

CONSTITUTION

**ASSOCIATION OF POWER ENGINEERS
Me.ECL, MEGHALAYA.**



**Estd: 2019
Regd. No SR/AOPE-3/20 of 2020**

**Head Office:
Lumjingshai, Short Round Road
Shillong-793001.
Meghalaya State.**

ASSOCIATION OF POWER ENGINEERS
MeECL, Meghalaya.

CLAUSE 1: NAME & ADDRESS:

The name of this Association will be “Association of Power Engineers, MeECL, Meghalaya for all the intent and purpose and constituted under the provisions of Societies Registration Act of XII 1983.

The Head office of the AOPE, MeECL, Meghalaya shall be at Lumjingshai, Short Round Road, Shillong- 793001, Meghalaya at present. However, subject to the approval of the General Body, the Head office of the Association may be shifted to any other place be required as per exigency.

CLAUSE 2: DATE OF ESTABLISHMENT: 18th January 2019.

CLAUSE 3: AREA OF OPERATION:

This Association AOPE, MeECL, Meghalaya will be operated in the entire state of Meghalaya.

CLAUSE 4: OBJECT:

The main objects of this Association are as follows:

- a. To uphold the dignity and status of the members and to secure a rightful place for them in the society.
- b. To preserve and protect the interest of the members by legal and constitutional means.
- c. To improve the service conditions to the members.
- d. To provide necessary assistance to the members during sickness, accident, unemployment, old age, death or any such distress which maybe encountered by the members.
- e. To foster the spirit of brotherhood, cooperation and self-help amongst the members.
- f. To interact, help and guide the members in pursuit of professional excellence in every possible manner and to inoculate a higher sense of responsibility, to improve judgement and decision making skills, develop managerial abilities and leadership qualities.
- g. To inspire the members to abide by professional ethics, to be always duty bound and to put hard labour and to walk dignity and dedication for bringing prosperity to the MeECL and to play a meaningful role for all round development of the power sector infrastructure in the State of Meghalaya and NE region as a whole.
- h. To collect, disseminate and update in all knowledge and information which are beneficial to the interest of the members of the association.

CLAUSE 5: MEMBERSHIP:

- a. All categories of Engineers holding the rank of Junior Engineers and above in the MeECL are eligible to apply for the membership of the Association(as explained in Annexure-A) subject to his/her possessing any of the following technical qualifications:
 - Any recognized Diploma in Engineering of at least 3 (three) years duration or equivalent BE/AMIE or equivalent.

- b. All Engineers working under the MeECL be eligible for membership on application, in prescribed forms of the Association subject to the approval of the Executive Committee and is also open to those who fall under Junior Engineers service of the Corporation up to higher rank.
- c. Enrolment fee for fresh membership will be Rs. 200/- (Rupees. Two hundred) only. A member if and when retrenched, dismissed or discharged shall continue to be a member if his dispute is taken up by the Association up to the time of settlement of such disputes.
- d. On transfer of Corporation service the membership of a member will be transferred to the Zone concerned to which he/she is transferred with a clearance certificate from the Unit Secretary, as explained in Annexure-B.
- e. Every member shall have to pay the Monthly subscription at the rate of Rs. 100/- (Rupees. One hundred) only of every month or Rs. 1200/- (Rupees. One thousand two hundred) only every year. This fund will be utilized for the benefit of the Association. Apart from them, the Executive Committee also has the right to levy contribution from members, as and when situation arise.
- f. The Association or its Executive body shall have the power to admit honorary members to the Executive Committee, who do not come under rule 4 (a:b) but whose nomination as the honorary member is considered to be in the interest of the Association provided that member of such honorary member shall have rights and privileges of ordinary members during the incumbency of their offices.
- g. If any member willing to pay their subscription annually shall pay within December each year and monthly subscription shall become due within first week of the each month. The special levy shall be collected by the respective Unit Secretary and shall become payable as and when fixed and non-payment of subscription or special due shall disqualify the defaulting members from participation in any meeting or enjoying the rights and privileged of membership of the Association until the payment is made. The Executive Committee may remove the name of such defaulters from membership and shall be there upon forfeit all rights and claims as member, provided the Executive Committee may redeem him on condition they think fit and proper.
- h. A member shall cease to be a member (i) on his death (ii) removal from membership (iii) in case of honorary member on his ceasing to be a member of the Executive Committee (iv) non-payment of monthly/annual subscription (v) on registration (vi) for anti-Association activities and (vii) for any other reasons which may be proved contrary to the general interest of the Association/public provided that the Executive Committee may condone the above on reasonable ground.
- i. The Secretary should keep the membership Register at the Head Office with detail list and records of each member with respective Zones. The Book should be opened to all members. Officers for inspection at all reasonable time.
- j. The members of AOPE must not be the member, office bearer, Adviser, Patron of any other Unions, Association of the Corporation.
- k. **“THERE SHOULD NOT BE DUAL MEMBERSHIP ie. A MEMBER OF THE ASSOCIATION CANNOT BE THE MEMBER OF THE OTHER ASSOCIATION OR UNION OF THE MEECL CORPORATION”.**

