



ASSAM ASSOCIATION, DELHI

(Established in the year 1947 Society Regd. No. 3424)

Srimanta Sankaradeva Bhawan, Satsang Vihar Marg.

A-14/B, Qutab Institutional Area, New Delhi 110067, Tel: 91 11 26537786, 26510426

E-mail: assamassociationdelhi2015@gmail.com , website: www.assamassociationdelhi.org

President

Mr. Hare Krishna Das
9818840202

Vice President

Dr. Hareswar Deka
9818252414

Ms. Aruna Baruah
9873439134

General Secretary (I/C)

Mr. Dibyojit Dutta
9968666599

Treasurer

Mr. Pranjal Kumar Baruah
9891620227

Executive Members :

Dr. Nilamani Sarmah

Ms. Enu Nath

Mr. Dhiraj Kumar. Adhikary

Mr. Prasanta Kumar.Das

Dr. Tankeswar Boruah

Ms. Sangeeta Das

Ms. Reem Pathak

Dr. Banajit Mazumdar

Mr. Ananta Borah

Mr. Deva Prasana Das

Mr. Khanindra Chandra Das

Mr. Pritom Saikia

Ex-Officio Members

Ms. Anjali Barooah
(Ex-President)

Mr. Dipak Saikia
(Ex-Treasurer)

Mr. Rupen Goswami
Managing Trustee, AACET

To

District Magistrate (SOUTH WEST) & District Registrar of Societies,
Old Terminal Tax Building Kapashera,
New Delhi-37 Email: dcsw@nic.in

Sub Submission of Revised Constitution of Assam Association Delhi

Sir

The Constitution of Assam Association Delhi (Society Reg No 3224 of 1967) has recently been amended through resolution adopted by EoGB (Extra Ordinary General Body) of Assam Association Delhi on 21st May 2023 which was recommendation by the Constitution Amendment Committee constituted by an another EoGB (Extra Ordinary General Body) Meeting held on 19th Nov 2022 .

Now the Amended Constitution of Assam Association Delhi is attached.

Yours sincerely

Dibyojit Dutta
General Secretary (IC)

Copy Enclosed

- Resolution adopted by EoGB (Extra Ordinary General Body Meeting) held on 21st May 2023 accepting the recommendation of the Constitution Amendment Committee of Association of Assam Association Delhi
- Recommendation of the Constitution Amendment Committee
- Order copy on formation of the Constitution Amendment Committee
- Resolution of EoGB (Extra Ordinary General Body Meeting) held on 19th Nov 2022 for Amendment of the Constitution of AAD
- Copy of the Revised Constitution of Assam Association, Delhi



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(Ex-President)

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(Ex-Treasurer)

Mr. Rupen Goswami
Managing Trustee, AACET

MoM on the EoGB Meeting held on 21st May :5:00 pm

10th June 2023

The Extra Ordinary General Body Meeting of Assam Association Delhi was held on 21st May 2023 at Srimanta Sankaradeva Bhawan which started at 4.30 PM. About 30 Nos Life members participated with a few LM online. Due to Lack of quorum, the meeting had to be adjourned for half an hour. During that time the members took tea and snacks etc. As the adjournment period was over at 5.00 PM, the meeting was reconvened.

After welcoming address by GS(IC) and introductory address by President , AAD, various issues were discussed till 7:30 PM as follows viz.

1. Ratification of the recommendation of the Constitution Amendment Committee

The house accepted unanimously and ratified the recommendation of the Committee viz.

1. A clause to be inserted after 5.13.9 that "Ex- Officio Member who has been in the EC for 3(three) consecutive terms shall not be allowed to contest election for the 4th term,
2. If a person demits office either on resignation, transfer or for any reasons, he/she will be deemed to have completed the term.

Proposed by Shri Tridib Saikia

Seconded by Dr. Nilamani Sarmah

It was further decided to submit the updated Constitution to Registrar of Societies after inserting the additional clause as above .

2. Election for the vacant post of General Secretary of AAD,

Present GS(IC) informed that in the previous EoGM held on 19th Nov 2022 , it was decided that election for the vacant post of GS to be held after Amendment of the Constitution . During discussion, It was decided that the previous Election Committee comprised of RO and 2 AROs led by Sri Tridib Saikia to conduct this Bye election.

3. Ratification of the newly appointed 4 (four) Nos of Trustees of AACET

The house agreed to ratify the appointment of the 4(four) nos trustee to AACET viz. .

