of emergency meetings only twenty four hours' notice will be sufficient. The notice for holding an emergency meeting may not be circulated to each member separately, but may be put upon the notice board of the Club for general information of the members of the Executive Committee and Council.

17 Expulsion :

Any member, either general or associate, of the Club found working against the interest of the Club and willfully acting in contravention of the spirit of any rules and constitution of the Club may be expelled by the orders of the Executive Committee subject to the approval of the Council.

18. Amendments :

(i) The rules of the Club may be rescind or otherwise amended by the favour of two-third (2/3) majority in a meeting of the general members, called for the purpose and attended by at least one-fifth (1/5) of general members.

(ii) A copy of the proposed amendments should be placed in the Club's notice board and circulated among the council members at least seven days before the holding of the meeting.