

Constitution of the IISCO Officers' Association
Registration No. S/16235 of 1975 – 76
(Affiliated to the Steel Executives' Federation of India)

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1. **Name & Place** : The name of the Association shall be "IISCO OFFICERS' ASSOCIATION", Registered Office of the Association will be at 6B, Circular Road, Burnpur 713325, W.B.
2. **Aims and objectives of the Association** :
 - 2.1. To promote, safeguard and act in furtherance of the common interests of members.
 - 2.2. To establish and maintain contact amongst the members of the Association.
 - 2.3. To encourage and foster the ideal of service and to promote a spirit of fellowship among the members.
 - 2.4. To promote solidarity among members of the Steel Fraternity and to uphold the professional dignity and well-being of the members.
 - 2.5. To promote and exchange professional information and knowledge towards advancement of the Steel Industry.
 - 2.6. To seek planned development of cadres of professional steel executives through a fair and rational personnel policy and its uniform implementation.
 - 2.7. To strive for introduction of progressive industrial culture in management.
 - 2.8. To establish Clubs, Libraries and Reading Rooms, Co-operatives and render such other beneficent services to the members as are required to promote the social and material

well-being of the members and generally to do anything which is incidental or conducive for the attainment of the aforesaid objectives or any one of them.

- 2.9 To deal with such matter or matters as are calculated to effect the interests of officers, jointly or severally.

3 **Definitions :**

- 3.1 The "Company" means "SAIL, IISCO Steel Plant" e.g. SAIL-ISP.
- 3.2 The 'Association' means 'IISCO Officers' Association' and in short will be known as 'IOA'
- 3.3 An "Officer" means "an executive" of the Company including executives on deputation.
- 3.4 "Council" means the Council of management as defined in clause 8 below.

4 **Membership :**

- 4.1 Membership shall be open to all officers of SAIL-ISP working at Burnpur & working under the Administrative control of SAIL-ISP, Burnpur.
- 4.2 Any individual joining at SAIL-ISP as Executive shall be a member of IISCO Officers' Association. Membership fee shall be deducted from next month onwards. Any stoppage /breakage in non-deduction of subscription for any reasons shall be recovered from subsequent month unless the member is separated from the company /IOA. Any member desirous of not becoming a member should apply to General Secretary, IOA in writing.

- 4.3 The membership of any member of any location is transferable to any other location on his transfer from one place to the other.

5 **Contribution & Subscription :**

- 5.1 The subscription fee payable per month shall be Rs. 50/ - subject to alteration in A.G.M. or Extra Ordinary General Meeting
- 5.2 Such subscription shall become due on first day of admission and thereafter on the 1st of every month.
- 5.3 The Council may in connection with the activities of the Association as enumerated in clause 2, from time to time make calls for additional contribution:
- i) Generally from all members if the purpose of the Contribution is for the common benefit of all members.
 - ii) From such members only who wish to benefit by the purpose of the contribution.

Such calls shall be binding on all or such members as the case may be.

6 **Cessation of Membership :**

- 6.1 Membership will automatically cease upon resignation, retirement or death or when the member otherwise ceases to be an officer barring those victimized and / or whose cases are under consideration, investigation, subjudice.
- 6.2 A member whose subscription or contribution remains in arrear for a period of 12 months from the due date, shall cease to be a member of the Association, and as such shall forfeit his rights and privileges including right of voting as a

member of the Association and / or seeking election to the Council of the Association and shall be deprived of the right of being heard by the Association on any matter relating to the protection of his interests in the service of the Company, personal grievance of matters of similar nature provided that his status as a member shall be restored including rights and privileges in the event of payment of all arrears under head subscription, renewal fee, contribution as the case may be.

7 **Year :**

The year shall be financial year i.e. from 1st of April to 31st of March.

8 **Council :**

8.1 The affairs of the Association shall be managed by a Council consisting of the followings

a) President, General Secretary, Treasurer directly elected by the members of IOA.

b) Council members shall be elected/nominated as per Annexure-I by the members of IOA.

c) 1 GSLI Secretary nominated from amongst the members by Council. First preference will be given to council member from Finance Dept., otherwise council shall co-opt among the members.

d) All Council members shall have equal right.

