

PREFACE

The Members of the West Bengal Land and Land Reforms Officers' Association had adopted this Constitution on the 4th day of May 1980, the glorious day of unification of the two different Associations. Meanwhile it has gone through some Amendments.

This Second Edition of the Constitution will reflect the amended position upto the 12th State Conference of the Association held at Baharampur, Murshidabad in 1999.

I am sure that it will be helpful to our members.

Bidyut PalChowdhury
President

Dated 4th May '99
Calcutta-54

**West Bengal Land & Land Reforms
Officers' Association**

PREFACE to the First Edition

The General meeting convened by the Joint Council of West Bengal Settlement Kanungos' Association and West Bengal Sub-ordinate Land Revenue Service, Grade-I Association on 4th May, 1980 at Projnanananda Bhaban, Calcutta-700 014 unanimously resolved to merge the aforesaid two Associations to form one and unified Association named as West Bengal Land and Land Reforms Officers' Association and its constitution was adopted provisionally and accepted by its members on the same date and in the same meeting.

A 'Constitution Bench' was constituted in the State Annual Conference, 1982 of West Bengal Land and Land Reforms Officers' Association for the purpose of suggesting necessary amendment of the constitution after careful study of its all provisions in detail. The 'Bench' with its changed shape from year to year considered the opinions sent by the different District Committees and individual members of the Association and finally placed the draft of the amended constitution in its Fifth State Conference, 1985 for its approval. The Conference unanimously approved and accepted the amended constitution giving effect to the undermentioned Articles and / or clauses into forces from the date (s) of the

- (i) Next State Conference, to the Articles those were related to the State Level Committees.
- (ii) Next District Conference (s), to the Articles those were related to the District Level Committees.
- (iii) Next Unit Conference (s), to the Articles related to the Unit Level Committees.

Clause (c) of Article 9, Article 11, Article 12, Article 13, Article 14 and Article 26.

AND

The rest of the Articles and / or clauses of this Constitution had been given effect from the date of the aforesaid conference i.e. the 24th day of February, 1985.

M.N. ROY
President

**West Bengal Land & Land Reforms
Officers' Association**

Dated 5th June '85
Calcutta-90

THE CONSTITUTION
Of
WEST BENGAL
LAND & LAND REFORMS OFFICERS' ASSOCIATION
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THE CONSTITUTION

OF

WEST BENGAL

LAND AND LAND REFORMS OFFICERS' ASSOCIATION

PREAMBLE

We the members of the West Bengal Land and Land Reforms Officers' Association, do hereby solemnly express, resolve and give ourselves this Constitution, declaring framed on unification of the W.B. Settlement Kanungos Assn & W.B. S. Land Rev. Service Gr-I Assn. accepts this constitution on this day, the 4th May 1980 and do hereby solemnly express, resolve and give ourselves this Constitution, That in continuation - de choy

To our Previous Constitutions made by us to conduct the functions of our associations which were previously (i.e. upto the year 1979) known as West Bengal Settlement Kanungos' Association (recognised by the Government since 1922) and West Bengal Sub-ordinate Land Revenue Service, Grade-I Association with a view to examine, revise, remove the defects, and forebear the necessary changes in the event of new circumstances arising out of change in service conditions, and to cope with the problems of our members and to the decision of framing a new constitution by modification, exclusion and/or inclusion, replacement and/or incorporation of articles to overcome the defects as aforesaid,

We the members of the aforesaid Association do hereby accept the Constitution newly framed herein on this day, the 4th day of May, 1980,

That this Association as well as the constitution framed herein shall ensure - *EQUALITY AND FRATERNITY* among all the Members and *DEMOCRACY* within the principle of *DEMOCRATIC CENTRALISM* to its every Member.

AND

The *MAINTENANCE* and *FULFILMENT OF THE OBJECTIVES* of the Association *AND THE MAINTENANCE OF THE CONSTITUTION* within its provisions and the *ENJOYMENT OF THE RIGHTS AND POWERS* described in the Constitution to the Members within the provisions of the Constitution.

CHAPTER - I

Preliminary

Art. 1.

Name and address of the Association.

- (a) The Association shall be called as "West Bengal Land and Land Reforms Officers' Association", in Bengali "Pashimbanga Bhumi-O-Bhumisanskar Adhikarik Samity".
- (b) (i) The head office of the Association shall be established in the address to be approved by the State Conference or General Meeting.
(ii) Similarly the office of the District and Sub-divisional Committees shall be established in the address to be approved by the respective committees in their respective Conferences or General Meetings.

Art. 2.

Area of Operation

- (a) The area of operation of this Association shall be the State of West Bengal.
- (b) The area of operation may be extended throughout India to form a Joint Forum with the Service Associations of other States having similar interest.

Art. 3.

