

**MEMORANDUM OF ASSOCIATION
&
RULES AND REGULATIONS**

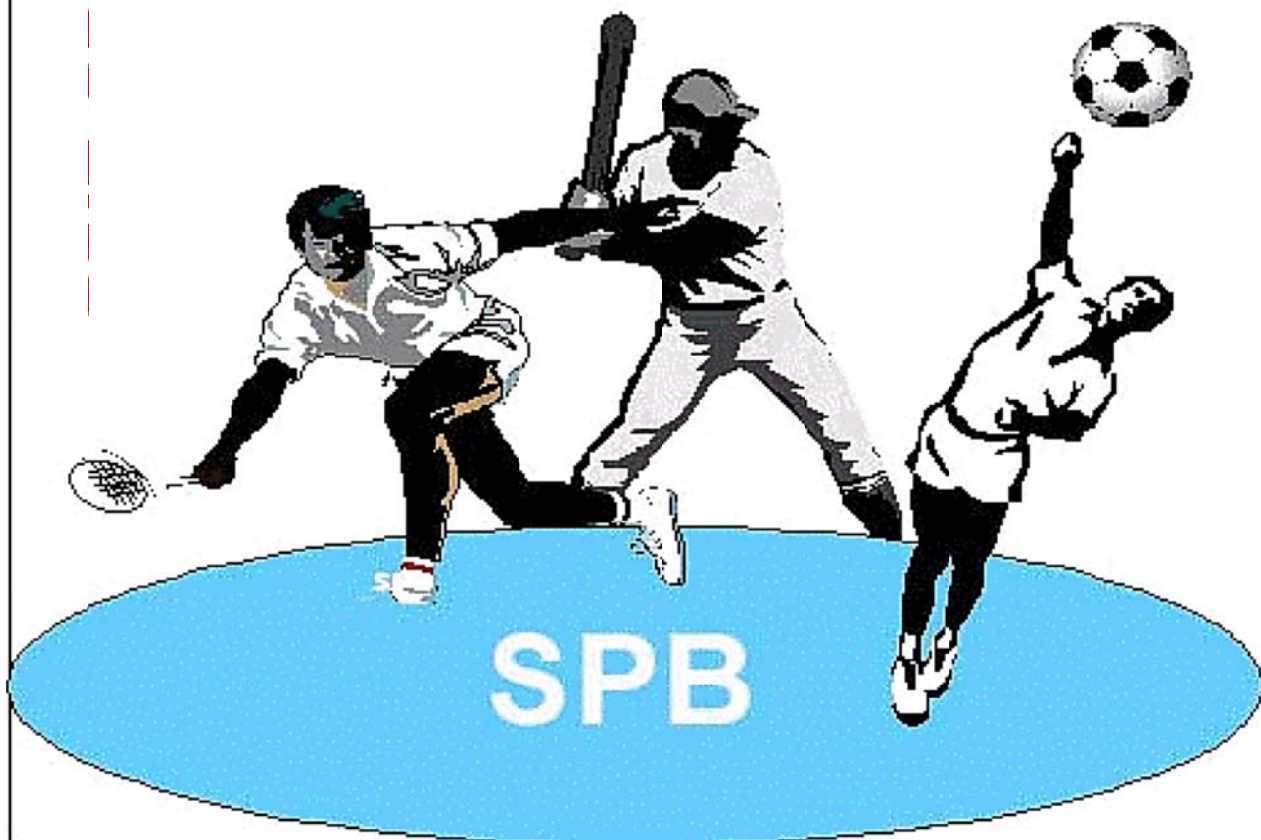
AND

**MODEL CONSTITUTION OF STAFF CLUBS OF
CSIR NATIONAL LABORATORY/ INSTITUTE
AFFILIATED TO THE BOARD**

CSIR SPORTS PROMOTION BOARD

New Delhi

(REGD. 1980), NEW DELHI



**Council of Scientific and Industrial Research
New Delhi
January 2014**

**CERTIFICATE OF REGISTRATIN OF SOCIETIES
(ACT XXI OF 1860)**

CERTIFICATE OF REGISTRATION OF
SOCIETIES.

(ACT XXI OF 1860)

NO. S/ 10892. of 19 80.

I hereby certify that "CSI R Sports
Control Board"

/ has this day been registered
under the Societies Registration Act XXI of 1860.

Given under my hand at Delhi this 31st
day of March One Thousand Nine Hundred and
Eighty

Registration Fee of
Rs. 50/- paid.

