

## Membership of the Association

### 1. Admission

- a. All the registered MSME Units situated in and around Durgapur are eligible to become members of the Association by application in the prescribed format and with necessary fees .
- b. The Executive Body may admit to membership any MSME Unit who agrees to be bound by regulations of the Association and who in the opinion of the Executive Body will be interested in advancement of the objects of the Association

Be it noted that the power to admit members is the sole and absolute power of the Executive Body . The Executive body may refuse to admit any person as a member without assigning any reason thereof .

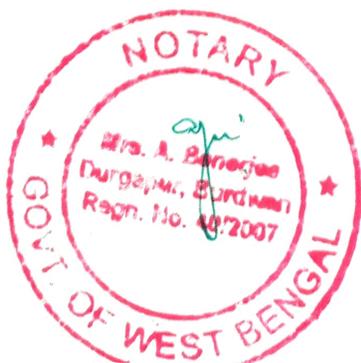
### 2. Type of Members .

- a. **Ordinary member** :Any Unit qualified to be a member and by paying the prescribed ordinary membership fee with prior approval of the Executive Body , may be admitted as Ordinary Member of the Association .

No person can be a member of the Association who is not a Director , Managing Director , Partner , Proprietor or authorized representative of the Unit not below the rank of Manager seeking for membership .

- b. **Associate Members** : Any person or group of persons whose connection with the Association is deemed to be useful , may with written application be selected as Associate member of the Association .
- c. **Patron** : Any person having Social , Financial standing any have the willingness to serve the Association . Their subscription & or contribution may be decided by the Executive Body , may be nominated by the Executive Committee as Patron .

Such members shall not , however , be eligible to be member of the Executive Body nor shall be entitled to vote in any meeting .



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### 3. Cessation of Membership.

Any member shall cease to be a member of the Association :-

On the acceptance of his resignation from membership,

- a. On his becoming insane or insolvent.
- b. On his conviction for any offence in connection with the formation, promotion, management or conduct of affairs of the Association, or a body corporate or of any offence involving moral turpitude.
- c. On his becoming defaulter in payment of monthly subscription for a period of one year of the Association without assigning any proper reason and on giving a clear 21 days notice thereof.

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### 4. Register of Members

The Association shall maintain a Register of members containing the names, addresses, Designation, name of the Unit, the date of admission and of cessation of membership if any. The Register will be kept open for inspection of the members of the Association on requisition. All entries required to be made therein shall be entered within a period of 15 days.

### 5. Rights and obligations of members

Any general member of the Association has the eight :-

- a. To elect and to be ejected in any election of the Association
- b. To submit suggestion for discussion to the executive body and sub-committee on any matter relating to the Association.
- c. To inspect the accounts and the proceedings of the meeting of the Association on appointment with the Secretary.
- d. To pay his subscription within the prescribed time.

Defaulting members shall not be allowed to take part or vote in a meeting. Members shall have one vote from each member unit.



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6. Expulsion and removal from membership.

Frequent actions of any member, if found by the Executive body, is detrimental to the interest and is in violation of the rules and regulations of the Association, he/she may be after due enquiry censured, suspended or expelled from the membership by the Executive body. In the case, the Executive Body shall first serve the member concerned with a show cause showing therein the charges framed and ask him to submit his statement of defense within seven days. On receipt of explanation, the Executive body shall have a the power to take suitable action against the delinquent member after allowing him to defend his case. If no reply to the show cause notice is received within seven days, the Executive body may take an ex-parte decision. However, for the final expulsion decision of a member, the case shall be placed and approved by a majority of the members present in a meeting of the general body members.

For any act or expulsion or termination, no such member shall be entitled to prefer any claim for compensation or damage even if proved on subsequent so that such act of expulsion or termination was wrongful and/or unlawful.

EXECUTIVE BODY

1. Composition, election/appointment, resignation/removal, terms of office.

There shall be an Executive Body consisting of 13 (thirteen) members. The Executive body may opt two co-opted members for better activity of the Association.

The Office bearers of the Executive Body shall comprise of :-

President	1
Vice President	1
Hon. General Secretary	1
Hon. Jt. Secretary	2
Hon. Treasurer	1
E.B. Members	7

The Office bearers and other members shall be elected at the Annual General Meeting.

The resignation and removal of any Executive body member shall be dealt with as has been prescribed as in the case of other members, and noted hereinafter.