Aims and Objects

- (a) The Association shall be an organisation without any affiliation to any political party and shall look after the interest of its members in general.
- (b) To flourish the collective interest of its members and to render help to any individual member provided it does not hamper the total interest of the Association.
- (c) To protect and promote the interest of its members in general.
- (d) To take all possible measures for improvement of the service condition, prospect and status.
- (e) To establish service security to its members.
- (f) To provide cordial relation and unity to its members and other employees in general.
- (g) To achieve and to safeguard the fundamental Trade Union Rights.
- (h) To foster cultural development through literature and other social media.
- (i) To look after the interest of the families in times of distress and death of the members within the means and ends of the Association.
- (j) To make forum with other Associations or to extend hands to other Associations with a view to achieve common interest within the limits of the Association.
- (k) To express solidarity to just socio-economic causes.

CHAPTER - II

Membership

Art. 4. Membership

- (a) The membership of the Association shall be opened to :-
- (i) All officers belonging to the cadre of West Bengal Sub-ordinate Land Revenue Service Grade-I ; Special Revenue Officer, Grade-II ; Land Reforms Officer, Grade-II ; Special Revenue Officer, Grade-I and Land Reforms Officer, Grade-I.
 - (ii) All the officers of the State Land Reforms Service as (after its formation) demanded by the Association.
 - (iii) A retrenched, discharged, dismissed or forcibly retired member who has been victimised for the cause of the Association.
 - (iv) A retrenched, discharged, dismissed or forcibly retired member if considered by the State Executive Committee.
 - (v) A member retired from service if he expresses his willingness in writing.

(b) Willing officer shall have to submit declaration in prescribed form for his enrolment as a member to the Association. (Schedule-1)

Art. 5. Subscription

(a) Each member shall pay an amount of yearly subscription ~~minimum to Rs. 60/- only or~~ as decided by the State Conference. Provided that the members as defined in Art-4(a)(iii) & (v) may subscribe half of the amount.

(b) Payment of the subscription shall be made by ~~31st August~~ ^{30th Sept.} of each year in not more than four instalments.

(c) Admission fee of Rs. 5/- is to be paid by the person at the time of his enrolment as member along with the instalments due as subscription at the time of his joining.

Art. 6. Rights and obligations of the members

- (a) Every member shall have the rights,
- (i) To elect or to be elected to any committee of the Association within his periphery.
 - (ii) To participate and express his views in the discussion in the meetings wherein he is entitled to attend provided he gets permission of the President of the respective meeting.
 - (iii) To place his proposal to the higher committee in writing with an intimation to his committee if his proposal is not accepted by the committee of which he is a member.

- (iv) To resign from any portfolio of any committee or from membership.
- (b) Each member of the Association shall have the following obligations
 - (i) To abide by the Constitution of the Association.
 - (ii) To follow the directives of the Association.
 - (iii) To pay his subscription and additional contribution, if any, approved by the State Executive Committee.
 - (iv) To participate in all programmes and movements of the Association.
 - (v) To attend the meeting of the committee of which he is a member.
 - (vi) To preserve the solidarity and integrity of the Association.
 - (vii) To refrain from any activity detrimental to the Association and its Constitution.
 - (viii) Not to be a member of any other Service Association.

Art. 7.

Ceasation and termination of membership

(a) Membership shall be ceased

- (i) On his resignation by a letter addressed to the President of the Association and duly accepted by the State Executive Committee ;
- (ii) On his retirement from the Service ;
- (iii) On his expulsion from the Association ;
- (iv) On default in payment of any part of subscription by ~~7th September~~ ^{31st Oct} provided a ~~reminder~~ ^{notice by 15th Oct} is given to the members by the ~~Sub-Divisional/Unit Secretary, by 10th August of the same year.~~

(b) Membership shall be terminated

- (i) On the activities detrimental to the interest of the Association, provided the same is considered and decided by the State Executive Committee.
- (ii) On membership of any other Service Association.

Art. 8.

Restoration of Membership

(a) The State Executive Committee may restore the membership of any ceased member, on appeal of the person concerned or on its own motion provided he clears his dues.

(b) A terminated member may get his membership after the lapse of a year on his written appeal to the Association assuring therein clearly his rectification from the charges for which he was terminated and after hearing his appeal in this regard by the State Executive Committee.

CHAPTER - III Management

Art. 9. Management

To carry out the functions and management of the Association there shall be -

- (a) One State Executive Committee and one Secretariate in the State.
- (b) One District Executive Committee in every district,
- (c) One Sub-divisional Executive Committee in each Sub-division for all the districts, ~~subject to the provisions in sub clause (i) and (ii) below.~~
 - (i) In Krishnanagar Sub-division of Nadia District there shall be two Units viz. Krishnanagar North and Krishnanagar South as per proposed administrative jurisdiction.
 - (ii) In the districts which have not been segregated into sub-divisions there shall be not more than two Unit Committees as determined by the District Executive Committee and duly approved by the State Executive Committee.
- (d) The committees mentioned in the clauses (a), (b) and (c) may constitute sub-committee/s for the particular purpose with the specific power and duration under the said committees.
- (e) One Zonal Committee in each of the organisational zone comprising of the Organising Secretary of the zone as Convenor, District Secretaries of the districts of the zone and the State nominees (subject to approval of the State Executive Committee). This Zonal Committee will be liable to the State Secretariate.