REGISTRAR OF SOCIETIES:
DELHI ADMINISTRATION: DELHI.



Sd/-

CERTIFICATE OF REGISTRATION OF SOCIETY
ACT XXI OF 1860

No.S/10892

of 1982

I hereby certify that in pursuance of section 12 & 12 A
of S.R. Act, the name of the society i.e. 'The CSIR Sports Control Board'
has been changed to "The CSIR Sports Promotion Board."

has this day been registered under the Societies
Registration Act, XXI of 1860. Given under my
hand at Delhi this twentieth day of February
One thousand nin hundred and Eighty Two.

REGISTRATION FEE OF Rs.50/-PAID



[Signature]
REGISTRAR OF SOCIETIES
DELHI ADMINISTRATION
DELHI

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MEMORANDUM OF ASSOCIATION OF THE CSIR SPORTS PROMOTION BOARD

1. The name of the Society is the CSIR Sports Promotion Board, hereinafter be referred to as the “CSIR-SPB”.
2. The Registered Office of the Society shall be situated in the Union Territory of Delhi. At present it is situated at CSIR, Anusandhan Bhawan, 2 Rafi Marg, New Delhi 110001.
3. The objectives of the CSIR-SPB thus established are:
 - (i) To encourage, promote and strengthen the athletic and sports activities of the employees of CSIR national laboratories/institutes/Headquarters and Units;
 - (ii) To foster esprit de corps amongst the CSIR employees and to provide them an opportunity to meet and interact in the field of sports and recreate;
 - (iii) To organize and hold championships, tournaments, competitions, exhibition matches, sports meets, etc., at local, regional and all-India levels;
 - (iv) To assist in the development, improvement and construction of sports grounds, stadia and other sports facilities;
 - (v) To affiliate and be affiliated to the National Sports Federations and any other recognized national institutions for the promotion of sports and games;
 - (vi) To form all-India teams to represent CSIR in the national level and other sports events/tournaments;
 - (vii) To arrange coaching classes/camps to improve the standard of sports of the CSIR employees; and
 - (viii) To undertake such other lawful activities as may be decided by the CSIR-SPB from time to time.
4. The management and affairs of the Society were then entrusted to the following members (along with their names, addresses, occupations and designations) as required under Section 2 of the Societies Registration Act of 1860 (Punjab Amendment Act, 1975) as extended to the Union Territory of Delhi Society:

Sl No.	Name and Address	Occupation	Designation
1.	Dr. G.S. Sidhu, RRL, Hyderabad.	Director, RRL, Hyderabad.	President
2.	Shri K.C. Sundarachari, CSIR, New Delhi.	Chief (Admn.), CSIR.	Vice-President
3.	Shri P.K. Ramanujam, CSIR, New Delhi.	Chief (Fin.), CSIR.	Member
4.	Shri N.R. Rajagopal, New Delhi.	Scientist, CSIR.	Secretary
5.	Shri J.S. Jolly, CSIR, New Delhi.	Finance & A/c Officer, CSIR.	Treasurer
6.	Dr. Harsh Vardhan, CSIO, Chandigarh.	Director, CSIO.	Member
7.	Dr. H.V.K. Udupa, CECRI, Karaikudi.	Director, CECRI.	Member
8.	Dr. NityaNand, CDRI, Lucknow.	Director, CDRI.	Member
9.	Shri K.D. Sharma, CG&CRI, Calcutta.	Director, CG&CRI.	Member
10.	Shri Y.R. Chadha, P.I.D., New Delhi.	Chief Editor, P.I.D.	Member
11.	Shri S.P. Kaushika, CSIO, Chandigarh.	Administrative Officer, CSIO.	Member
12.	Shri B.D. Kochhar, NCL, Pune.	Sr. Personal Asstt., NCL.	Member
13.	Dr. J.N. Baruah, RRL, Jorhat.	Scientist, RRL (Jorhat).	Member
14.	Shri P.S. Venkatachalam, CLRI, Madras.	Scientist, CLRI.	Member
15.	Shri M.L. Blaggan, NML, Jamshedpur.	Security Officer, NML.	Member

5. Over the years, with the relentless support and initiatives of its members, the Society has expanded its activities manifold and besides other things, has been holding/conducting several tournaments and Invitation matches. Currently, the CSIR-SPB is being managed by the following members (whose address, designation and signatures are appended hereunder) with DG CSIR as its Chief Patron, as required under the Societies Registration Act XXI of 1980 (Punjab Amendment Act, 1957) as extended to the Union Territory of Delhi in pursuance of this Memorandum of Association:

Sl No.	Name and Address	Occupation	Signature
1	Prof. R.C. Budhani CSIR-NPL, New Delhi	Director	President
2.	Dr. K Jayakumar CSIR, New Delhi	Joint Secretary (Admn.)	Vice-President (Ex-Officio)
3.	Mrs Anu J Singh CSIR, New Delhi	Financial Advisor	Member (Ex-Officio)
4.	Dr. Daljit S Bedi CSIR, New Delhi	Head, USD	Secretary
5.	Mr. M.P. Goyal CSIR, New Delhi	SrDyFA	Treasurer
6.	Dr. R.S. Solanki CSIR-AMPRI, Bhopal	Chief Scientist	Member
7.	Dr. B.N. Singh CSIR-CMERI, Durgapur	Principal Scientist	Member
8.	Dr. M. Mohan Rao CSIR-IICT, Hyderabad	Principal Scientist	Member
9.	Shri Vipan Kumar CSIR-CSIO, Chandigarh	Senior Scientist	Member
10.	Mrs Renuka Ramachandran CSIR, New Delhi	Under Secretary	Member
11.	Shri K. Radhakrishnan CSIR-NCL, Pune	Sr. Technician	Member
12.	Dr. S.N. Kabir CSIR-IICB, Kolkata	Chief Scientist	Member
13.	Dr. P. Jayamurthy CSIR-NIIST, Thiruvananthapuram	Scientist	Member

I hereby attest the signatures of all the above persons from Sl. No. 1 to 13.

VK Malhotra
(Membership No. 80645)
Chartered Accountant, B.R. Kapoor & Co.
Sagar Apartments, 6, Tilak Marg,
New Delhi 110001

RULES AND REGULATIONS

1. These Rules and Regulations shall be called the “Rules and Regulations of the CSIR Sports Promotion Board (CSIR-SPB)”.

INTERPRETATION

2. In these Rules and Regulations, the following words and abbreviations shall have the meaning given against them unless there is anything contrary to the subject or the context:
 - (i) The “Board” shall mean the body which is constituted under Rule 3 as the Society;
 - (ii) The “Director-General” shall mean the Director-General, Council of Scientific & Industrial Research (DG, CSIR);
 - (iii) The “National Laboratory” shall mean a research laboratory or institute or any other scientific, engineering or technological institution set up by and/or functioning under the authority of the Council of Scientific & Industrial Research (CSIR);
 - (iv) The “Rule’ means any rule of the Society;
 - (v) The “Society” shall mean the CSIR-SPB;
 - (vi) “Financial Year” of the Society shall mean from April 1 to March 31 of the following year.

THE SOCIETY

3. The affairs of the Society shall be administered, directed and controlled subject to rules and regulations and bye-laws and orders of the Society, by a Board. The Board shall carry out the objects of the Society as set forth in the Memorandum of Association. The minimum members of the Board shall be fourteen and maximum fifteen which shall consist of the following members:
 - (i) The Director General, Council of Scientific & Industrial Research shall be the ex-officio Patron of the Society;
 - (ii) The Director of a national laboratory/Institute to be nominated by the Director General shall be the President of the Society;
 - (iii) One Vice-President - Joint Secretary (Administration), CSIR (ex-officio);
 - (iv) Members
 - Financial Advisor, CSIR (ex-officio);
 - Eight officials (including a lady representative) from the national laboratories/Institutes/HQrs./Units, to be selected by the DG, CSIR out of a panel of names suggested by those Directors of national laboratories/institutes/HQrs./Units, who are not already members of the Board;
 - (v) Secretary - An officer from the CSIR HQrs to be nominated by DG, CSIR;
 - (vi) Treasurer - An officer from the CSIR HQrs to be nominated by DG, CSIR.

THE TENURE OF THE SOCIETY

4. The tenure of the SPB shall be for a minimum period of two years which may be extended for further period to be decided by the DG CSIR.
5. Should any member of the Society be prevented from attending a meeting of the Society, the DG, CSIR shall be at liberty to appoint a substitute to take his place at that meeting of the Society. Such substitute shall have all the rights and privileges of a member of the Society for that meeting only.
6. Members thus appointed by the DG, CSIR shall hold office for such period as may be prescribed by the DG, CSIR at the time of their appointment or any time thereafter.
7. The Society shall keep a roll of members giving their addresses and occupations and every member shall sign the same.