- Shri M. P. Bezbaruah
- Shri Ashoka Nanda Das
- Shri Manoj Kumar Das
- Shri Tridib Saikia

General Secretary
ASSAM ASSOCIATION, DELHI
Srimanta Sankaradeva Bhawan
Satsang Vihar Marg,
A14/B, Qutab Institutional Area,
New Delhi- 110067, India

Constitution Amendment Committee, AAD Srimanta Sankaradeva Bhawan, New Delhi -67

MoM of the Meeting of the Constitution Amendment Committee 21st December ,2022

The 2nd Meeting of the Constitution Amendment Committee was held on 21st December 2022 at 3:00 PM in the Conference Room of Srimanta Sankaradeva Bhawan, New Delhi which was attended by the following persons viz.

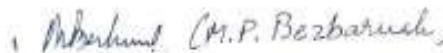

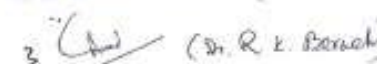
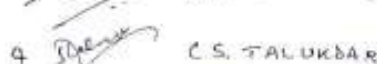
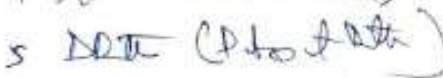
- Sri M. P. Bezbaruah
- Sri B. B. Sharma
- Dr Ranjit Kumar Baruah
- Sri Sushobhan Talukdar
- Sri Dibyojit Dutta

In continuation to the discussion held on 7th December 2022, the Committee, after threadbare discussion, recommends as follows viz.

- A clause may be inserted after 5.13.9 that "Ex- Officio Member who has been in the EC for 3(three) consecutive terms shall not be allowed to contest election for the 4th term,
- If a person demits office either on resignation, transfer or for any reasons, he/she will be deemed to have completed the term.

Further, it is felt that if the tenure of Managing Trustee is not fixed, he/she may continue as ex-Officio of the Association for indefinite period which will be contrary to the spirit of the EoGB Resolution


General Secretary
ASSAM ASSOCIATION, DELHI
Srimanta Sankaradeva Bhawan
Satsang Vihar Marg,
A/4/B, Qutab Institutional Area,
New Delhi- 110067, India

-  (M.P. Bezbaruah)
-  (B.B. Sharma)
-  (Dr. R. K. Baruah)
-  C.S. TALUKDAR
-  (Dibyojit Dutta)



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President

Ms. Anjali Barooan
9811333731

Vice President

Dr. Bijoy Medhab Hazarika
9910402656

Vice President

Ms. Dipanjali Dutta
9966178917

General Secretary

Mr. Dibyojit Dutta
9966866599

Treasurer

Mr. Dipak Saikia (Ex. G. Secy)
9212180914

Secretary, Coordination

Ms. Reem Pathak
9871165997

Secretary, Cultural Affairs

Mr. Angshuman Baruah
9673763811

Secretary, Welfare

Ms. Anjal Saikia
9958424630

Executive Members :

Dr. Nilmani Samah
9810594358

Mr. Hironal Dutta
9810452442

Mr. Pradip Sama
9920530103

Ms. Enu Nath
7011531649

Mr. Subhas Bora
9911773437

Mr. Prasanta Kt. Das
9810937576

Mr. Soumik Hazarika
9811474042

Prof. Binod Khadria
9810784513

Mr. Pranjal Kumar Baruah
9891820227

Mr. Achyut Kumar Saikia
9550976855

Ex-Officio Members
Mr. Achyut Kumar Saikia
Ex President

9550976855

Mr. Pabitra Kumar Nath
Ex-Treasurer

7011041743

Sri Rupen Goswami
Managing Trustee, AACET

9555888078

Editor- "Samayik"

Dr. Bipul Kumar Baruah
9819467126

File No AAD/22-23/2/88

Dated New Delhi 27th Nov 2022

To

Sri. Madan Prasad Bezbaruah

Sri Binoy Brata Sharma

Dr. Ranjit Kumar Baruah

Sri Sushobhan Talukdar

Sub Appointment for the Constitution Amendment Committee of AAD

Sir

As per decision taken by the Extra Ordinary General Body meeting of Assam Association Delhi held on 19th November 2022 at New Delhi, it is a pleasure to appoint you as member of the Constitution Revision Committee of the Constitution of Assam Association Delhi. You may avail required supports from the undersigned during the process.

