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# Proposal of Amendment to the Guild Constitution

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Amendment to Constitution as proposed by the Committee (formed at last Central Council meeting at Delhi on 22nd October 2013)



JANUARY 1, 2014

AIR TRAFFIC CONTROLLERS' GUILD (INDIA)  
T-1/7, Pocket-B, I N A Colony, New Delhi - 110023



# Proposal of Amendment to the Guild Constitution

PLEASE INDICATE AGREEMENT/DISAGREEMENT WITH AMENDMENTS WITH Y/N RESPECTIVELY IN THE RIGHTMOST COLUMN

Changes are indicated by *emphasis (italics)* and ~~strikeouts~~.

<u>Reference</u>	<u>Existing Constitution</u>	<u>Proposed Amendment</u>	<u>Change agreed to</u>
<b>PART I</b>	<b>MAIN LAWS</b>		
<b>Article I</b>	<b>PRELIMINARY</b>		
Clause A	<b>NAME, SHORT TITLE AND APPLICATION</b>		
	Section 1 The Union constituted in accordance with the provisions made in this constitution shall be known as "Air Traffic Controllers' Guild (India)".	No Change	
	Section 2 Short names " ATC Guild (India) or " ATC Guild" or "ATCGI" or " Guild" would generally mean "Air Traffic Controllers' Guild (India)", when use in context with the air traffic control service or ATC profession in India.	No Change	
	Section 3 This Constitution shall be called "Air Traffic Controllers' Guild (India) constitution", Part I MAIN LAWS & Part II BYE LAWS and its short title shall be "ATC Guild (I) Constitution" or simply "Guild Constitution".	No Change	
	Section 4 It shall apply to all Members of Guild wherever they may be.	<b>Section 4</b> It shall apply to the Members of Guild according to their status of Membership wherever they may be.	Y/N
Clause B	<b>DEFINITIONS</b>	No Change	



	<p>Section 1. The terms used in this constitution will carry the meaning as defined in the ICAO Annexes &amp; DOCs, or Indian Aircraft Act 1934, or Indian Aircraft Rules 1937, or AIP India or as defined specifically by the Articles of this Constitution or by the Bylaws made under this constitution, unless the context otherwise specifies.</p>		
	<p>Section 2. For the purpose of provisions contained in this constitution “Air Traffic Controller” would mean a person who has undergone or is undergoing an approved/ prescribed course of training leading to profession of Air Traffic Control or in such profession as to eventually become an Air Traffic Controller (by general definition- as defined in the ICAO Annexes &amp; DOCs, Aircraft Manual- India).</p>	No Change	
	<p>Section3. Word “profession” in this constitution would mean profession of air traffic control, unless context specifies otherwise.</p>	No Change	
	<p>Section 4. CHQ/ RHQ shall mean Central Headquarter or Regional headquarter of the organization concerned.</p>	No Change	
Clause C.	<b>OBJECTIVES</b>		
	<p>Section 1 Generally</p> <ul style="list-style-type: none"> <li>a. To watch-over and protect, the honor and dignity of the profession, improving and enhancing its stature and outlook.</li> <li>b. To promote and maintain in the profession a high standard of efficiency and integrity.</li> </ul>	<p>Section 1 Generally</p> <ul style="list-style-type: none"> <li>a. To watch-over and protect, the honor and dignity of the profession, improving and enhancing its stature and outlook.</li> <li>b. To promote and maintain in the profession a high standard of efficiency</li> </ul>	Y/N



	<p>c. To collect, compile and disseminate information pertaining to the profession and publish the same in the form of journals, papers, pamphlets or otherwise.</p> <p>d. To provide opportunity and facilities for the discussion and study by all or any person of matters concerning or affecting Air Traffic Control and enlighten the public regarding the profession.</p>	<p>and integrity.</p> <p>c. To collect, compile and disseminate information pertaining to the profession and publish the same in the form of journals, papers, pamphlets or otherwise.</p> <p>d. To provide opportunity and facilities for the discussion and study by all or any person of matters concerning or affecting Air Traffic Control and enlighten the public regarding the profession.</p> <p><i>e. To ensure the member gains benefits due to him on account of his performance of ATC Profession in accordance with the law of the land.</i></p>	
	<p>Section 2. Guild shall strive;</p> <p>a. To safeguard and improve the conditions of service of the members of the Guild.</p> <p>b. To protect professional and personnel interest of the members and to compensate members for all and any loss arising out of any trade/ industrial dispute.</p> <p>c. To extend all assistance and to compensate for all and any loss to each such member, who is</p>	<p>Section 2. Guild shall strive;</p> <p>a. To safeguard and improve the conditions of service of the members of the Guild.</p> <p>b. To protect professional and personnel interest of the members and to compensate members for all and any loss arising out of any trade/ industrial dispute.</p>	<p>Y/N</p>