If a member of the Society changes his address, he shall notify his new address to the Secretary and the entry in the roll will accordingly be changed; but if he fails to notify his address, the address in the roll of members shall be deemed to be his address.

RIGHTS AND PRIVILEGES OF MEMBERS

8. (i) All members shall be entitled to receive notice to attend any meeting of the Society.
(ii) All members of the Society shall be entitled to a single non-transferable vote at all meetings of the Society.
(iii) In case of any equality of votes, the President shall have a casting vote.

CESSATION OF MEMBERSHIP

9. Where a member of the Society becomes a member by reason of the office or appointment he holds, his membership of the Society shall get terminated when he ceases to hold that office or appointment.
10. A member of the Society shall cease to be a member if he dies, resigns, becomes of unsound mind, insolvent or is being convicted of a criminal offence involving moral turpitude.
11. Unless their membership of the Society is terminated as provided for in the above rules, all other members of the Society shall relinquish their membership on the expiry of two years from the date on which they became members of the Society but shall be eligible for re-appointment. If a casual vacancy arises during the said two-year period, the person appointed in the vacancy thereof shall, subject to the provisions of rules, hold office only for the unexpired period of that two-year period.
12. The DG, CSIR may terminate the membership of any member or all members (other than the ex-officio members) of the Society at one and the same time. Upon such termination, the vacancies shall be filled in accordance with the relevant provisions of the rules. **The members whose membership is so terminated shall be eligible for reappointment.**
13. Any resignation of membership shall be tendered to the Society in the presence of the Secretary and shall not take effect until it has been accepted on behalf of the Society

by the President or Vice-President. An office bearer shall hold office in accordance with the guidelines enforced/stipulated by the Government of India/All India Council of Sports.

PROCEEDINGS OF THE SOCIETY

14. An Annual General Meeting of the Society shall be held within six months of 31st March every year at such date, time and place as may be decided by the President.
Except as otherwise provided in these rules, all meetings of the Society shall be called for by notice under the hands of the Secretary.
15. Every notice calling for a meeting of the Society shall state the date, time and place at which such meeting will be held.
16. Not less than **twenty-one clear days'** notice of every meeting of the Society shall be given to each member of the Board who shall for the time being be in India.
17. The Board shall meet as often as may be considered necessary but not less than two times in a year.
18. Every meeting of the Society shall be presided over by the President; If the President is not present at the meeting of the Society, the Vice-President shall be the President for that meeting. If both the President and Vice-President are not present, the members of the Society shall choose one of the members present to be the President for the meeting.
19. No business shall be transacted at any meeting of the Society except the election of a President whilst the Chair is vacant.
20. The President of the Board may also call for a Special General Meeting whenever he deems appropriate. The Board shall call for a Special General Meeting either on its motion or on a requisition in writing or **at least one-half members** of the Society stating the objects of the meeting. Special General Meeting shall be confined to the business for which it has been convened and such Special General Meeting shall not transact any other business.
21. **One-half of the members** of the Society present in person shall form a **quorum** at the **Annual General Meeting** of the Society, and **one-third** of the members of the Society present in person shall form a quorum at the **Special General Meeting** of the Society.
22. No business shall be transacted at any General Meeting whether Annual General Meeting or Special General Meeting if within half an hour of the time specified for holding the meeting no quorum is formed. In that case, the meeting shall stand adjourned to the same day in the subsequent week at the same time and place and if such adjourned day is a holiday, then the next working day.
23. All disputed questions at meetings of the Society shall be determined by a majority of vote.

FUNCTIONS & POWERS OF THE SOCIETY

24. It shall generally be the function of the Board to carry out the objectives of the Society as set forth in the Memorandum of Association.
25. The Board shall have the management of all the affairs and funds of the Society and shall have authority to exercise all the powers of the Society subject nevertheless in respect of expenditure to such limitations as the CSIR may impose from time to time.
26. All championship/tournaments including the Sir Shanti Swarup Bhatnagar Memorial Tournament (SSBMT) shall be organized by the Board directly with the help of the Staff Clubs of Laboratories/Institutes/HQrs. Teams or individuals of CSIR laboratories/institutes/HQrs. who are on the regular rolls shall be allowed to participate in such tournaments.
27. Associate Members, who have enrolled themselves for Ph.D shall also be allowed to compete in these tournaments. Participation by such Associate Members shall not exceed 25% of the total contingent representing any CSIR Staff Club.
28. The Board may, however, permit the participation of any other institution in other tournaments (with or without a nominal participation/entry fee) such as the Invitation Tournaments as it may deem fit.
29. All prizes for the championship shall be provided by the Board.
30. The Board shall be competent to sanction expenditure pertaining to the discharge of its functions as a Society. The Board may also delegate its powers, both financial and executive, to its office bearers and/or members to such an extent and subject to such conditions as it may prescribe from time to time.