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An Executive member will cease to remain in the Executive Body if he is not attending the three consecutive Executive Body without showing any proper reason thereof .

The term of Office of the Executive Body shall ordinarily be two years unless it is dissolved/terminated early under unforeseen circumstances . After election , the old body will continue to function till the new body takes over charge which shall under no circumstances be more than 15 days from the date of election . And it is obligatory from the part of old committee to hand over the charges of the office with all accounts and papers to the new Committee .

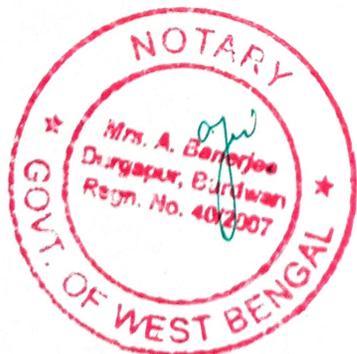
The term of president for any member will be for two terms only which may be regular, one after another, or scattered with gap, however from the date of this amendment all the past presidents can give nomination for president ship for one term only.

Immediate past president will be member of the new elected executive committee as adviser( with no voting right)

1. The income and properties of the association whatsoever derived or obtained shall be applied solely towards the promotion of the object of the association and no portion thereof shall be paid to or divided amongst any of its members way of profits .
2. **Meeting** : A Meeting of the Executive Body shall be held at lease once in every month at such place , date and time as the President or the Secretary may determine . Any four members of the Executive Body may requisition the meetings and the Secretary shall summon the same
3. within seven days and failing which the President or the requisitionists may do so provided no business other than specified in the notice shall be transacted at such meeting .
4. **Notice and quorum** : Seven days notice of the meeting specifying the place , time and the general nature of business to be transacted , shall be given to every member of the Executive body . Emergency meeting may be called on 24 hours notice . 1/3<sup>rd</sup> members personally present shall constitute a quorum for the meeting and if the quorum is not present within 30 minutes of the time , members present shall adjourn the meeting .
5. **Procedure of the meeting** . The President or in his absence the Vice President shall preside over all meetings of the Executive body and in their absence , members present shall elect a Chairman of the meeting . All questions before the meeting will be decided by a majority of votes , each member having one vote . The president or the Chairman shall have a second or casting vote in addition to his own vote in the event of a tie .
6. **Power and duties of Executive body** – The Executive Body shall have general power of supervision and conduct over all the affairs of the Association and in particular shall discharge the following duties :-

- i. To appoint sub-committees with such power and duties as may be considered necessary or

Expedient.



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- ii. To accept subscription, donation, gifts, movable or immovable properties.  
iii. To raise funds whenever necessary for any special purpose for the benefit of the Association.  
iv. To kept proper accounts of the Association and to open bank account in the name of the

Association in one or more banks .

- v. To co-opt. not more than two members to the Executive body .  
vi. To appoint a person or persons on payment to assist the Secretary/Treasurer in the

Maintenance of accounts , other administrative routine Office works etc.

- vii. To appoint/co-opt any member in the Executive body whenever any vacancy arises out

Of resignation/removal of an Executive member , till the period of next election for the new body.

- viii. To conduct any other business not specified herein for the attainment of the objects of the Association provided such business is not repugnant to such object .

#### Safe Custody of Properties .

1. The Executive Body shall be responsible for the safe custody of the funds , properties , and assets of the Association .
2. The funds of the Association shall be kept in Banks/Post Office/Mutual funds and may be invested in any securities specified under sec.20 of the Indian Trust Act , 1882 for the ultimate benefit of the Association .

#### Books of Accounts & Inspection

The Books of Accounts and other statutory books shall be kept at the Association Office and shall be open to inspection of the members at such time and place as the Executive body directs on a written request made by any member of the Association.

#### Accounting year

The accounting year of the Association shall be from 1<sup>st</sup> day of April of each year to 31<sup>st</sup> day of March of the following year .



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The flag of the Association will be embossed with a monogram in golden/navy blue colour in the middle of a white cloth . Length and breadth ratio of the flag will be 3 : 2 .

### General Meetings

General meeting of the Association shall be held at least once in every quarter of the year . Proper notice for the meeting with clear agenda shall be sent to all the members at least 14 ( fourteen ) days before the date of meeting . One third of the members will be required to form a quorum and if the quorum is not present within 30 minutes of the time , members present shall adjourn the meeting .Minutes of the last meeting to be confirmed by the members present .