~~NOTE~~ - The Organisational Zones shall be determined in the State Conference of the Association.

Art. 10. Hierarchy

To carry out the operational activities of the Association and to maintain the decorum, discipline and integrity of the Association, the following hierarchy shall be observed:

- (a) State Conference ;
- (b) Statewise General Meeting ;
- (c) State Executive Committee ;
- (d) State Secretariate ;
- (e) Zonal Committee ;
- (f) District Conference ;

- (g) District General Meeting ;
- (h) District Executive Committee ;
- (i) Sub-divisional / Unit Conference ;
- (j) Sub-divisional / Unit General Meeting ;
- (k) Sub-divisional / Unit Executive Committee.

Art. 11.

State Executive
Committee & its
office bearers

The State Executive Committee shall be constituted with the office bearers, members (representatives of the districts), ex-officio members and co-opted members, if any, as per following clauses :

- (a) There shall be following Office-bearers elected from amongst the members :
 - 1 (one) President, 2 (two) Vice Presidents, 1 (one) General Secretary, 2 (two) Joint Secretaries, 2 (two) Assistant Secretaries, Zonal Organising Secretaries, 1 (one) Cultural Secretary, 1 (one) Treasurer, 1 (one) Office Secretary, 1 (one) Assistant Treasurer and 1 (one) Assistant Cultural Secretary.
- (b) Excluding the office bearers, described in clause (a) there shall be State Executive Committee members (representatives of the districts) in the ratio of one against 50 (fifty) members of the districts with a minimum representation of one member. In addition to the above ratio (i.e. 50 : 1) each district shall have one more State Executive Committee member for the remaining fraction ~~of more than 25 members.~~
- (c) All the Sub-divisional / Unit Secretaries excepting Darjeeling and Coochbehar district and all District Secretaries shall be Ex-officio members of the State Executive Committee. In those districts there shall be not more than 2 (two) Ex-officio members for Darjeeling District and 3 (three) for Coochbehar district including District Secretary. District Executive Committee will select the rest Ex-officio members from amongst the Sub-divisional/Unit Secretaries in that case.
- (d) Out-going General Secretary shall be a member of the incoming State Executive Committee if he has not otherwise been elected as such. State Executive Committee may also co-opt. members not exceeding 5% of its total strength.

Art. 12.

State Secretariate

The State Secretariate shall be constituted with ^{fifteen} eleven members. The President, ^{2 vice presidents} The General Secretary, Two Joint Secretaries, ¹ The Treasurer, The Cultural Secretary

2 Asst. Secretaries

and The Office Secretary will be the Ex-officio members of the State Secretariate. Other four members of the State Secretariate will be elected from amongst the State Executive Committee members by the State Executive Committee in its first meeting.

Art. 13.

District Executive Committee & its Office bearers

- (a) The District Executive Committee of each district shall be constituted with the office bearers as shown in the table (Schedule II) with total number of executive members including office bearers in the ratio of one against 5 (five) members of the district subject to a maximum of twelve.
- (b) All Sub-divisional / Unit Secretaries, the State Executive Committee members elected from the district and the outgoing District Secretary will be the Ex-officio members of the District Executive Committee.
- (c) The District Executive Committee may co-opt members not exceeding 5% of its strength.
- (d) Where the member strength of a district is less than 10 (ten), the office of the District Executive Committee will be held by the President and the Secretary-cum-Treasurer.

Art. 14.

Sub-divisional/Unit Executive Committee

- (a) Sub-divisional/Unit Executive Committee shall be constituted with its executive members in the ratio of one against 3 (three) members of the Sub-division/Unit including President, Secretary and Treasurer as office bearers, subject to a minimum of three and maximum of five.
- (b) Where the member strength of a Sub-division/Unit is less than 5 (five) the office of the Sub-divisional/Unit Executive Committee will be held by the Secretary-cum-Treasurer.

Art. 15.

Procedure for formation of the State/District/Sub-divisional/Unit Executive Committee

- (a) The District Executive Committee and the Sub-divisional/Unit Executive Committee including their office bearers will be elected by the members and from amongst the members of the respective jurisdiction in their respective Conferences.
- (b) (i) The Office bearers of the State Executive Committee shall be elected by the delegates from amongst the members of Association in the Delegate Session of the State Conference.
- (ii) Executive members of the State Executive

Committee excepting office bearers shall be elected by the districts in their District Conferences as prescribed in the clause (b) of Article 11.