FUNDS OF THE SOCIETY

31. The funds of the Society shall comprise of:
 - (i) The grant-in-aid received from CSIR;
 - (ii) Entry fees for tournaments, etc. ; and
 - (iii) Such other Contributions, subscriptions, donations, advertisement charges, etc.
32. The Income and property of the Society, howsoever derived, shall be applied/utilized towards the promotion of the objectives thereof as set forth in this Memorandum of Association subject nevertheless in respect of the expenditure to such limitation as CSIR may impose from time to time. No portion of the income or property of the Society shall be paid or transferred, directly or indirectly by way of dividends, bonus or otherwise by way of profit to the persons who at any time are or have been members of the Society or to any other person, provided that nothing herein contained shall prevent the payment in good faith as remuneration to any member thereof or other persons in return for any services rendered to the Society.
33. All accounts or funds or other activities involving financial transactions of the Society shall be duly audited by a Chartered Accountant appointed by the Board before the commencement of the next financial year and the audited accounts placed before the Board in its forthcoming meeting.

34. A copy of such audited accounts along with the annual report on the Board's activities shall be submitted to CSIR as early as possible after the close of every financial year.

ANNUAL REPORT

35. An Annual Report of the proceedings of the Society and of all work undertaken during the year shall be prepared and placed before the Board at the Annual General Meeting for its consideration and approval.

OPERATION OF BANK ACCOUNT

36. A bank account for the Board shall be opened with any scheduled/nationalised Bank and that such account shall be operated upon jointly by the Secretary and Treasurer of the Board. In the absence of one or both at any point of time, the Vice-President of the Board shall operate the bank account.

POWERS & DUTIES OF OFFICE BEARERS

37. PRESIDENT

The President shall perform the following duties:

- (i) Preside over all meetings of the Board as its President;
- (ii) Preside over all the meetings of the General Body and Special General Meeting as President;
- (iii) Approve the minutes of meeting of the Board as well as General Body/Special General Meeting after their confirmation as laid down hereinbefore as President.

38. VICE-PRESIDENT

All duties of the President shall be discharged by the Vice-President in the absence of the President. The Vice-President shall assist the President in the discharge of his duties.

39. SECRETARY

- (i) Shall look after the day-to-day administration of the Board.
- (ii) Shall also be required to ensure that minutes of all meetings whether of Board/or of General Body/Special General meetings are properly maintained and circulated among the members.

40. TREASURER

- (i) Shall be the custodian of all the funds of the Board.
- (ii) Shall make payments on behalf of the Board
- (iii) Shall arrange to invest, deposit and/or advance the funds (not immediately required) of the Board in such securities, banks or otherwise as may be decided by the Board from time to time .
- (iv) Shall have imprest cash in the office of the Board at all times.
- (v) Shall have the accounts of the Board audited by the duly appointed auditor and obtain the auditor's report thereon.

- (vi) Shall maintain or cause to be maintained the accounts of the Board and be in-charge of all books of accounts, records and such other documents which shall be kept at the registered office of the Board.

FILING OF ANNUAL LIST OF SOCIETY (As per Section 4 of the Act)

- 41. Once in every year, a list of the names and addresses and occupations of all the members of the Board then entrusted with the management of the affairs of the Society shall be filed with the Registrar of Societies.

SUE AND BE SUED (As per section 6 of the Act)

- 42. The Society may sue or be sued in the name of President, Vice-President, Secretary or any other person appointed by the Board.

JURISDICTION

- 43. In the event of any dispute arising between the members of the Board, such dispute shall be referred to the courts of Original Jurisdiction at Delhi.