### Special General Meeting :-

A Special general meeting may be convened by the Executive body at any time in view of urgency of the matter . At least 7 days notice shall be given to every member for special general meeting . Members may request the Executive body for special general meeting by placing a requisition signed by more than 20% of the total members . The Executive Body shall convene a special general meeting within a month from the receipt of such notice . In default by the Executive body , the requisitionists shall hold such meeting provided no business other than to se specified in the notice shall be transacted .

### Extra Ordinary General Meeting –

The Executive body may direct to convene an Extra ordinary general meeting for consideration of addition , alteration or amendment of the memorandum/regulations of the Association . 7 days notice along with the proposed draft of change shall be sent to all the members before the meeting . The resolution for change , amendment etc. of the Memorandum and regulations be carried out if accepted by 51% of the members present at the meeting .

### Annual General Meeting –

The Secretary shall annually call the Annual General meeting within two months from the end of last financial year giving at least 14 days notice to all members . The notice shall contain the place , date and time of the meeting .



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Agenda of A.G.M.-

The business to be transacted at the A.G.M. shall be :-

To confirm the minutes of the last AGM and of special general meeting , if any .

- a. To adopt with or without modification the report on the performance of the Association for the previous year .
- b. To pass audited accounts and the annual budget of the Association .
- c. To appoint Auditor or Auditors .
- d. To transact such business as may be fixed by the Executive body .
- e. To transact such other business as may be brought forward by giving 14 days previous notice from any member.
- f. To conduct general election .

Quorum of the meeting : One third members personally present at the commencement of the meeting shall constitute the quorum .

MANNER AND METHOD OF ELECTION

- a. Election will be conducted on one vote from one Unit basis .
- b. Election notice shall be circulated to all members well in advance by the secretary indicating:-

1. Last date for collection of nomination paper
2. Last date for submission of nomination paper
3. Last date for withdrawal of nomination paper
4. Date of security of nomination papers
5. Date of election specifying the voting powers .



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- c. A returning Officer or election Officer for conducting the whole process of election strictly neutrally and fairly shall be appointed by the Executive body . He shall not be a candidate contesting the election nor directly or indirectly interested in the election . If necessary , a non member can be appointed as returning Officer .
- d. Member who are interested to contest election shall submit their nomination in the prescribed form . After scrutiny of the nomination papers , the Returning Officer shall display the list of valid nominations on the notice board of the Association , 7 days before the election .
- e. The election shall be held through secret voting . On the election day , ballot papers indicating names of all the candidates in the alphabetic order , shall be given to all members who have right to vote . After recording one's vote , each member shall deposit the ballot paper in a box kept for the purpose .

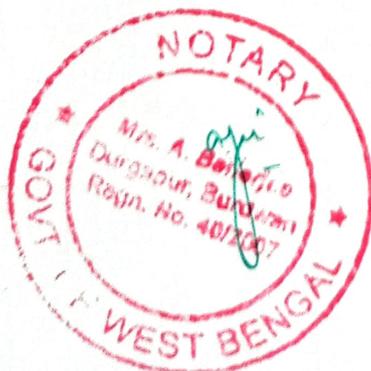
As soon as the voting is over , the R.O. after examination of all the ballot papers , will start counting the votes . After careful counting , he will prepare a list showing the votes polled by each candidate . The 13 candidate who get highest number of votes shall be declared elected as new Office bearers of the Association indicating their designations .

The selection of the President , the Secretary and other Offices bearers will be done on an election basis through casting of vote done among the general members of the Association in the A.G.M.

#### Duties of the Office Bearers

President : He/She shall :-

- a. Preside over all the meetings of the Association.
- b. Take all the disciplinary actions such as removals , dismissal etc. in consultation with the Executive body.
- c. Advise the secretary in any matter requiring urgent attention
- d. Call emergent meetings.
- e. To attend and represent the Association in any forum.



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In the absence of the President , the Vice President shall perform the duties of the President . He/She will also co-ordinate with all the activities of the President .