	<p>persecuted or victimized for promoting interest of the Guild.</p> <p>d. To promote fraternal relations among members and maintain a high caliber of conduct and code of ethics for the ATC profession.</p> <p>e. To promote fraternal relations or seek affiliations with body associations or air traffic controllers, national and international.</p>	<p>c. To extend all assistance and to compensate for all and any loss to each such member, who is persecuted or victimized for promoting interest of the Guild.</p> <p>d. To promote fraternal relations among members and maintain a high caliber of conduct and code of ethics for the ATC profession.</p> <p><i>e. To establish and maintain a fully furnished office to carry out its day to day affairs and to hold meetings /discussions etc at the headquarters of RECs/ CEC.</i></p> <p><i>f. To employ necessary staff for the maintenance of its office /maintaining accounts, website / issue of publications etc.</i></p> <p><i>g. To create &amp; maintain a corpus fund either by Guild or through another fund managing house for the welfare of present and past members.</i></p>	
	<p>Section 3. Guild shall make efforts; a. To promote discussion, facilitate exchange of</p>	<p>Section 3. Guild shall make efforts; a. To promote discussion, facilitate</p>	<p>Y/N</p>



	<p>information and raise the standard of knowledge of those engaged in the profession.</p> <p>b. To promote and maintain in all respects efficient and friendly co-operation between the profession and those who seek their livelihood or pleasure in the air traffic services.</p> <p>c. To assist whenever practicable, in carrying out any research or other scientific work, concerning aviation industry in general and ATS in particular.</p>	<p>exchange of information and raise the standard of knowledge of those engaged in the profession.</p> <p>b. To promote and maintain in all respects efficient and friendly co-operation between the profession and those who seek their livelihood or pleasure in the air traffic services.</p> <p>c. To assist whenever practicable, in carrying out any research or other scientific work, concerning aviation industry in general and ATS in particular.</p> <p>d. <i>Liaise with media, issue press releases to safe guard the interests of the ATC Guild / profession when there is adverse articles /remarks in media and engage external / internal I experts to participate in discussions in the media / forum etc to explain the stand of the Guild when situation arises</i></p>	
	<p>Section 4 Guild Shall nominate and make Air Traffic Controllars available;</p> <p>a. To act as members of, or to hold seats on, or to give evidence before commissions, court of Enquiry, Committees or Boards of any description whatsoever governing, examining or other Authority and who will be available for advice or consultation</p>	<p>Section 4 Guild Shall nominate and make Air Traffic Controllars available;</p> <p>a. To act as members of, or to hold seats on, or to give evidence before commissions, court of Enquiry, Committees or Boards of any description whatsoever governing, examining or other Authority and who will</p>	<p>No Change</p>



	<p>of all question affecting the individual or collective business of its members in relation to Air Traffic Control or Judicial, commercial, Scientific Educational, technical, Legislative, or Administrative matters relating thereto.</p> <p>b. To take up the cases of the members with the Authorities concerned of violation and /or adverse remarks against an Air Traffic Controller arising out of difference of opinion on the proper interpretation of Air Traffic Rules, or due to the defective planning of the system and adverse working conditions or improper applications of the rules or administration of personnel with a view to assist the authorities in establishing the real cause of the incident, correct course of action to be followed and suggesting ways and means of avoiding recurrence of similar incidents, whenever possible.</p> <p>c. To act as members in standing committees as and when decided by the General Council/ Central Council/ Central Executive Council/ REC as per the terms and conditions to be specifically formulated.</p>	<p>be available for advice or consultation of all question affecting the individual or collective business of its members in relation to Air Traffic Control or Judicial, commercial, Scientific Educational, technical, Legislative, or Administrative matters relating thereto.</p> <p>b. To take up the cases of the members with the Authorities concerned of violation and /or adverse remarks against an Air Traffic Controller arising out of difference of opinion on the proper interpretation of Air Traffic Rules, or due to the defective planning of the system and adverse working conditions or improper applications of the rules or administration of personnel with a view to assist the authorities in establishing the real cause of the incident, correct course of action to be followed and suggesting ways and means of avoiding recurrence of similar incidents, whenever possible.</p> <p>c. To act as members in standing committees as and when decided by the General Council/ Central Council/ Central Executive Council/ REC as per the terms and conditions to be specifically formulated.</p>	
	<p>Section 5. Guild shall render efforts to make investigations into and to furnish assistance and advice to any person, body, or authority, of such nature which may be concerned or may affect the profession directly or</p>	<p>Section 5. Guild shall render efforts to make investigations into and to furnish assistance and advice to any person, body, or authority, of such nature which may be concerned or may affect the profession</p>	<p>Y/N</p>