- (c) The procedure of election shall be decided by the President of the respective conference if not already suggested by the State Executive Committee.
- (d) However, the office bearers of the State Executive Committee shall be confirmed by the ~~General~~ members in the ~~General Session~~ of the State Conference.

Art. 16.

Conference State /
District / Sub-
division / Unit

- (a) (i) State Conference shall be held preferably in the month of December of the last year of the tenure of the State Executive Committee.
- (ii) State Conference shall be divided into ~~three (3)~~ ^{two (2)} phases : Delegate Session, ~~General Session~~ and Open Session.
- (b) (i) District Conference shall be completed by November of the last year of the tenure of the District Executive Committee.
- (ii) District Conference shall be held in two phases: General Session and Open Session.
- (c) Conference of the Sub-divisional/ Unit Executive Committee shall be completed by October of the last year of the tenure of the Sub-divisional/ Unit Executive Committee in the same process with that of District Conference.
- (d) The time-limit may be relaxed upto thirty days in case of unavoidable circumstances which shall be determined by the State Executive Committee.

Art. 17.

Delegates & their
functions.

- (a) (i) Delegates to the State Conference shall be elected from amongst the members of the District in the District Conference in the ratio of one against five members and one more for a fraction of more than two members.
- (ii) Reserve delegates not more than 50% of total delegates from the district shall also be elected in the District Conference.
- (b) Delegates of the State Conference shall discharge the duties and functions of delegates as laid down in different Articles of this Constitution and have the obligations of attending the State Conference and

Art. 18.
Power & functions of
State Executive
Committee

of paying the delegate fee as determined by the State Executive Committee.

(a) Without violating the hierarchy mentioned in Art. 10, the State Executive Committee shall formulate and adopt the programmes of action to fulfil the objectives drawn up in the State Conference. The State Executive Committee will also supervise the performance of its office bearers, State Secretariate and its sub-Committees and also allow debates without violating the principles of democratic centralism.

(b) (i) The State Executive Committee in its meeting represented by more than 50% members may dissolve any of its Sub-ordinate Committee if it is considered by at least two third majority of the meeting that the said Sub-ordinate Committee has done something unconstitutional after giving the Convenor/Secretary of that Committee an opportunity of being heard.

(ii) In case of dissolution, the meeting as stated in the Sub clause (i) shall also appoint a Convenor and shall also convene a General Meeting within 30 days from such dissolution to constitute a new committee for the rest period within the jurisdictions of this constitution.

Art. 19.
Power & functions of
State Secretariate

In between two sittings of the State Executive Committee for carrying on day-to-day functions and during emergency the Secretariate as formed under Article 12 will take necessary actions. The Secretariate shall be collectively and individually responsible to the State Executive Committee for its actions.

Art. 20.
Power & functions of
District Executive
Committee

(a) Without violating the hierarchy mentioned in Art. 10, the District Executive Committee shall take all possible steps to implement the decisions and directives of the District Conference as well as the State Executive Committee and take measures to solve the problems faced by the members of the district concerned.

(b) The District Executive Committee may also launch movements to solve the problems as aforesaid with due approval of State Executive Committee.

(c) (i) The District Executive Committee may also dissolve any of its Sub-divisional/ Unit

Committees if it considers that the said Committee has done something unconstitutional after giving the Convenor/Secretary, of that Committee an opportunity of being heard with the concurrence of the State Executive Committee.

(ii) In case of dissolution, the meeting as stated in Sub-clause (i) shall also appoint a Convenor who shall convene a General Meeting within thirty days from the date of such dissolution to form a new Committee for the rest period within the jurisdiction of this constitution.

Art. 21.

Power & functions of the Sub-divisional/ Unit Committee

(a) Without violating the hierarchy mentioned in Art. 10, the Sub-divisional / Unit Executive Committee shall take all possible steps to implement the decisions and directives of the Sub-divisional/Unit Conference, the District Executive Committee as well as the State Executive Committee and also take measures to solve the problems faced by the members of the Sub-division / Unit concerned.

(b) The Sub-divisional / Unit Executive Committee may also launch movements to solve the problems as aforesaid with due approval of the District Executive Committee which shall also be subsequently approved by the State Executive Committee.

Art. 22.

Powers, Duties & Functions of the President, General Secretary and other Office bearers of the State Executive Committee

(a) (i) The President shall preside over all the meetings of Secretariate. In the State Conference, State General Meeting and in the meetings of State Executive Committee he will preside over with Vice-Presidents. He is to be considered as Constitutional Authority of the Association. The President may also adjourn any meeting for not exceeding thirty days and may also issue rules if required in the event of constitutional deadlock and/or in case of such issues those are under debate but immediate decision is necessary for the interest of the Association.