CLAUSE 6: EXECUTIVE COMMITTEE:

- a. The management and control of the Association shall be vested on the Executive Committee elected at the General Body Meeting from amongst the member of the General council of the Association.
- b. The Executive Committee shall consist of the representative of Fifteen members including one President, two Vice-president, one Secretary, two Asstt. General Secretary, one Treasurer/Finance Secretary, Publicity Secretary and other Executive Committee members of the Committee.
- c. The presence of one third of the members of the Executive Committee shall be necessary in an adjourned meeting which had been adjourned for want of Quorum.
- d. The executive Committee shall hold at least three meeting in the course of the year.
- e. The executive Committee shall consist of executive official member and the same will be filled up by the out going president and Secretary only.

CLAUSE 7: DUTY OF THE EXECUTIVE COMMITTEE AND OFFICE BEARERS:

- a. Subject to the control and supervision of the general meeting, the executive committee shall carry out all works conducive to the welfare of the association and for the attainment of its aim and objects, regularize its income and expenditure rescind, amend or formulated rules for its internal management in accordance with the resolution of the Annual General and other general meetings.
- b. The president shall have to preside over all the general meeting, executive meeting and extra ordinary meeting of the association and shall have to sign all minutes of the association and shall have the power to supervise all Secretarial works and to inspect all minutes, accounts etc of the association and to ask secretary to call any emergency meeting of the executive committee or extra ordinary general meeting of the association and to call such a meeting himself in case of the secretary fails to do it within a responsible time, even in case of the Annual General Body Meeting of the Association.
- c. The Treasurer/Finance Secretary shall be the custodian of the property of the Association and shall operate on its Banks Accounts jointly with the Secretary and transact all as necessary thereof, shall be responsible for maintaining proper accounts of the Association.
- d. In absence of the President, the Vice-President shall president. Subject to supervision and control of the Executive Committee, the Secretary shall do and transact all business of the Association and shall be in charge of the entire management of the office and shall see that all the Books and accounts are kept in order. He shall submit before the Executive Committee every six months statement showing the receipt and the disbursement in full and similar statement before the Annual General Body Meeting of the Association after the accounts have been audited every year. He shall convey all meetings and keep records of the proceedings thereof and complete all reports, looks after and conduct all correspondence and give the resolutions and direction of the Executive Committee and General Meeting. He shall duly give all notices and return other documents required to give or sent to the management from time to time. The Secretary is the only competent to talk and make direct correspondence with the management of the MeECL Corporation. The Secretary reserved the right to issue statement on behalf of the Association subject to the approval of the Executive Committee execute deed.
- e. The Secretary may distribute the works of the Association to the Secretaries and exercise general supervision over their works. The Secretaries shall normally be responsible for organising activities

of the Association. Only the Secretary has the power to deal with the MeECL authority on behalf of the Secretary for the grievances of the members under MeECL directly with proper information and after obtaining approval from the Secretary. With due permission of the Executive Committee, the Secretary will signed the settlement on behalf of the Association with the management arising out of any Trade dispute.