ALTERATION OR EXTENSION OF THE PURPOSE OF THE SOCIETY & ALTERATION OF THE RULES (As per Section 12 of the Act)

- 44. Subject to the approval of CSIR, the Society may alter or elaborate the purpose for which it has been established provided:

- (i) The Board shall submit the proposition for such alteration or extension as aforesaid to every member of the Society in written or printed report;
- (ii) The Board shall convene a special general meeting of the members, according to the rules and regulations, for their consideration of the said proposition;
- (iii) The Board shall arrange to deliver or send by post such report to every member of the Society by giving 14 clear days prior to holding of such special general meeting as aforesaid;
- (iv) If such proposition be confirmed by the votes of three-fifths of the members of the Society in person at such special general meeting as aforesaid; and
- (v) If such proposition be confirmed by the votes of three-fifths of the members of Society present at the second special general meeting convened with an interval of one month after the previous meeting.

- 45. Approval of CSIR shall be obtained before the rules and regulations of the Society and any amendment thereon are brought into force. The said rules and regulations save and except Rule 44 may be altered at any time with the approval of CSIR by a resolution passed by a majority of the members of the Society present at any meeting of the Society which shall have been duly convened for the purpose.

DISSOLUTION (As per section 13 & 14 of the Act)

- 46. The Society shall not be wound up or dissolved except by a resolution to wind up or dissolve the Society, passed by a majority of not less than three-fifths of the voting members of the Society, who vote either in person or by proxy, at the General Meeting for which 21 days clear notice shall be given to every member before the date of the meeting, setting out full particulars of the resolutions proposed and the reasons thereof.

47. If, on the winding up or dissolution of the Society, there shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to, or distributed, among the members of the Society or any of them but shall be dealt with in such a manner as may be prescribed/determined by CSIR.
48. All the provisions of the Societies Registration Act XXI of 1860 (Punjab Amendment Act, 1957) as extended to the Union Territory of Delhi shall apply to this Society.

We, the undersigned members of the Board, hereby certify that this is the correct copy of the Rules and Regulations of the Society.

Dr RC Budhani

Dr K Jayakumar

Dr DS Bedi

MODEL CONSTITUTION

OF

STAFF CLUB OF
NATIONAL LABORATORY/INSTITUTE/HQrs.

TO BE AFFILIATED TO THE

CSIR-SPORTS PROMOTION BOARD
(CSIR-SPB)

January 2014

MEMORANDUM

(NAME OF THE CLUB)

The “Club” shall be known as the CSIR-

Staff Club’ or, in short, the CSIR- _____ Staff Club and be affiliated to the CSIR-SPB, New Delhi.

OBJECTIVES

The objectives of the Club shall be to promote social, cultural, sports, recreation and literary activities among its members, and generally subserve those of the CSIR-SPB, New Delhi. In so far as the fulfilment of the objectives of the CSIR-SPB is concerned, the activities of the Club shall be governed by the Rules and Regulations of the CSIR-SPB as modified from time to time.

RULES OF THE CLUB

MEMBERSHIP

1. Any person, who is on the regular rolls as an employee of the said Laboratory/Institute/HQrs. shall be eligible for membership of the Club.
2. Such members of the Club shall constitute the General Body of the Club.
3. Such other employees who are not on the regular rolls of the Laboratory/Institute/HQrs. shall be entitled to membership on such terms and conditions as may be prescribed by the General Body.

FUNCTIONS & 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 furthering the objectives of the Club as set forth in the Memorandum.

THE EXECUTIVE COMMITTEE OF THE CLUB

5. The affairs of the Club shall be administered, directed and controlled by an Executive Committee, subject to the Rules and Bye-laws of the Club as mentioned hereunder. The Executive Committee of the Club shall consist of the following:
 - (i) The President of the Club - Director/Head of the Laboratory/Institute (ex-officio). (For CSIR HQrs. – Joint Secretary (Admn);
 - (ii) Two Vice-Presidents of the Club - One of whom shall be the Head of Admn. of the Laboratory/Institute/CSIR HQrs. as the case may be and the other VP shall either be elected or nominated by the President of the Club;

- (iii) The Treasurer (nominated by the President).
- (iv) The Secretary and other Executive Committee members such as the Joint Secretaries, including a Lady Representative, of the Club shall be elected by the General Body in accordance with the bye-law Nos.15 to 18 mentioned hereunder. The number of Joint Secretaries shall be decided by the respective Staff Clubs in comparison with the strength of Members/activities of the Club.

OFFICE OF THE CLUB

- 6. The office of the Club shall be situated within the premises of the said Laboratory/Institute/HQrs. campus.

FINANCIAL YEAR OF THE CLUB

- 7. The calendar of activities of the Club shall deem to commence on the first day of April and end on the 31st day of March of the following year.