Yours sincerely

Dibyojit Dutta
GS, AAD

List of item attached

- Memorandum of Association of "THE ASSAM ASSOCIATION, DELHI" - 2nd October 2016 edition (As amended on 28th June 2015, by the Extra-Ordinary General Body Meeting of the Assam Association, Delhi) & Memorandum of Association of The Assam Association Cultural and Education Trust, New Delhi (As amended on 28th June 2015, by the Extra-Ordinary General Body Meeting of the Assam Association, Delhi)

Pg 1-Page 18 – English version AAD

Pg 19 to Pg 25 - English version AACET

Pg 27- Pg 40 - Assamese version AAD

Pg 41- Pg 46 – Assamese version AACET

- Previous copy of constitution of AAD

Copy to

- President, AAD (Outgoing)
- President, AAD (elected)
- Office file

General Secretary
ASSAM ASSOCIATION, DELHI
Srimanta Sankaradeva Bhawan
Satsang Vihar Marg,
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9560976855

Mr. Pabitra Kumar Nath
Ex-Treasurer
7011041743

Sri Rupen Goswami

File No AAD/22-23/2/87

Dated New Delhi 27th Nov 2022

**Minutes of the Meeting of the Extra Ordinary General Body Meeting held on
19th Nov 2022**

The Extra Ordinary General Body Meeting of Assam Association, Delhi was held at 4:00 PM on 19th November 2022 at the Auditorium Hall of Srimanta Sankaradeva Bhawan, New Delhi. After long deliberation on issues related to election Procure for Executive Committee of AAD by various life members , the following decision were taken

- The EoGB Committee was not able to qualify the lone Nomination Paper submitted for the post of General Secretary,
- The Committee is of the view that the present Constitution of AAD needs amendments for better clarity. A Committee has been constituted to amend the Constitution viz
 - Sri . Madan Prasad Bezbaruah
 - Sri Mr. Binoy Brata Sharma
 - Dr. Ranjit Kumar Baruah
 - Sri Sushobhan Talukdar

The Committee to submit the report which is to be further ratified by the new EC Committee (Elected) as per the existing procedure and then conduct election for the post of GS.

- Sri Dibyojit Dutta , Ex Officio member of EC (Elect) to continue to discharge as GS (i/c) till the new GS is elected.

The recorded proceeding is available at

<https://www.youtube.com/watch?v=9wEmDCJINFM>

General Secretary
ASSAM ASSOCIATION, DELHI
Srimanta Sankaradeva Bhawan
Satsang Vihar Marg,
A14/B, Qutab Institutional Area,
New Delhi- 110067, India

Dibyojit Dutta

GS (Outgoing)

The Constitution of Assam Association, Delhi



অসম এছোচিয়েছন, দিল্লীৰ
সংবিধান



Memorandum of Association of

“THE ASSAM ASSOCIATION, DELHI”

(Registered under the Societies Registration Act, 1860)

Act XXI of 1860

*(As amended on 28th June 2015, by the Extra-Ordinary
General Body Meeting of the Assam Association, Delhi)*

The Constitution of Assam Association Delhi, published in the pdf form as on date 2nd August 2023

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Website: www.swarnagiriservices.com

**Memorandum of Association of
“THE ASSAM ASSOCIATION, DELHI”**

(Registered under the Societies Registration Act, 1860)

Act XXI of 1860

**(As amended on 28th June 2015, by the Extra-Ordinary General
Body Meeting of the Assam Association, Delhi)**

1. The name of the society is “The Assam Association, Delhi” (hereinafter called the Association).

2. The Registered office of the Association shall be situated in the Union Territory of Delhi and is situated at the following address:

Srimanta Sankaradeva Bhavan,
A-14B, Satsang Vihar Marg,
Qutab Institutional Area,
New Delhi—110067

3. The aims and objectives of the Association are:-

3.1 To provide a forum for the residents of Delhi and NCR, from Assam for social and cultural contacts.

3.2 To organize and hold social and cultural functions and festivals mainly related to the art & culture of Assam and the NER on suitable occasions.

3.3 To establish social and cultural relationship with similar Associations.

3.4 To organize and hold meetings, lectures, discourses and symposiums on various topics of social, cultural and economic issues specially pertaining to Assam and the North East.

3.5 To administer the “Assam Association Cultural and Educational Trust” (Hereinafter called Trust) for the purpose of establishing a Cultural Center.

3.5.1 to 3.5.5 Deleted

3.6 To set up and administer any other subordinate body that may be

required to be formed for furtherance of the interest of the Association.

3.7 To raise fund for the Association / Trust / any other subordinate body through subscription, donations, gifts, grants and loans from individuals, organizations and Government sources or by any other legitimate means.