(ii) In case of Sub-Committees' meeting and/or Zonal Committees' meeting one of its members will be selected temporarily to conduct the meeting as President.

(b) The General Secretary will be considered as the first

executive of the Association and give leadership in carrying out the activities of the Association. He will supervise the functions of other executive office bearers and entrust specific work on them and also issue directives except to the President and Vice-Presidents. He may take instant decision on any urgent issue and get that subsequently approved in the next meeting of the Secretariate or State Executive Committee.

(c) In absence of the President in any meeting as referred in clause (a), one of the Vice-Presidents of the Association shall perform the function of the President as required for conducting the said meeting. In the event of absence of the President and Vice-Presidents in any meeting, the members present will elect a President from amongst themselves for conducting the concerned meeting with all powers enjoyed by the President of the Association for the purpose of that meeting.

(d) The General Secretary may temporarily vest his power on one of the Joint Secretaries, in the event of former's long absence in consultation with the President.

(e) The other executive office bearers of the State Executive Committee will work as warranted by their respective portfolios under the leadership of the General Secretary and as directed by the General Secretary or the State Executive Committee or the Secretariate without violating the superiority. All office-bearers of the State Executive Committee have right to attend any meeting of any Committee subordinate to State Executive Committee and pass their opinion on behalf of the State Executive Committee.

Art. 23.

Duties & functions of the State Executive Committee Members.

The State Executive Committee members of any district shall be treated as representatives of that district in the State Executive Committee and simultaneously they are also representatives of State Executive Committee in that particular district. They shall place views of the district in the meetings of the State Executive Committee and shall also explain the State Executive Committee's decisions in the meetings of the District. The District

Secretary shall act as leader of the team of State Executive Committee members from that District.

Art. 24.

Duties & functions of
the District / Sub-
divisional / Unit
Executive Com-
mittee Office bearers/
Members

- (a) The President of District Executive Committee will preside over the District Conference, District General meeting and all meetings of the District Executive Committee in consultation with the Vice-President, if any. He may also adjourn such meetings for not more than thirty days and issue rules if required for the time being in the event of such issues which are under debate but require immediate decision for the interest of the Association. The State President shall exercise power to overright all such rules issued by the President of any committee subordinate to the State Executive Committee. An adjourned meeting must be called within thirty days of adjournment. One Vice-President or any member in absence of Vice-President may be entrusted with the functions of the President by the meeting concerned to preside over the meeting in absence of the President.
- (b) The District Secretary will work as executive leader of the District Executive Committee and shall discharge all the functions of District Executive Committee with the help of other members and office bearers of District Executive Committee. He shall supervise the work of other office bearers and entrust work on them except President and Vice-President. One Assistant Secretary or Treasurer in absence of Assistant Secretary be entrusted with the work of District Secretary by the District Secretary in the event of later's long absence in consultation with the President.
- (c) The Sub-divisional / Unit Executive Committee meetings and the Sub-divisional / Unit Conference will be presided over by the Sub-divisional / Unit President or by any member of the Sub-division / Unit in absence of the Sub-divisional / Unit President. The Sub-divisional / Unit Secretary shall discharge the duties in respect of the Sub-division / Unit with the help of other members & office bearers.

Art. 25.
Disciplinary action
against any member
of any committee

- (a) Disciplinary proceeding may be initiated against any member of any particular committee by the decision of the concerned Committee on the ground of anti-association/anti-constitutional activities, provided the incumbents should be given the opportunities of being heard.
- (b) The primary decision shall have to be taken by the initiating committee but the final decision shall be taken by the State Executive Committee.
- (c) The particular member shall have the right to appeal before a Sub-Committee formed for this purpose by the Committee higher than the Committee against whose decision the appeal is sought for.

Art. 26.
Procedure for filling
the temporary
vacancy

On resignation or in any other circumstances if any vacancy occurs in any committee, the particular vacancy shall be filled in as per decision of the State Executive Committee in case of State Level Committee, District Executive Committee in case of District level and Sub-Divisional/Unit Executive Committee in case of Sub-Divisional/Unit level Committee provided that the resignation of the member has been formally accepted by the respective committee.

Art. 27.
Special power
of President

(a) The President of a particular Committee may convene a General Meeting and/or Executive Committee Meeting if he feels that any constitutional guideline is not being duly observed by the Secretary of that Committee. In that case the President shall serve notices at least fifteen days ahead from the date of the convened meeting stating therein the reasons for such move.

(b) (i) The President of a Committee shall also convene a General Meeting, within thirty days, after receiving a written requisition of at least 33% (thirty three percent) of the General Members.*

* Within the jurisdiction
of the said committee

(ii) In case the President of that Committee fails to convene the Requisitioned Meeting within the specific period, the requisitionists shall have the right to arrange such General Meeting convened by a convenor selected by them.