TENURE OF THE EXECUTIVE COMMITTEE

- 8. The tenure of Executive Committee shall be for 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 annual statement of accounts of the 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 for by notice under the hands of the Secretary.
- 11. Every meeting of the General Body shall be presided over by the President, in his absence by one of the two Vice-Presidents and in the absence of both, the President/Vice-President, the General Body shall choose one of the Executive members present therein to be the Chairman of the meeting.
- 12. No business shall be transacted at any meeting of the General Body whilst the Chair is vacant.
- 13. One-third presence of the total number of members on the rolls of the Club shall form the 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 the meetings of the General Body shall be decided by vote.

15. Each member of the General Body shall have a single non-transferable vote.
16. In case of equality of votes, the President/Chairman shall have a casting vote.
17. The President of the Club himself, at any point of time or on receipt of a written request quoting reasons therefor, from the Executive Committee or from one-third of the number of members on the rolls of the Club, may call or may request the Secretary to call for a special meeting of the General Body within two weeks from the date of receipt of such a request. At such a special meeting, no other matter than that notified shall be taken up.

PROCEEDINGS OF THE EXECUTIVE COMMITTEE

18. The Executive Committee shall normally meet once a month and be presided over by the President (in his absence by any one of the two Vice-Presidents and in the absence of both the President/Vice-Presidents, by a member chosen from within the Executive Committee, to preside over the occasion).
19. Presence of at least 50 per cent of the total number of members of the Executive Committee shall form the quorum at any meeting of the Executive Committee.
20. Not less than 24 hours' notice shall be given to each member of the Executive Committee before holding such meeting.
21. Notwithstanding Rule 18, the President may request the Secretary to convene a meeting of the Executive Committee whenever he deems fit.
22. Each member of the Executive Committee, including the President/Chairman, shall have a single, non-transferable vote and in the event of 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 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-PRESIDENT & 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 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 bye-laws or not effective in furthering the aims and objectives of the Staff Club, the President may dissolve the Executive Committee in the overall interests of the Staff Club and conduct the affairs of the Staff Club in such manner as he 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 Club shall act as the Chief Executive Officer of the Club, be responsible for the proper administration of the affairs of the Club under the direction and guidance of the members of the Executive Committee.

FUNDS OF THE CLUB

28. The funds of the Club shall consist of the following:
 - (i) Monthly subscriptions received from members;
 - (ii) Grants received from CSIR for furthering the objectives of the club;
 - (iii) Grants received from the CSIR-SPB for specific purposes;
 - (iv) Contributions collected from time to time;
 - (v) Donations received, if any;
 - (vi) Interests accrued from investments made; and
 - (vii) Receipts from other sources such as sponsorships, release of souvenirs, etc.
29. The funds of the Club shall be paid into the Club Account with the State Bank of India or any other nationalized bank situated in the vicinity of the laboratory/Institute/HQrs. as approved by the General Body and shall not be withdrawn except on a cheque signed by such an office bearer (Secretary) as may be duly empowered in this behalf by the President and counter-signed by the President or by an office bearer (Treasurer) authorized by the President in this behalf.

ACCOUNTS & AUDIT

30. The Club shall maintain proper accounts and other relevant records and prepare an annual statement of accounts, i.e., receipts and expenditure statement and assets statement. The Club shall not carry over liability of any sort to the next accounting year save otherwise with the specific approval of the President.
31. The accounts of the 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 of accounts, supporting vouchers and other relevant documents and papers and to inspect the affairs of the Club.
32. The audited accounts as certified by the auditor, together with the audit report thereon, shall be notified to the members at least 15 days before the date fixed for the Annual General Body Meeting.

DISSOLUTION OF THE CLUB

33. Any proposal to dissolve the Club shall be valid, only if three-fourths of the number 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.
34. The quorum for this special meeting, to be presided over by the President in person, shall be four-fifths of the number of members of the Club on roll.

AMENDMENTS

35. The General Body may, save and except the Rule 33, amend these Rules, by a resolution, provided 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 favouring such amendment.
36. Such amendments as may be made in accordance with Rule 35 above shall be brought to the notice of the Secretary, CSIR-SPB, New Delhi, for ratification.

BYE-LAWS OF THE CLUB

CATEGORIES OF MEMBERSHIP

1. Every employee 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 also be the following categories of membership in the 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 election as office bearers of the Staff Club.