8.2 The Council shall elect from amongst its members Two Vice Presidents, One Dy. General Secretary and One Deputy Treasurer.

President, General Secretary and one/two members from remaining Council Members of the Association shall represent IOA in SEFI Council Meetings.

- 8.3 The day-to-day affairs of the Association would be handled by the Council members of the respective areas as per the advise of the Council.
- 8.4 All members of the Council elected and co-opted, will enjoy equal rights in all matters. It shall be obligatory upon each member of the Council, elected and co-opted, to be present in the Council meeting held on notification issued by the Secretariat of the Association. Any member, who remains absent from three consecutive meetings shall cease to be a member of the Council unless failure on the part of the members to attend of which due intimation shall have been given, is due to reasons of health or and other justifiable grounds.
- 8.5 Vacancy in the Council caused due to any reason shall be filled up by the Council by 'co-option' from that location, where the vacancy so arises, on the recommendation of the Council Members from that location.

9 **Election :**

- 9.1 Date of election shall be announced after a meeting of the Council specially convened for this purpose by the General Secretary of the Council at least 4 weeks before the date of election.
- 9.2 A list of members shall be put up on the notice board at least 3 weeks before the date of election.

- 9.3 A member shall be eligible to stand for Council as per procedure given below.
- 9.4 A member will be eligible to contest an election or to propose the candidature of any member provided he has worked in any units of SAIL for at least 3 years and at least two years of service remaining in the company as on the 1st April of Election year. Members contesting for President and General Secretary shall have worked in any units of SAIL for at least 5 years as Executive and at least two years of service remaining in the company as on the 1st April of Election year.
- 9.5 Nomination paper for election to Council shall be proposed by at least 5 members and shall bear a written consent of the candidate standing for election. Each member will stand for only one post i.e. President or General Secretary or Treasurer or Council member. A member can submit nominations for more than one post, but can contest for one post only. Candidate should withdraw nominations submitted for more than one post within the declared date of withdrawal of candidature failing which his/her candidature will be cancelled for all the posts intended to contest.
- 9.6 Request for withdrawal of candidature from contesting the election shall be made by written application to the Chief Election Officer within the stipulated time so announced for the purpose of election.
- 9.7 Chief Election Officer and Polling Officers, shall be nominated by the Council. Scrutiny of the nomination papers shall be made by the Chief Election Officer and his team.
- 9.8 The names of the candidate will be printed in alphabetical order in the Ballot papers. The Ballot papers shall not bear any

serial number or signature of the member but it shall be countersigned by the Chief Election Officer.

- 9.9 Counting of votes shall commence on the same day of the completion of polling and the candidate or his authorized representative may be allowed to be present at the time of counting of votes.
- 9.10 The results of the election of offices outside Burnpur/Asansol area under the Administrative control of SAIL-ISP, if any, held at each location shall be communicated under the signature of the Election Officer of the respective area/places, to the Chief Election officer nominated by the Council who will declare the results of election at the Annual General Meeting.

10 General Meeting :

- 10.1 The Annual General Meeting of the Association shall ordinarily be held by 30th June of every year for the purpose of:
- i) Receiving and considering the report of the Council on the working of the Association during the preceding financial year.
 - ii) Receiving, considering and passing of accounts of the Association for the preceding financial year.
 - iii) Electing the members of the Council if it is the election year and if election has actually been held.
 - iv) Appointing of Auditor and
 - v) Transacting any other business brought forward before the meeting for consideration.
- 10.2 Any General Meeting other than the Annual General Meeting shall be called an Extra Ordinary General Meeting. The time, date and place for holding the General Meeting shall be decided by the Council and the General Meeting shall be called

in accordance with provisions contained in clause 11, 12, 13, & 14 as described below.