(c) (i) In the event of the Secretary of a particular committee resigns and/or vacates his office without assigning charge(s) to any of his Joint/Assistant Secretary, the President shall assume his office and shall hand over the charge to one

Joint/Assistant Secretary ~~within~~ 7 days of such assignment until otherwise decided in the next Executive Committee's meeting.

- (ii) The acting Secretary of that committee shall convene a General Meeting within 30 (thirty) days to elect the new Secretary.
- (d) The present committee as well as the higher committee will give due weightage to the resolutions adopted in the meetings under the provision of this Article.

Meeting

Art. 28.

Quorum of the Meeting

- (a) (i) In case of the State Secretariate Meeting $\frac{2}{3}$ (two third) members of the Secretariate shall form quorum.
- (ii) In case of the State Executive Committee Meeting more than 33% of the State Executive Committee members shall form the quorum.
- (iii) In case of the District Executive Committee meeting 33% member of the said Committee shall form the quorum.
- (iv) In case of Sub-divisional/Unit Executive Committee 33% member shall form the quorum.
- (v) In case of the State General Meeting 15% of the members or 200 members whichever is less, shall form the quorum.
- (vi) In case of the District General Meeting 33% and of the District Conference 50% of the members shall form the quorum.
- (vii) In case of the Delegate Conference to be held at the time of State Conference, more than 50% of the total delegates shall form the quorum.
- (viii) In case of the Sub-divisional/Unit General Meeting 33% and of the Sub-divisional/Unit Conference 50% members shall form the quorum.
- (ix) 20% members shall form quorum of the meeting

convened for making over and taking over charge (s).

(x) More than 50% members or 300 members, whichever is less, shall form quorum in case of a Requisitioned Meeting.

Except in case of requisitioned meetings
(b) There is no need of quorum for taking any decision in a meeting under any level if the first meeting is adjourned for want of quorum. In each case concerned members should invariably be informed.

Art. 29.

Tenure and Making/
Taking over charges.

(a) Tenure of the different committees mentioned in Article 9 is two calendar years subject to fulfilment of other provisions of the constitution.

(b) The State/District / Sub-divisional / Unit Executive Committee, State Secretariate and the Zonal Committee as the case may be shall exercise its respective functions in its respective jurisdiction till the charge(s) is/are handed over to the newly formed Committee under its level as per provisions laid down in other Articles.

(c) (i) The existing committee as stated in clause (a) above shall make over its charge(s) to the newly formed committee within thirty days from the expiry of its tenure, in a meeting convened by the out-going Secretary of the said committee with both out-going and in-coming members of that committee.

(ii) If the out-going Committee fails to make over charge(s) within the scheduled time* as laid down in sub clause (i) above, the newly formed Committee shall assume charge(s) after expiry of the time, but the liability, if any, shall lie personally on the respective office bearers of the out-going Committee till they handed over all papers and fund, if any, to the newly elected office bearers. The out-going Committee will be treated as dissolved from the date of assuming charge(s) by the newly formed Committee.

Art. 30.

Procedure to
convene meetings

Normally the following procedure is to be followed to convene a meeting.

| Name of the Meeting | To be convened by | Notices to be served |
|--|-----------------------------|----------------------|
| 1. State Conference | General Secretary | 45 days ahead |
| 2. State General Meeting | General Secretary | 30 days ahead |
| 3. State Executive Committee Meeting | General Secretary | 15 days ahead |
| 4. State Secretariate Meeting | General Secretary | 3 days ahead |
| 5. Any Sub-Committee's Meeting under State Executive Committee | Convenor(s) | 4 days ahead |
| 6. District Conference | District Secretary | 30 days ahead |
| 7. District General Meeting | District Secretary | 20 days ahead |
| 8. District Executive Committee Meeting | District Secretary | 7 days ahead |
| 9. Zonal Committee's Meeting. | Convenor | 7 days ahead |
| 10. Any Sub-Committee's meeting under District Executive Committee | Convenor(s) | 3 days ahead |
| 11. Sub-divisional/Unit Conference | Subdiv/Unit Secretary | 15 days ahead |
| 12. Sub-divisional/Unit General Meeting | Sub-division/Unit Secretary | 10 days ahead |
| 13. Sub-divisional/Unit Executive Committee Meeting | Sub-division/Unit Secretary | 5 days ahead |

Art. 31.

Numbers of Meetings

At least one State General Meeting in a year and four State Executive Committee Meetings ~~at the interval not exceeding three months~~; one District General Meeting in a year and six District Executive Committee Meetings ~~at the interval not exceeding two months~~ and ^{one} ~~two~~ Sub-divisional/Unit General Meetings in a year and six Sub-divisional/Unit Executive Committee Meetings ~~at the interval not exceeding two months~~ shall be convened.