3.8 To acquire and hold movable and immovable properties of the Association.

3.9 To acquire and hold all movable / immovable properties of Assam Association, Delhi / any other subordinate body.

3.10 To provide assistance / relief for medical treatment, natural calamities, higher education and any other philanthropic cause that the Association decides to undertake.

3.11 To do all such acts, deeds, and things as are incidental to or conducive for the attainment of the aims and objectives of the Association.

RULES, REGULATIONS AND DUTIES

Clause 1: Definitions

Clause 1.1 ‘Association’ means the Assam Association, Delhi.

Clause 1.2 ‘Life Member’ means a member of the Association who opts to be a member for life after paying the stipulated Life Membership fee and who has been admitted to the Association as per rules stipulated subsequently.

Clause 1.3 Deleted

Clause 1.4 A ‘Temporary Member’ means a member who wants to use the privileges and facilities for very short period not exceeding 7 days by paying the temporary membership fee.

Clause 1.5 The ‘Trust’ means the Assam Association Cultural and Educational Trust.

Clause 1.6 The ‘General Body’ means the assembly of the members of the Association in a general meeting held under these rules.

Clause 1.7 The ‘Committee’ means the Executive Committee of the Association as constituted under the rules.

Clause 1.8 ‘AGM’ means Annual General Body Meeting.

Clause 1.9 ‘NER’ means the North East Region of India.

Clause 2:

Eligibility for membership for the Association (Life Member/ Temporary)

Clause 2.1 Any person hailing from Assam and residing in Delhi / NCR shall be entitled to be enrolled as a member of the Association or fulfilling the conditions laid down in Clause 2.2.

Clause 2.2 Any person who fulfils the following conditions:-

Clause 2.2.1 He / She had made Assam his / her second home and contributed substantially for the socio cultural development and ethnicity of Assamese society.

Clause 2.2.2 Whose spouse fulfills other criteria to be a member.

Clause 2.2.3 Deleted

Clause 2.3 Deleted.

Clause 2.4 The Committee has the discretionary power to decide whether an aspiring person can be made a member of the Association or not, even if he/she fulfills the criteria mentioned at Clause 2 above and it is not bound to justify the decision of the Committee.

Clause 2.5 He / She is minimum 21 years old.

Clause 3:

RULES GOVERNING ENROLLING A MEMBER

Clause 3.1 Any person desiring to be a Life Member will apply in a prescribed form with the Life Membership fee to the General Secretary of the Association. He/she will be recommended by a Life Member of the Association. The application will be considered for acceptance by the Committee.

Clause 3.2 On acceptance by the Committee, the applicant shall be admitted, subject to realization of cheque (no cash payment is allowed) and the applicant shall be intimated accordingly.

Clause 3.3 Once the membership is confirmed by the Committee his/her spouse automatically gets privilege of applying for Life Membership of the Association as per existing procedures.

Clause 3.4 Life Membership is not transferable to anyone including the spouse.

Clause 3.5 Deleted

Clause 3.6 Deleted

Clause 3.7 Deleted

Clause 3.8 Deleted

Clause 3.9 Deleted

Clause 3.10 Anyone who desires to avail the facilities available for a short period can pay the prescribed fee and apply for Temporary membership. He / She will be admitted straightaway provided he/she is endorsed by a Life Member. Such temporary membership is valid for a week only. Any extension will be at the discretion of the Management.

Clause 3.11 Life Member including Executive Committee Members shall be liable for disciplinary action for acts prejudicial to the interest of the Association.

Clause 3.12 The spouses and children below 21 years of age and unmarried girl child up to 30 years of age of a life Member shall be entitled to all the privileges of the Life Member, except voting rights and right to stand for any office of the Association.

Clause 3.13 Life Memberships shall be terminated by the Executive Committee with immediate effect if any of the information furnished by the member is proved to be erroneous even at a later date or the Life member is found to be involved in any activity of criminal intent or indulging in anti-Assam Association, Delhi activities. The intimation of such termination shall be conveyed in writing to the concerned member.

Clause 4:

ADMISSION FEE

Clause 4.1 There shall be one-time admission fee to become Life Member. However the quantum of admission fee shall be revised from

time to time by the Executive Committee which shall be intimated to the General body at the earliest.

Clause 4.2 The fee to be paid by the spouse of existing Life member will be on concessional rates. The Committee will decide the extent of concession.

Clause 4.3 The temporary membership fee shall also be revised by the Executive Committee from time to time which shall also be intimated to the General body for information.

Clause 4.4 Deleted

Clause 5: GENERAL BODY

Clause 5.1 The General Body is the supreme authority on all matters of the Association.