- 11 The Council shall, on receipt of a requisition made in writing signed by at least 50 members entitled to vote or 25% of the membership whichever is less and containing a clear statement of objects for calling of such a meeting, convene an Extra Ordinary General Meeting within 30 Days.
- 12 The Council shall have power to call for Extra Ordinary General Meetings to consider matters of importance as and when it thinks that such matters have arisen and shall have to be brought to the notice of members for discussion.
- 13 **Notice of General Meeting and resolution:**
 - 13.1 Clear 10 days notice for every ordinary General Meeting and clear 7 days notice for every Extra ordinary General Meeting specifying the place, date and hour of the meeting and the business proposed to be transacted thereof shall be given by the Council under the signature of the General Secretary.
 - 13.2 A member or members desiring to move a resolution or resolutions at the Annual General Meeting shall give to the General Secretary 5 clear days notice before the date of the meeting and forward at the same time a copy of the proposed resolution or resolutions.
- 14 **Powers and Functions of the Chairman/President :**

Powers and Functions of the Chairman/President shall be as per Annexure – II

15 **Minutes :**

Minutes of the proceedings of the meetings shall be recorded by Dy. General Secretary or any other member nominated by the council in the minute book and to be signed by General Secretary and the Chairman of the meeting to which the minutes relate and also by the Chairman of the next meeting.

16 **Quorum for the General Meeting :**

50 Members in case General Meeting.

17 If within half an hour from the time appointed for the meeting there is no quorum then such a meeting, if called upon by the requisition of members shall be dissolved, in any other case it shall stand adjourned to meet on the same day, time and place next week and if in the adjourned meeting quorum is not formed within half an hour from the time appointed for the meeting, members present shall form the quorum.

18 **Voting :**

- 18.1 Subject to provision of clause (11) and (13) at all meetings, whether ordinary or extra ordinary, all matters placed before the meetings shall be decided by a simple majority, each member having one vote.
- 18.2 A member whose subscription is in arrear till 21 days before the date of Election shall not be entitled to vote.
- 18.3 Where the votes for or against any proposal or resolution are equal, the Chairman of the Meeting shall have a casting vote.

19 **Powers and Functions of the Executive Committee/Council :**

- 19.1 Powers and Functions of the Executive Committee/Council shall be as per Annexure - II.

20 **Quorum at the Council / Executive Committee Meeting**

- 20.1 50% and above of the members of the Council, present in person, shall form a quorum for a meeting of the Council; all matters shall be decided by a simple majority vote. In case of a tie, Chairman will have the casting vote, in addition to his own vote.

21 **Proceedings by Circulation :**

Matters calling for urgent decision may be considered and decided upon by the Council by circulation among all the members and such decision, approved by a simple majority of its members, shall be deemed to be a decision taken in a Council meeting to be convened within a week.

22 **Account :**

- 22.1 The Council shall cause proper accounts to be kept of all sums of money received and expended on behalf of the Association with details of all matters in respect of which such receipts and expenditure have taken place and of the liabilities of the Association.
- 22.2 The funds of Association will be raised through one or more of the following:-
- a) Subscription from Members.
 - b) Donation from Members or others.

c) Grant from ISP or any other Authority

d) Other sources as may be approved by the Executive Committee.

22.3 Subscription fees and membership fees shall be collected by the Council Members at each location on behalf of the Council. The funds raised shall be deposit with a scheduled Bank and shall be available for ready withdrawal to the extent necessary.

22.4 It shall be the responsibility of the Council Members, at each location, to transfer the funds raised to the Council by 30th April of each year.

22.5 The Council shall have the authority to deposit its funds raised from the Executive Committee in interest bearing term deposit with a scheduled Bank.

23 **Powers and Functions of the General Secretary :**

Powers and Functions of the General Secretary shall be as per Annexure - II.

24 **Powers and Functions of the Treasurer :**

Powers and Functions of the Treasurer shall be as per Annexure - II.

25 **Power of GSLI Secretary :**

He shall be responsible for all matters related to GSLI and shall have powers to spend for GSLI related matters in consultation with Council G.S. However, the Council should ratify such expenditures.

26 **Appointment of Auditor :**

An Auditor shall be appointed at the Annual General Meeting of the Association with such remuneration as may be decided upon by the Council to audit the accounts of the ensuing financial year.