Art. 32.

Extraordinary General Meeting

Extra-Ordinary General Meeting may be convened under extra-ordinary circumstances as to be deemed fit by the State Executive Committee/District Executive Committee/Sub-divisional/Unit Executive Committee.

Art. 33.
Requisition Meeting

- (a) More than 33% of the members of State Executive Committee/District Executive Committee/Sub-divisional / Unit Executive Committee, if they are refused by the General Secretary/District Secretary/ Sub-divisional / Unit Secretary, as the case may be, may request on application to the President of the respective Committee stating in detail its reasons thereto, to invite requisition meeting and the President of the respective Committee may convene such requisition meeting within 30 days, from the date of receipt of such application, provided, in case of District/Sub-divisional / Unit Executive Committee, the President of the respective Committee shall inform the Committee higher to it about the matter.
- (b) In case the President of the respective Committee fails/denies to invite such meeting within 30 days the requisitionists may select a convenor for the purpose.
- (c) Any decision adopted in the Requisition Meeting will be binding upon the present as well as the higher Committee.

Fund

Art. 34.
Finance, Funds & Accounts

- (a) Financial year for the Association shall be calculated on and from the 16th November of the previous year to the 15th November of the next year.
- (b) All members shall pay subscriptions as required under Article 5 of the Constitution. The 50% of the subscriptions so collected by the District Executive Committee shall be deposited to the Treasurer of the State Executive Committee and the rest 50% will be retained by the district for its expenses. All expenses of the Sub-divisional / Unit Executive Committees shall be borne by the District Executive Committee.

Art. 35.
Special Fund

The amount collected on any special fund as per decision of the State Executive Committee shall entirely be deposited to the State Executive Committee. The District Executive Committee may raise special fund for special reasons of the District provided there is a prior approval of the State Executive Committee.

Art. 36.
Power of State Executive Committee on District Fund

The District Executive Committee may retain any amount in its fund out of its own share but the State Executive Committee holds the right to requisition any amount of that fund when required.

Art. 37.
Payment Order

The General Secretary, District Secretary shall after scrutiny pass all payment orders in connection with all the expenses incurred by the State/District Executive Committee.

Art. 38.
Use of Fund

The mode of use of fund collected from any Special donation or from any special drive shall be in accordance with the decision of the State Executive Committee.

Art. 39.
Duty of Treasurer

The State Treasurer shall inform the position of the State Treasury to the State Executive Committee/General Meeting in all sittings.

He shall also keep aware the General Secretary of the present position of the State Treasury and he shall do needful for upkeeping/updating the State Accounts' position.

Art. 40.
System of Advance

(a) Advance of reasonable amount may be sanctioned by the General Secretary in favour of any office bearer of the State Executive Committee in the interest of the associational activities provided the payee submits the requisite voucher substantiating the reasons of expenses within 30 days from the date of receipt of such advance.

(b) General Secretary can also take an advance upto Rs. 500/- to meet up urgent expenses required for the interest of the Association. In that case he should also have to submit vouchers to the Treasurer within 30 days from the date of receipt of that amount.

(c) State Treasurer can keep with him upto an amount of Rs. 500/- in cash to meet up the urgent necessity of the Association.

Art. 41.
Liability of District/ Sub-divisional / Unit Committee regarding fund

The District Executive Committee/Sub-divisional / Unit Executive Committee shall not in any case be allowed to retain any amount of collected funds meant for State Executive Committee for more than thirty days from the date of collection of such amount.

Art. 42.
Bank Account

All amount collected by the State/District Executive Committee and/or for the State/District Executive Committee shall be kept in a Savings Bank Account under any Nationalised Bank duly approved by the State/District

Executive Committee as the case may be in the name of the Association and the said Savings Bank Account is to be operated by any two among the President, General/District Secretary and the Treasurer of that Committee.

Art. 43.
Appointment
of Auditors

- (a) (i) State account duly approved by the last meeting of the State Executive Committee before ending of the financial year is to be audited yearly by a registered Chartered Accountant appointed in the previous State Conference *or in the State general meeting*
- (ii) Before placing the said account in the said last State Executive Committee Meeting for approval an internal audit of the same is to be made by a team not more than three members appointed by the President from outside the State Executive Committee members in consultation with the General Secretary.
- (b) District Account approved by the last District Executive Committee Meeting before ending of the financial year is to be audited by an office bearer of the State Executive Committee appointed by the General Secretary with the approval of the State Executive Committee.