- f. The President and Secretary should have power to open dialogue with other sister Association/Union on common issues as and when situation so demands but they shall not involve the Association in such issues by giving commitment or entering into any agreement without the prior approval of the General Body.
- g. The Publicity Secretary shall normally be responsible for all publication matters including the journal and souvenir. The Welfare Secretary shall normally be responsible for the welfare to the members as per direction of the Secretary. The Welfare Secretary shall responsible to maintain the records of the welfare. The Secretary has over all supervision upon them.

CLAUSE8: ZONAL COMMITTEE:

- a. There shall be 8 (Eight) Zones of the Association which may be increased or decreased as per decision of the General Body Meeting depending on its strength, subject to the minimum of 10 members and jurisdiction of each zone shall be as under:
 - 1. Zone 1: Jowai, Khliehriat, Mynkre, Lumshnong.
 - 2. Zone 2: Leshka Power Station, Thamar, Nohkum, Amlarem.
 - 3. Zone 3: Head Quarter, Shillong, Pynursla, Sohra, Mawsynram, Mawphlang, Sohiong.
 - 4. Zone 4: Mawkyrwat, Nongstoin, Mairang, Riango.
 - 5. Zone 5: Whole of Umiam area.
 - 6. Zone 6: Sumer, Umsumer, Kyrdemkulai, Nongkhyllem.
 - 7. Zone 7: Nongpoh, Patharkhmah, Byrnihat, Killing.
 - 8. Zone 8: Whole of Garo Hills Region.
- b. Members enrolled within the jurisdiction of each Zone shall constitute the Zonal committee for that particular area.
- c. The administration of the Zonal committee shall be vested upon the Executive Committee of the Zone consisting of the following:-
 - i). Normally each Zone shall have an Executive Committee consisting of including one Unit President, one Unit Secretary and other members of the committee.
 - ii). Where the total numbers of member does not exceed 15 (fifteen), the Zonal Executive Committee shall consist of five members including one Unit President, one Unit Secretary and other members of the committee.
- d. All General Council members of the Association residing within the area of the Zone shall be the ex-office members of the Executive Committee to the Zone concerned.
- e. All the office bearers of the Zone shall be elected in the General Meeting of the Zone.
- f. The Secretary of the Zone shall do and transact all business of the Zonal committee and shall be incharge of the entire management of the Zone and shall maintain the Books and Accounts of the

Zone. The Secretary shall send a copy of the audited report of the Zone's accounts to the Secretary of the Association in every year.

- g. All the activities of the works of the Zone shall be submitted to the Secretary of the Association quarterly and the Secretary of the Association should inspect the Books and Accounts of the Zones quarterly.
- h. The Zonal committee may be dissolved, if it acts against interest of the Association by areas resolution passed by the two third majority of the members present in the General Council including the members of the Zone concerned.
- i. Zonal Committee shall have no power to deal directly with the MeECL or any other organisation or to commit the Association to any policy or course of action contrary to or different in any matter whatsoever.
- j. All Zonal committee shall carry out the direction and instruction of the Central Committee. Provide that Zonal committee shall have the power to deal with all local issues with the concerned authorities directly with proper intimation and obtaining approval from Central Committee.

CLAUSE9: VACANCIES AND REMOVAL:

- a. An interim vacancy in the rank of Executive Committee shall be filled by the Executive Committee subject to an approval next General Body Meeting.
- b. If any member is convicted in the court of law for an offence which involves moral turpitude he shall be removed from membership by the order of the Executive Committee.
- c. If any member is proved to be carrying out activities against the interest of the Association shall remove/suspended for a maximum period of two years by the Executive Committee after being given an opportunity to state what he has got to say. However the members may appeal against verdict of the Executive Committee to the General Body at its General Meeting and the opinion of the house shall be final.
- d. An interim vacancy in the Zonal committee shall be filled up by the Zonal General Meeting subject to approval by the Central Committee.