27 **Minimum Number of Council Meetings :**

Council shall hold minimum of 6 (Six) meeting every year.

28 **Removal from Membership :**

The Council or the members of the Association may call for an ordinary or extra ordinary meeting as explained above to examine the conduct of any member of the Council and if, at such a meeting two-thirds of the members present decide that the member of the Council should be removed from the Council, he shall stand so removed with immediate effect. Similar procedure would apply for removal of any other member of the Association.

29 **Audit of Accounts :**

As soon as possible after 31st March of every year and in any case before the date of the General Meeting, the Accounts of the Association shall be caused to be audited by the Auditor and shall be placed at the Annual General Meeting for adoption along with the Reports of the Council and Auditor.

30 **Changes of the Constitution :**

The General body of the members of the Association shall have the power to add, amend, annul or abrogate any of the clause of the constitution upon the vote of Three Fourth majority of the members present at any Extra Ordinary General Meeting, specially convened for the purpose of amending the constitution.

Prior to any amendment being proposed for adoption at the Extra Ordinary General Meeting, the same will have to be passed at a meeting of the Council by "two-third majority" vote.

31 **Dissolution :**

If at least three-fourths of the total number of Members of the Association at any General Meeting called specially for that purpose determine that the Association shall be dissolved, it shall be dissolved forth-with on any date as may be agreed upon by the members. No proxy shall be allowed at such a meeting.

32 **Distribution of Assets in the event of dissolution :**

On dissolution of the Association, the excess of assets of the Association over its liabilities shall be transferred to any other Association or Associations having similar objects in such proportions as may be decided upon by the members present at that meeting.

33 **Tenure :**

Tenure of the Council of IOA shall be for 2 (Two) years or as of Steel Executive Federation of India (S E F I's) tenure and IOA election normally shall be held before and matching with Steel Executive Federation of India (S E F I) terms.

Annexure-I

- Each Zone shall be represented by numbers of members based on the strength of the Zone as on 1st April of the Election year.

The equation for numbers of Council members from each Zone is as follows.

- ✓ Zones representing upto 50 members shall elect One Council member
 - ✓ Zones representing more than 50 members and upto 100 members shall elect Two Council member
 - ✓ Zones representing more than 100 members shall elect Three Council member
- In case of vacancy of the Zonal representative, the Executive Committee shall elect/nominate the vacant position/s from amongst the members only for the rest period.
 - For any other Department that are not covered in the Table below, the members representing that Department shall be suitably attached to a specific Zone based on decision of the Council.
 - In case of necessity, new Zone may be formed based on decision of the Council after examining through a Committee.
 - In case of non election of any Female officer/member, one Female member to be co-opted in addition to the prescribed council members and shall enjoy all powers of Council.

ZONES FOR THE ELECTION OF EXECUTIVE COMMITTEE/COUNCIL

- 1 BLAST FURNACE
- 2 COKE OVEN
- 3 PROJECT
- 4 MEDICAL
- 5 RMHP NEW, RMH, SINTER PLANT
- 6 BOF,CCP,LDCP, SMS, QUALITY, RC&RD(S), REFRACTORY,
MRD
- 7 WRM, USM, WRM, BAR MILL, RTS NEW, ROLLING MILL
- 8 INSTRUMENTATION, C&A, ELEC. MAINT(S), ETL, ERS,
ELECTRICAL MAINT(I), TELECOM
- 9 MECH.MAINT.(S), MECH.MAINT.(I), CAPITAL REPAIRS, PLANT
DESIGN, CM, WMD, PLANNING CELL
- 10 MATERIALS, MARKETING
- 11 ACCOUNTS, INTERNAL AUDIT, C&IT, COST CONTROL, ERP
- 12 POWER ENGG., P&BS-2, POWER DISTRIBUTION
- 13 CEO-OFFICE, ESTATE, TOWN ADMN, SECURITY, VIGILANCE,
EDUCATION, PERSONNEL DEPT., CSR, PUBLIC RELATION,
B.B.H.S.-MADHYAMIC, B GIRLS H S SCHOOL, C D VIDYAPITH,
HRD
- 14 ED(W)-SECY., CONTRACT, TRANSPORT, TRAFFIC, T&RM,
PWE, DIESEL LOCO, IE, PPC
- 15 SAFETY, FIRE SERVICE, ENVIRONMENT
- 16 OXYGEN PLANT, ENERGY MGMT., ACVS, UTILITY, ODPL,
CCAS
- 17 OFFICES OUTSIDE BURNPUR/ASANSOL AREA UNDER THE
ADMINISTRATIVE CONTROL OF SAIL-ISP