Hony.General Secretary : He/She shall :-

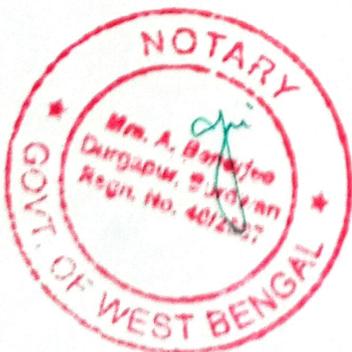
- a. Convene all the meetings of the Association
- b. Maintain minute books of all the meetings
- c. Issue general circulars and notices
- d. Receive all applications for member
- e. Ensure compliance with statutory requirements
- f. Transact all other business subject to the direction of the Executive Body

Hony .Joint Secretary

In the absence of the Hone. Gen. Secretary ,the Joint Secretary shall perform all the duties of the Secretary . He/will also co-ordinate with all the activities of the Secretary .

Treasurer : He /She shall :-

- a. Collect and receive all sorts of subscriptions , donations and deposit and grant receipts thereof
- b. Maintain and keep cash book and such other accounts as are necessary.
- c. Operate bank account jointly either with the Secretary or the President .
- d. Prepare the budget in consultation with the Secretary for consideration of the Executive body .
- e. Sign on behalf of the Association all receipts for all sums received as subscription / donation etc.
- f. Sign and give pay order on all bills for payments.
- g. Get the accounts of the Association audited by a Chartered Accountant.



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**Maintenance and Audit of Accounts :**

The Association shall maintain books of accounts as required under Sec.16(1) (a) (b) of the Act. The accounts shall be audited by a duly qualified auditor as stated in Sec.15(2) of the Act.

**Dissolution of the Association**

Subject to the provisions of Sections 24 & 27 of the West Bengal Societies Registration Act , 1961 or any statutory modifications thereof , the Association may be dissolved by a resolution to than effect passed by three fourth members of the Association at a General meeting . The said meeting shall also decide the manner of disbursement of the funds and assets of the Association if any , after dissolution .

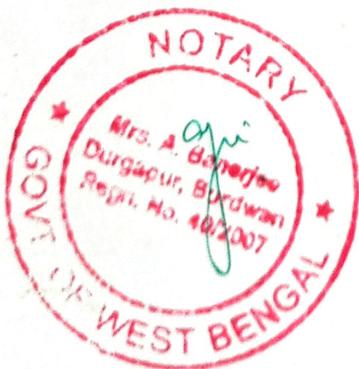
We the undersigned members of the Executive Body of the Durgapur Small Industries Association , do hereby certify that the above is true copy of the Rules & Regulations of the Association .

Signature of three members of the Association .



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1	Sri Kripal singh	President
2	Sri Amit Roy	Vice President
3	Sri Gautam Mitra	Hon. General Secretary
4	Sri Koushik Mitra	Hon. Joint Secretary
5	Sri Bidhan Saha	Hon. Joint Secretary
6	Moloy Chatterjee	Hon. Treasurer
7	Sri Shyam Jaiswal	Member
8	Miss Meghna Manna	Member
9	Sri Maloy Chatterjee	Member
10	Sri Moloy Banerjee	Member
11	Sri Ratan Agarwal	Member
12	Sri Achintya Banerjee	Member



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SL.NO	NAME	DESIGNATION	OCCUPATION
1	( <i>Sri Kripal Singh</i> ) Sri Kripal Singh	President	Business
2	( <i>Sri Amit Roy</i> ) Sri Amit Roy	Vice President	Business
3	( <i>Sri Gautam Mitra</i> ) Sri Gautam Mitra	Hon. General Secretary	Business
4	( <i>Sri Koushik Mitra</i> ) Sri Koushik Mitra	Hon. Joint Secretary	Business
5	( <i>Sri Bidhan Saha</i> ) Sri Bidhan Saha	Hon. Joint Secretary	Business
6	( <i>Moloy Chatterjee</i> ) Moloy Chatterjee	Hon. Treasurer	Business
7	( <i>Sri Shyam Jaiswal</i> ) Sri Shyam Jaiswal	Member	Business
8	( <i>Miss Meghna Manna</i> ) Miss Meghna Manna	Member	Business
9	( <i>Sri Maloy Chatterjee</i> ) Sri Maloy Chatterjee	Member	Business
10	( <i>Sri Moloy Banerjee</i> ) Sri Moloy Banerjee	Member	Business
11	( <i>Sri Ratan Agarwal</i> ) Sri Ratan Agarwal	Member	Business
12	( <i>Sri Achintya Banerjee</i> ) Sri Achintya Banerjee	Member	Business

Signature of the witness: *(Signature)*  
(SAMR KR BASU)

Address: 41, RIP Industrial Estate  
Durgapur - 713212

Occupation: Business



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