CLAUSE 10: BENEFITS:

- a. The Executive Committee of the Association may add new benefits and short new financial activities.
- b. A member of the Association who have been dismissed for joining the Association or promoting or actively participating in the activities shall be entitled to victimisation benefit as ruled framed by the Executive Committee of the Association.
- c. A member of the Association who has paid in subscription of previous one year shall be entitled to legal aid in all proceedings.
- d. The Executive Committee may its direction to arrange such help to the members not inconsistent with the devalued aims and object of the Association.

CLAUSE 11: GENERAL GRIEVANCES AND PROCEDURE THEREOF:

- a. Any dispute arise in any Zone or Zone of general nature or grievances for a particular group of members, the Unit Secretary will then approach the management in writing with brief note of explanation to justify the dispute or grievance. All such report should go also to the Central Committee of the Association.
- b. If on any occasion, dispute at the level of the Zone is not settled up the same may be forwarded to the Central Committee of the Association for action. The Unit Secretary or committee is not competent to approach the MeECL on any policy matter of the Association as referred in Clause 7 (i) above, unless authorised by the Central Committee.
- c. If the nature of any complaint or dispute of the Association is found detrimental to the general interest of the members, a general strike of the members of the Association may be called on, provided the Executive Committee endorsed the same for the general Council to be called for especially for the purpose. If the members decide it by the majority of vote in favour of the general strike, the Secretary shall issue secret ballot forms to the members of the Association for decision.
- d. When the result of the secret ballot is ascertained in favour of a general strike by 3/4th majority. The Executive Committee shall declare a general strike or any such taken strike and shall give such notice to employer, the MeECL as may be defined by Rules under Industrial Dispute Act, 1947/ payment of wages Act, 1936/ The minimum wages Act, 1948/ The workmen Compensation Act, 1923/ The Factory Act, 1948 etc.

CLAUSE 12: FUNDS AND AUDITS:

- a. The fund of the Association shall be deposited in a Nationalised Bank or in Savings Bank as approved by the Executive Committee which shall be operated jointly by the Secretary and the Treasurer/Finance Secretary of the Association. The Secretary shall keep with him not more than Rupees Two thousand at a time.
- b. The Secretary shall take proper step to have the account audited annually before the 15th December every year by a competent Auditor appointed by the General Council and as prescribed by the Government. Such audited accounts shall be placed by the Secretary before the Executive Committee one month prior to the next General Body Meeting.
- c. The Books and Accounts shall be open for inspection to members of the Association at any reasonable time.
- d. All Zonal committee shall subscribe 70% of its yearly subscription collected to the fund of the Central Committee and the remaining 30% may be retained by Zones in order to meet the running expenditures and etc.
- e. Any item or expenditure exceeding Rupees One thousand shall required sanction of the Executive Committee.
- f. The General fund of the Association may be spent for all purposes which will promote the object of the Association as set forth in these rules, except any object which relates to the political or civic interest of members.
- g. The Secretary and Treasurer/Finance Secretary are solely responsible to submit all the Audited Reports of the Association to the Registrar of Societies, Government of Meghalaya in every year whenever called for.

CLAUSE 13: AMENDMENT OF RULES:

The rules may be amended, altered, rescinded, replaced under approval of the General Council held for the purpose with three weeks from the date of its being passed by three fourth of the total members of the Association and such amendment shall be sent to the Registrar for his record and registration.

CLAUSE 14: GENERAL MEETING:

- I. The term of the one selected Committee of the Association will be two years. The General Meeting of the Association shall be held normally in the month of January/February to transact the following business:
 - a. To adopt the report of the work done by the Association and the statement of Accounts relating to the previous year ending 31st December each year. The financial year of the Association is from 1st January to 31st December each year.
 - b. To elect the Office Bearers of the Association for the next term.
 - c. To transact such other business as may be brought forward by the Secretary with the approval of the Executive Committee.
 - d. To discuss and resolve the future course of action.
 - e. The special General Body Meeting will be held annually in the month of January/February for discuss & decide on aforesaid points except office bearer selection.