Annexure-II

Powers and Functions of the Executive Committee:

- a) The Executive Committee shall be the governing body of the Association and shall take decision and shall do all such acts as may be necessary for the furtherance of the objects of the Association as defined in the Article 2.
- b) Any decision taken by the committee in discharging its normal functions shall be binding on all members of the Association.
- c) The Committee shall have the power to appoint sub – committee/s for such purposes as may be felt necessary and such committee/s may include members than the Executive Committee members.
- d) The decision of the Committee will be communicated to all members of the Association.
- e) The Committee shall normally decide at the issues by consensus. In the event of difference, the issue will be decided by simple majority vote of the committee members. The President will only exercise his right of vote in the event of a tie.
- f) The Committee members shall be responsible for membership drive, collection of subscription, passing on the information, notices and raising of funds from their respective zones/department and any other responsibility given to them for the proper functioning of the Association. In addition shall:
 - i. Have the right to co-opt ordinary member deemed fit for the period necessary. The co-opted member shall not, however, have a voting right in the Committee's deliberations.
 - ii. Executive Committee shall form rules of business for conduct of the affairs of the Association, such rules of

business shall be entered in the minutes books of the Association.

- iii. Negotiate with insurance Company from time to time regarding the Group insurance activities.
- iv. Invest reserves and surplus funds of the Association.
- v. Decide for opening and operation of Bank Account with any schedule bank at Burnpur.
- vi. Appoint and dismiss temporary/permanent staff and fix their remuneration.
- vii. Convene the Annual General Body meeting.
- viii. Prepare Annual Report and statements prescribed by the Registrar and place them before the General Body Meeting.
- ix. Spend the money for Administrative and other expenditure or the Association and for any humanitarian causes.

Powers and functions of the Office Bearers:

President:

- a) The President will be custodian of the constitutions and shall have the general control over the affairs of the Association.
- b) He shall preside over all meetings of the Association and act as the Chairman of the executive Committee.

Vice President:

In the absence of the President, the Vice President will discharge the functions of the President.

General Secretary:

- a) The General Secretary shall be responsible for the Executive Administration of the Association subject to the control of President / Vice President.
- b) He shall be responsible for maintaining all the books and Registers prescribed under the Act.
- c) He shall convene all General Body and Committee meetings in consultation with the President or as per the decision of the Committee.
- d) He shall carry out all other work as may be entrusted to him by the Committee.
- e) He will have power to pass for payment all bills, contingent charges and ordinarily will have authority to spend upto a maximum of Rs. 1000/- per item of expenditure without prior sanction of the Council, details of the expenditure so made, to be passed in the next meetings of the Council.

Deputy General Secretary:

- a) In the absence of the General Secretary, the Deputy General Secretary will discharge the functions of the General Secretary.
- b) To discharge such other duties as are delegated to him by the committee.

Treasurer:

- a) Treasurer shall be the custodian of finance of the Association and he shall see that all the money collected is duly accounted for.
- b) He shall bring to the notice of the Executive Committee all arrears, dues and delay in the discharge of liabilities.

- c) He shall see that the account books of the Association are properly kept.
- d) He shall monitor the expenditure against allocated budget and bring to the notice of the Council.
- e) He shall submit his report to the committee and with its approval present to the General Body.
- f) He shall compile the annual accounts and prepare the balance sheet and get them audited by the Auditor appointed by the General Body.

Deputy Treasurer:

- a) In the absence of the Treasurer, the Deputy Treasurer will discharge the functions of the Treasurer.
- b) To discharge such other duties as are delegated to him by the committee.