Clause 5.2 The General Body is the authority bestowed with the powers to alter/change/amend the Constitution of the Association.

Clause 5.3 The General body similarly has the unquestionable powers to form/alter/change/amend/scrap the Trust deed of the Trust or any other subordinate body that may be formed in a later date.

Clause 5.4.1 The Committee will call compulsorily the Annual General Body meeting of the Association once in a year before First of September to transact the following business.

Clause 5.4.2 To receive and adopt the Annual Report and Audited Annual Accounts of the Association

Clause 5.4.3 To receive and adopt the Annual Reports(s) and Audited Annual Accounts of the Trust and any other subordinate bodies formed later by the General Body.

Clause 5.4.4 To consider and adopt any Resolution, duly proposed and seconded by a Life Member each and satisfying the requirements specified in the notice issued for the General Body Meeting. The General Secretary shall issue the meeting notice of the General Body indication the time, date, venue, agenda with other instructions at least 21 days ahead of the proposed date.

Clause 5.4.5 To hold election when due, of Office bearers and Members of the Executive Committee, to ratify appointment of Trustees of the Trust and members of any other Subordinate bodies formed later by the General Body.

Clause 5.4.6 To discuss any suggestion/comment from members regarding the conduct of the affairs of the Association and the Trust/any Subordinate body

Clause 5.5 The Committee may call for an Extra Ordinary General Body Meeting whenever deemed necessary by giving minimum seven days notice. It is essential to send the Notice by E-mail/by post/displaying in the Notice Board of Srimanta Sankaradeva Bhawan.

Clause 5.6 For calling a General Body meeting at least 21 days notice period essential. In case of Annual General Body meeting, it is essential to send the Audited Annual Accounts of both the Association and the Trust by E-mail/by post/displaying in the Notice Board of Srimanta Sankaradeva Bhawan.

Clause 5.7 One third of the Life Members having voting rights may requisition an Extra Ordinary General Body Meeting by giving the notice in writing with their name, Life Membership number and signature, specifying the purpose thereof, to the President, upon which such a meeting will be convened within one month of receiving such a notice.

Clause 5.8 The quorum for a General Body Meeting is one third of the Life Members. The chair can adjourn a General Meeting for lack of quorum for half an hour.

Clause 5.9 An adjourned meeting when reassembled shall need no quorum.

Clause 5.10 A requisitioned Extraordinary General Body meeting (in reference of Sub—Clause 5.7) shall not be adjourned for want of quorum but such a meeting shall be dissolved after half an hour of the specified time if the quorum is not formed.

Clause 5.11 All matters in a General Body Meeting shall be decided by majority votes. Each Life Member shall have one vote. Proxy votes shall not be allowed.

ELECTION PROCEDURE FOR EXECUTIVE COMMITTEE

Clause 5.12 The election of Office bearers and Members of the Executive Committee shall be conducted through secret ballots if such an exercise is necessary due to two or more Life Members offering candidature for the same post. For conduction the election, the Committee shall appoint a suitable Life Member as Returning Officer and another two suitable Life Member as his Associates.

Clause 5.12.1 The General Secretary shall issue a notice at least 5 weeks before the scheduled date of the election, stating the names of the Returning Officer and his two Associates appointed by the Committee for conduction the election. The Returning Officer shall issue notification to this effect as per the following guidelines.

Clause 5.12.2 Nomination shall be invited only from Life Members of the Association, who are residing continuously and are likely to reside in Delhi/NCR during his/her tenure as a member of the Committee. A minimum period of three years as Life Member shall be required to contest election.

Clause 5.12.3 Life Members residing outside Delhi/NCR shall not be eligible to contest election.

Clause 5.12.4 Life Members filling nominations for various posts shall submit an undertaking in prescribed format to establish his/her stay in Delhi/NCR in connection with his/her occupation during the tenure.

Clause 5.12.5 The Notification for the election of new office bearers of the Executive Committee shall be issued by the Returning Officer at least 30 days before the scheduled date of the election.

Clause 5.12.6 The last date of filing nomination/withdrawal, scrutiny of nomination papers, date/time and venue to hold the election shall be mentioned in the election notification.

Clause 5.12.7 The Election Notification shall also enclose.

a) A list of the posts (21 posts) mentioned below in

Clause 5.12.8

b) Format of undertaking

Clause 5.12.8 LIST OF POSTS FOR EXECUTIVE COMMITTEE OF AAD

<i>President</i>	<i>:One</i>
<i>Vice President</i>	<i>:Two, One reserved for a lady Member</i>
<i>General Secretary</i>	<i>:One</i>
<i>Treasurer</i>	<i>:One</i>
<i>Executive Members from:</i>	
<i>Delhi/NCR</i>	<i>:Twelve</i>

The following Executive Committee shall be filled up from amongst the twelve elected Executive Members by the newly elected Executive Committee.