CLAUSE 15: SUE OR BE SUED:

The President or Secretary of the Association will have the power to sue or be sued on behalf of the Association.

CLAUSE 16: DELEGATES:

- a. A council of delegates shall be held annually consisting of the delegates from each Zone of the Association and one third of the total number of delegates will form the Quorum.
- b. Delegates shall be selected at the rate of 30% of the total members of respective Zones subject to a minimum of four members.

CLAUSE 17: EXTRA –ORDINARY MEETING:

An Extra – ordinary General Meeting may be called by the Secretary or by the President as provided there in one third of the total number of members may send a requisition to the Secretary to call an extra-ordinary General Meeting and on his failure to do so within a reasonable time they themselves may call such a meeting.

CLAUSE 18: NOTICE:

A forth night notice shall be given to the members for General Body Meeting but extra-ordinary General Meeting may be held on seven days notice. In case of resignation of Secretary the President may convene all the meeting. Similarly, all Zonal meetings may be convened by Unit Secretary with a seven days notice. In case of resignation of Unit Secretary, Unit President may convene the meeting. When both Unit Secretary and President resign, then Vice President of the Executive Committee to convene the meeting.

CLAUSE 19: AFFILIATION:

The Association shall affiliate with the All India Federation of Power Diploma Engineers (AIFOPDE).

CLAUSE 20: DISSOLUTION:

The Association shall not be dissolved except by the majority of the three fourth vote of the members present at the General Body Meeting specially called for the purpose, provided that votes at such a meeting shall not be less than three fourth of the total number of members of the Association. After dissolution the funds shall be distributed amongst the members in accordance to a resolution to be passed at the (Dissolution) General Body Meeting which is to be sent to the Registrar of Societies, Government of Meghalaya for his record and approval.

Secretary
A.O.P.E, Me.ECL, Meghalaya

**ASSOCIATION OF POWER ENGINEERS
Me.ECL, MEGHALAYA.**

ANNEXURE-A

(MEMBERSHIP FORM)

To,

The Secretary
A.O.P.E, Me.ECL, Meghalaya.

Paste
Recent
Passport

Dear Sir/Madam,

Having gone through the rules of the Constitution and being myself fully satisfied that the aims and objects of the organisation will fully protect my interests, so I do hereby apply for membership of the Association with a promise that I shall abide by the rules and regulations of the Constitution.

1. Name (in capital) :
2. Father's name :
3. Age (on date of application) :
4. Home Address :
5. Present Address :
6. Date of Appointment :
7. Designation :
8. Mobile No (WhatsApp) :

The details given above are true to the best of my knowledge and belief.

Yours faithfully

Signature:

TO BE FILLED IN HEAD OFFICE:

Receipt No _____ Date: _____

Amount of Rs. _____ (Rupees. _____) only received
particulars checked and the applicants name registered as member of the Association. His/Her Central
Registration No: _____

Secretary
A.O.P.E, Me.ECL, Meghalaya

ASSOCIATION OF POWER ENGINEERS
Me.ECL, MEGHALAYA.

ANNEXURE-B

(Form of Transfer of Members)

To,

The Unit Secretary
A.O.P.E, MeECL, Meghalaya
Zone- _____

Sub: Transfer of Member.

Dear Sir,

This is to inform you that Shri/Smti _____ a member of this Zone is leaving for your Zone on transfer of Service, therefore I am to give below his particulars for enlisting him in your Zone.

1. Name (in Block letters):
2. Designation & Occupation:
3. Registration No.:
4. Paid the Subscriptions upto: _____ @ Rs _____
5. His/Her present place of posting will be at:
6. There is an arrear against him/her for Rs _____ on account of _____

7. Any other information: _____

Yours faithfully

Unit Secretary
A.O.P.E, MeECL, Meghalaya
Zone- _____

Copy to:

1. The President AOPE, MeECL, Meghalaya for kind information.
2. The Secretary AOPE, MeECL, Meghalaya for kind information.
3. Person concerned.
4. R/F.

Unit Secretary
A.O.P.E, MeECL, Meghalaya
Zone- _____