ADMISSION FEE/SUBSCRIPTION

3. All members of the Club shall pay a monthly subscription fee as indicated hereunder*:

Rs. 10 for officials in Group I and Group II

Rs. 20 for officials in Group III and above

(The rates are only indicative and may be finalized by the General Body of the respective Staff Clubs)

(* Finalised at the CSIR-SPB Meeting held on Jan.10, 2014 at IICT Hyderabad)

4. All members shall pay their monthly subscription through their pay by authorizing a deduction of the said subscription amount from their pay bill.
5. Any member going out of station or on leave for a period of six months or over shall be exempt from payment of subscription provided prior intimation is given in writing to the Secretary.
6. If a member remains in arrears of subscription and other dues to the 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 the Club Rolls. Such members shall, however, be eligible for re-admission fee afresh and also the outstanding arrears.

WITHDRAWAL OF 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 the request has been 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/REMOVAL FROM MEMBERSHIP

8. Any member of the Staff Club, found to be indulging in any sort of activity which brings discredit to the Staff Club, shall be expelled from the membership of the 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.

RIGHTS & PRIVILEGES OF MEMBERS

9. Members of the Club shall have the right to avail all the facilities provided by the 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 meetings of the Club; and (b) eligible for election to Executive Committee.
11. All regular Members including Associate Members* shall have the right to represent their Club in all tournaments/Meet conducted by the CSIR-SPB and other organisations,
(*participation of Associate Members be capped at 25 per cent 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 CLUB

13. The following Sections shall for the present, function under the auspices of the Club:
 - a. Excursions
 - b. Reading room and Library
 - c. Entertainment, Tea & Dinner
 - d. Sports and Games (Indoor and Outdoor)
 - e. Literary activities & Fine Arts
 - f. Other recreational facilities

The number of sections may, at the discretion of the General Body, be increased or curtailed.

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

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 committee is elected.

DELEGATION OF POWERS

22. The Executive Committee shall have the following powers to:
 - (i) Incur expenditure of up to Rs. 5,000/- (Rupees five thousand only) in each case and not exceeding, on the whole, the income of the 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 Club for any vacancy occurring in the Executive Committee, during the course of the year, for the remainder of the year. In the event of vacancies of two or more occurring at any point in time, the same shall be filled by election.
 - (iii) Constitute ad hoc committees of advisory nature for special purposes.
 - (iv) Regulate the hours of the Club.
 - (v) Negotiate for acquiring property for the Club, either on hire or on purchase, and engage full-time or part-time staff for the Club provided all transactions in excess of its powers shall have the prior approval of the General Body.
 - (vi) Dispose of the property to the best advantage of the Club; and
 - (vii) Write off any irrecoverable losses not in the nature of theft, fraud or negligence.
23. All other cases shall be referred to the General Body for its decision.

PRESIDENT

24. The President shall have the powers to act on behalf of the Executive Committee if there be none till the General Elections are held; and such other powers as mentioned in these rules & bye-laws.

VICE-PRESIDENT

25. The Vice-President shall have the following powers:
- (i) Such powers delegated in writing by the President; and
 - (ii) 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 Club and keep a record of all such communications;
 - (ii) To control the finance of the Club and ensure proper collection/realisation of all dues owed to the Club.
 - (iii) To scrutinize 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 SECRETARIES

28. Every Joint Secretary of the Club shall assist the Secretary in all activities of the Club and shall discharge the work entrusted by the Secretary and the Joint Secretary shall officiate as Secretary in the absence of Secretary.

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:
1. Cash Book
 2. Voucher file
 3. Subscription Register of members
 4. 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 COMMITTEE MEMBERS-IN-CHARGE OF SECTIONS

31. The Executive Committee 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 property of the Club belonging to their respective sections.

BANKERS & BANK ACCOUNT OF THE CLUB

32. For the purpose of Rule 27, the Bankers of the Club shall be the State Bank of India or any other nationalized bank in the vicinity of the Laboratory/Institute/HQrs. The Bank Account of the Club shall be operated by office-bearers as envisaged in Rule 27 herein.

Name & address of the Bank:

ANNUAL REPORT

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 onward transmission to CSIR. A copy shall also be sent to the Secretary, CSIR -SPB, New Delhi, separately for information and record.

AMENDMENTS OF THE BYE-LAWS

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

INTERPRETATION

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

GENERAL

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

(These rules and regulations and bye-laws were passed by the General Body of the Club which met at _____hrs. _____at_____)

(Secretary)

Date _____

(President)

Date_____