<i>Secretary, Culture</i>	<i>One post</i>
<i>Secretary, Welfare</i>	<i>One post</i>
<i>Secretary, Co-ordination</i>	<i>One post</i>

Ex-Officio Members: Four (The outgoing President, outgoing General Secretary, outgoing Treasure of the Association and the Current Managing Trustee of the Trust.)

Clause 5.13 Each candidate shall submit his/her Nomination Papers together with the Undertaking in the prescribed Format duly signed by him/her. Both the Proposer and the Seconder, who are to be Life Members of the Association, shall also sign the Nomination Papers specifying their Life Membership numbers. Nomination Papers shall not be submitted electronically or by post.

Clause 5.13.1 A candidate shall have the option to withdraw his/her Nomination in writing addressed to the Returning Officer as per election schedule. Once accepted by the Election Officer, the withdrawal shall stand final.

Clause 5.13.2 The power of rejection of any Nomination shall rest with the Returning Officer. Such rejection shall be intimated to the concerned candidate on the day of scrutiny stating valid reason/s.

Clause 5.13.3 The Candidate and either his/her Proposer or Seconder

shall be physically present on the date/time of scrutiny of nomination papers, failing which such nomination shall be rejected. The reasons of absence of the proposer or Secunder shall be communicated to the Returning officer in writing before scrutiny of nomination papers.

Clause 5.13.4 If a situation arises when the number of candidates (contesting for Executive Committee) in the list of nominated candidates finalized after scrutiny and withdrawal of nomination found to be less than 21 then bye-election will be held at a later date for the balance posts.

Clause 5.13.5 In case of tie in any post, one candidate shall be selected by way of toss under the supervision of the Returning Officer on the day of declaration of Election results.

Clause 5.13.6 The voter list shall be handed over by the General Secretary to the candidate on demand. The list shall also be displayed on the Notice board of Srimanta Sankaradeva Bhawan.

Clause 5.13.7 No Life member shall contest for more than one post.

Clause 5.13.8 Only Life Member can cast his/her vote.

Clause 5.13.9 No Executive Committee Members including office bearers shall be allowed to contest Election for more than 2 (two) consecutive terms. “Ex-Officio Member who has been in the EC for 3(three) consecutive terms shall not be allowed to contest election for the 4th term. If a person demits office either on resignation, transfer or for any reasons, he/she will be deemed to have completed the term

Clause 5.13.10 Any Life Member holding the post/likely to hold the post of President/Chairman or Chief Executive Officer (General Secretary/Secretary etc.) of any Socio—cultural organization in Delhi/NCT shall not be eligible to contest in Election for the post of President or General Secretary.

Clause 5.14 There shall be no enrolment of new Life Members from the date of notification of the election till the successful completion of the election process is over. This information shall be included in the election notification.

Clause 5.15 Deleted.

Clause 6

THE EXECUTIVE COMMITTEE

Clause 6.1 All the posts of the Officer Bearers and Members as per list in Clause 5.12.18 shall be honorary.

Clause 6.1.1 The tenure of the Executive Committee is two years from the date of declaration of the election result. The out-going Executive Committee shall hand over charge to the in-coming Executive Committee within fifteen days from the date of declaration of election result.

Clause 6.1.2 If an Executive Committee Member remains absent for three consecutive meetings of the Executive Committee without any valid reasons in all the three occasions of absence then such he/she shall be disqualified to be a member of the Committee and he/she shall be intimated accordingly by the General Secretary/President.

Clause 6.2 In addition to above the Committee can co-opt a maximum of two members if in the opinion of the Committee such co-opting will help furtherance of the Association's cause. Such co-opted member can be selected only from amongst Life Members and their tenure will be at the pleasure of the Committee.

Clause 6.3 The General Secretary, with the permission of the president, can invite any other member/members to attend a Committee Meeting as special invitee for specific purposes. Such invitee shall play an advisory role in the decision making process.

Clause 6.4 The Committee shall exercise all Executive authorities on behalf of the association and shall control and supervise the works of the office bearers.

Clause 6.5 The Committee has powers to constitute Standing Committee and Sub Committees for various purposes when deemed necessary to discharge its functions.