Miscellaneous

Art. 44.
Cultural Affairs
and Publications

- (a) The Association will publish Magazines, Leaflets, Bulletins etc. regularly to keep the members informed about the associational activities and also to highlight the matters related to the aims and objects of the Association as declared in Article 3. Cultural activities including conventions and seminars etc. may also be undertaken for this purpose.
- (b) A Cultural Sub-committee is to be formed. The Cultural Secretary as Convenor will be in-charge of the work as referred in sub-clause (a) above. All articles are to be published in the magazine will primarily be selected by the Sub-committee which will be finally approved by the General Secretary. All leaflets/instructions etc. will generally be published/issued by the General Secretary.
- (c) The District Executive Committee shall have the right to publish any article in its Magazine, provided such articles shall not express anything which may

threat the principle/integrity/unity of the Association and get approval of the Sub-committee as referred to in clause (b) above.

- (d) Members will enjoy the right of publication of such articles which are not against the principle/integrity/unity of the Association subject to approval of the Sub-committee as referred to in clause (b) above.
- (a) The Delegate session of the State Conference shall have the power to amend or revise any article/articles of the Constitution by a 2/3rd (two third) majority provided such proposals are placed before the Conference by the Convenor of a Constitutional Bench consisting not more than 7 (seven) members to be elected by the State Executive Committee in a meeting, attended by at least 50% members of the State Executive Committee.
- (b) The President shall interpret the Constitution as and when required. If the interpretation of the President is not accepted by the majority of the members of State Executive Committee the interpretation by the Constitutional Bench as referred to in clause (a) above shall be final.

Art. 45.
Amendment and
Interpretations of
the Constitution

In all other cases where this Constitution has no specific say, it will be guided by the Constitution of India.

Art. 46.
Constitutional
Safeguard

SCHEDULE-I
(Article 4)

Form No.

APPLICATION FORM FOR MEMBERSHIP

The
General Secretary
West Bengal Land & Land Reforms Officers' Association
238, Maniktala Main Road, Flat No. 10
Calcutta - 700 054

Dear Sir,

I intend to be a member of West Bengal Land and Land Reforms Officers Association. ~~So~~ I do hereby declare that I shall abide by the rules and regulations relating to Constitution of this Association, ~~and shall not do anything detrimental to the interests of the Association.~~ I further declare that I shall carry out its ~~every~~ ^{its} direction, ~~plan and programme~~ and shall be ~~liable to get punishment, if any of my activities goes against its any decision.~~

~~and not do anything detrimental to the interest of the Association~~
provisions of the
please Therefore, I do hereby request you kindly ~~to~~ enroll my name as a member of your Association, ~~and issue a membership card of the Association in my favour.~~ *necessary particulars are given below.*

Yours faithfully.

(Full Sign)

To be filled up by the District/Sub-divisional / Unit Secretary

Applicants Registration No. For the year 20 is
and Receipt No. is as per district account.

His comments :

District/Sub-divisional Unit Secretary

He is enlisted as a member of the West Bengal Land and Land Reforms Officers' Association and his membership No. as per Register is

General Secretary

nd

Particulars

1. Full Name in Block Letters
2. Permanent Home Address
3. Present Office Address
4. Date of Birth ~~1971~~ 13/1/71
5. Date of entry in Govt. Service
6. Date of joining as ^{APtl.} ~~Sub-ordinate Land Revenue Service Gr.-I~~
7. Whether direct or by Promotion a) As SLDs Gr.-I :
8. Whether declared confirmed b) As SRO-II :
9. Whether Crossed E.B. c) As SRO-I :
10. Details of posting
 - (a) ~~Duration of stay in different districts with year~~
 - (b) ~~How long he is away from Home District~~
 - (c) ~~Whether he has submitted any representation for transfer~~
 - (d) ~~Whether he wants interchange in Service~~
11. Has he got identity Card ?
12. ~~Any other information~~
7. Any other information.

The Statements furnished by me above are correct and true to the best of my knowledge and belief.

Full Signature of the Incumbent

SCHEDULE-II

(Sec Article-13)

| No. of Executive Committee members | President | Vice President | Secretary | Assistant Secretary | Treasurer | Organising Secretary | Office Secretary | Cultural Secretary | Total No. of office bearers |
|------------------------------------|-----------|----------------|-----------|---------------------|-----------|----------------------|------------------|--------------------|-----------------------------|
| (1) | (2) | (3) | (4) | (5) | (6) | (7) | (8) | (9) | 8 (10) |
| 2 to 5 | 1 | X | 1 | X | 1 | X | X | X | 3 |
| 6 to 10 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 1 | 6 |
| above 10 | 1 | 2 | 1 | 2 | 1 | 1 | 1 | 1 | 8 |

Amended in 14th state conference.



THE CONSTITUTION

Of

WEST BENGAL

LAND & LAND REFORMS OFFICERS' ASSOCIATION

238, MANIKTALA MAIN ROAD, FLAT NO. 10,
CALCUTTA-700 054

*Amended upto 14th state
conference*

20-22 Jan 2002

(Manabati Yuba Kendra)