Clause 6.6 The Committee shall provide proper custody of funds and properties of the Association and exercise control over all expenditure.

Clause 6.7 The Executive Committee will function in close co-ordination with the Assam Association Cultural and Educational Trust or any other

Subordinate Bodies, if any.

Clause 6.8 In case of equal division of opinion in the Committee, the President will have the casting vote.

Clause 6.9 The quorum for an Executive Committee meeting is one third of the total strength i.e. seven members.

Clause 6.10 The Committee shall select suitable persons for the posts of Editor, Samoyik and Editor, Jogajog from amongst the Life Members.

Clause 6.11 The notice for a meeting of the Committee shall be three days, but an emergent meeting may be called with shorter or immediate notice.

Clause 7:

DUTIES AND RESPONSIBILITES OF THE OFFICE BEARERS OF THE ASSOCIATION

Clause 7.1 The President

Clause 7.1.1 The President is responsible to the General Body for all matters pertaining to the Association, the Trust and other subordinate body/bodies of the Association, if any.

Clause 7.1.2 The President will preside over all meetings of the General Body and the Committee. He/she also see that all the rules and regulations are followed as per the Constitution of the Association. He/she can also permit any other relevant agenda item for discussion even if such agenda/s is/are, are not included in the meeting agenda already circulated.

Clause 7.1.3 She/he will supervise all activities of the Association and the Trust.

Clause 7.1.4 She/he will be the Chairman of the Trust and will preside over all meetings of the Board of Trustees.

Clause 7.1.5 She/he will ensure all the office bearers of the Associationand the Trust conduct their business impartially, diligently and honestly and the finances of the Trust and the Association are utilized properly.

Clause 7.2 The Vice Presidents

Clause 7.2.1 The Vice Presidents shall assist the President in carrying

out his/her functions and in his/her absence The senior most Vice President shall exercise the functions of the President.

Clause 7.2.2 The seniority will be decided mutually by the two Vice Presidents.

Clause 7.2.3 In the absence of both the President and the Senior Vice President, the second vice President shall function as the President.

Clause 7.2.4 Keeping up to date record of all Life Members separately in a membership register and preparation of Electoral roll.

Clause 7.2.5 The two Vice-President shall divide the above tasks amongst themselves through mutual understanding.

Clause 7.3 The General Secretary

Clause 7.3.1 The General Secretary shall be responsible for execution of the decisions taken by the Committee and the General Body.

Clause 7.3.2 The General Secretary is the custodian of all properties, records and assets of the Association.

Clause 7.3.3 He/she shall maintain up to date records in a proper manner of the assets and properties of the Associations other than as mentioned in clause 7.5.2 and ensure that when relinquishing his/her duties to the next incumbent all properties, records and assets are properly handed over including all electronic gadgets and documents and all digital passwords of the Association.

Clause 7.3.4 He/she shall be responsible to maintain all records of proceeding of the Committee and General Body meetings in a chronological manner and report to the Committee and General Body regularly in each subsequent meeting about the implementation status of the decisions.

Clause 7.3.5 In consultation with the president, the General Secretary shall initiate correspondence with the other agencies, issue notices and arrange all activities of the Association.

Clause 7.3.6 Deleted.

Clause 7.4 The Secretary, Co-ordination

Clause 7.4.1 The Secretary Co-ordination, in absence of the General Secretary, will perform the duties of the General Secretaries for the

period of his/her absence.

Clause 7.4.2 The Secretary Co-ordination, shall be responsible on behalf of the General Secretary to Co-ordinate all affairs of the Association including enrolling of new Life Members.

Clause 7.4.3 The Secretary Co-ordination, shall carry out any other duty assigned by the Committee. He/she shall also be responsible for communicating the decision, written or otherwise, of the Executive Committee/General Body to the Life Members of the Association on behalf of the General Secretary.

Clause 7.5 The Secretary, Culture

Clause 7.5.1 The Secretary Culture shall be responsible to the General Secretary to conduct all affairs related to art and culture of the Association.

Clause 7.5.2 He/she shall be custodian of all musical instruments, sound and lighting systems of the Association and ensure they are kept in fully serviceable condition at all times in the Sankaradeva Bhawan.

Clause 7.5.3 He/she shall organize cultural and entertainment programs with approval of Committee and make all arrangements necessary for success of the programs.

Clause 7.5.4 He/she shall carry out any other duty assigned to him/her by the President or the General Secretary in the interest of the Association.

Clause 7.6 The Secretary Welfare

Clause 7.6.1 The Secretary Welfare is responsible for all welfare activities of the Association.

Clause 7.6.2 He/she shall be responsible to organize relief and rehabilitation work that the Committee decides to undertake for disaster management and other welfare matters.

Clause 7.6.3 He/she shall maintain an up to date list of such members who are old or seriously sick and take such measures that may be necessary to help them.

Clause 7.6.4 In case of any unfortunate demise of any member or his/her very near and dear ones, he/she shall inform as many members as

possible and help the bereaved family in whatever way he/she deems necessary.

Clause 7.6.5 He/she will undertake any other welfare measure decided by the Committee.

Clause 7.7 The Treasurer

Clause 7.7.1 The Treasurer shall be the custodian of all finances of the Association.

Clause 7.7.2 He/she shall jointly operate the bank accounts of the Association with the President/General Secretary.

Clause 7.7.3 He/she shall be the custodian of petty cash.

Clause 7.7.4 He/she shall maintain all books of accounts and ensure the finances are used properly and diligently.

Clause 7.7.5 Any irregularity observed shall bring to the notice of the President/General Secretary immediately for taking corrective action.

Clause 7.7.6 The Treasurer shall maintain up to date records of receipts and expenditures, and submit the accounts audited by the internal auditor to the Committee within 45 days of the financial year end for approval. Therefore the accounts will be audited by the chartered accountant. He/she shall ensure the audited accounts are displayed as per clause 5.6

Clause 7.7.7 He shall also help and participate in generation of fund for the Association.

Clause 8:

**THE ASSAM ASSOCIATION CULTURAL AND
EDUCATION TRUST**

Clause 8.1 The objectives, rules and regulations of the Trust will be governed by the Trust deed framed with the approval of the General Body which will be based on the following guide lines.

Clause 8.2 There shall be three types of Trustees, namely.

Clause 8.2.1 Life Trustees: All living Trustees who were life Trustee when the Trust was initially formed will remain as Trustees for life.

Clause 8.2.2 Trustees: They will be appointed by the joint meeting of Executive Committee and the Board of Trustees. Their tenure will be

4 years from the date of their respective appointment. The no. of such Trustees shall remain at 6 (six).

Clause 8.2.3 Trustees: (by virtue of their post): The followings shall also be the Trustees by virtue of their post held by them as mentioned.

Clause 8.2.3.1 The current President of the Association shall the chairman of the Trust.

Clause 8.2.3.2 The current two Vice Presidents of Association.

Clause 8.2.3.3 The current General Secretary of the Association.

Clause 8.2.3.4 The current Treasurer of the Association.

Clause 8.2.3.5 The outgoing President of the Association.

Clause 8.2.3.6 The outgoing General Secretary of the Association.

Clause 8.2.3.7 The Outgoing Managing Trustee.

Clause 8.2.4 The Managing Trustee will be selected by the Joint meeting of the Executive Committee and the Board of Trustees from amongst the Trustees excluding the Trustees mentioned in Clause no 8.2.3.

Clause 8.2.5 The Management of the Trust and its assets and properties will be the responsibility of the Managing Trustee.

Clause 8.2.6 The Managing Trustee shall be responsible for all financial will be the Trust including maintaining books of accounts.

Clause 8.3 The appointment of Trustees including the Managing Trustees shall be ratified by the General Body.

Clause 9:

FINANCIAL MANAGEMNT AND POWERS

Clause 9.1 The bank accounts of the Association will be operated jointly by any two as follows:

(i) Treasurer and General Secretary or President.

Clause 9.2 Deleted

Clause 9.3 The Committee shall decide the financial power of each office bearers for the Association at the start of each financial year and these powers shall be strictly adhered to.

Clause 9.4 The General Secretary shall prepare the budget for the year and submit it to the Committee based on which the financial power shall be decided.

Clause 10 :

AUDITING OF ACCOUNTS

Clause 10.1 The accounts of the Association shall be internally audited by suitable team of internal auditors appointed by the Committee.

Clause 10.2 The accounts of the Association shall be audited annually by a Chartered Accountant who shall be appointed by the Committee for two year terms, the appointment of the Chartered Accountant shall be ratified by the General Body. For reasons of non performance the auditor, he/she can be changed prematurely by the Committee.

Clause 11 Deleted.

Essentiality Certificate

Certified that this is the correct copy of the Rules and Regulations of the Association as approved by Extra-ordinary General Body Meeting on 21st May 2023



(Hare Krishna Das)
President

Assam Association, Delhi



(Dibyojit Dutta)
Gen Secretary(i/c)

Assam Association, Delhi