	<p>indirectly on the issues such as;</p> <ul style="list-style-type: none"> <li>a. Civil Air Regulations.</li> <li>b. Design, Function and Location of navigation aid.</li> <li>c. Design, Function and Application of ATC equipment.</li> <li>d. Evolution, Modification and improvement of ATC procedures.</li> <li>e. Adequate staffing of ATC Units and facilities.</li> <li>f. Rules governing the administration of personnel/ service conditions of Air Traffic Controllers.</li> </ul>	<p>directly or indirectly on the issues such as;</p> <ul style="list-style-type: none"> <li>a. Civil Air Regulations.</li> <li>b. Design, Function and Location of navigation aid/<i>Surveillance equipment &amp; ATM Infrastructure.</i></li> <li>c. Design, Function and Application of ATC Equipment.</li> <li>d. Evolution, Modification and improvement of ATC Procedures.</li> <li>e. Adequate staffing of ATC Units and facilities.</li> <li>f. Rules governing the administration of personnel/ service conditions of Air Traffic Controllers.</li> </ul>	
	<p>Section 6</p> <ul style="list-style-type: none"> <li>a. All properties and money belonging to the Guild shall be applied solely for the promotion of its objectives as herein set-forth and/ or objects specified in the section 15 of the Trade Union Act 1926 (as amended from time to time), and no portion thereof shall be paid or transferred directly or indirectly by way of profit to the members of the Guild. Except nothing herein contained shall prevent the payment made in good faith or remuneration to any member in return of any service rendered to the Guild.</li> </ul>	<p>Section 6</p> <ul style="list-style-type: none"> <li>a. All properties and money belonging to the Guild shall be applied solely for the promotion of its objectives as herein set-forth and/ or objects specified in the section 15 of the Trade Union Act 1926 (as amended from time to time), and no portion thereof shall be paid or transferred directly or indirectly by way of profit to the members of the Guild. Except nothing herein contained shall prevent the payment made in good faith or remuneration to any member in return of any service rendered to the Guild.</li> </ul>	<p>No Change</p>





	b. The Guild shall rigidly exclude all questions of politics, general and local.	b. The Guild shall rigidly exclude all questions of politics, general and local	
<b>Article II</b> <b><u>MEMBERSHIP</u></b>			
Clause A.	<b>MEMBER</b>		
	Section 1. MEMBER shall be a person who having been admitted according to the provisions of this constitution shall have signed the membership form and not in default of subscription due as defined in Byelaws for 3 consecutive months or more.	<b>Section 1.</b> MEMBER shall be a person who having been admitted according to the provisions of this constitution shall have signed the membership form and <b>make payment of subscription as defined in Byelaws.</b> <b>However, the right of membership for other purpose depends upon the regularity of his subscription payment.</b>	Y/N
	Section 2 Membership is open to all Air Traffic Controllers of India wherever they may be working.	<b>Section 2</b> Membership is open to all Air Traffic Controllers of India wherever they may be working <b>and governed by the Indian Aircraft Act 1934 and related CARs.</b>	Y/N
Clause B	<b>RIGHTS OF MEMBERS</b>		
	Section 1. Rights of the members shall be personal and non-transferable.	Section 1. Rights of the members shall be personal, non-transferable <b>and absolute for the conditions for which the same is stipulated.</b>	Y/N



	<p>Section 2. All Members shall have right to vote and will exercise this right, in the manner prescribed for, whenever voting is called for in any meeting of Guild or otherwise.</p>	<p>Section 2. The right to vote or contest in any council of Guild shall be governed with the following provisions.</p> <p><b>1. MEMBER WITH CONTESTING RIGHT</b> are those who pay their subscription since their enrolment without any default for a period not exceeding three months and without default for any period during the immediate past thirty-six months of the date of declaration of election notification. No post payment membership subscription shall be taken into account for this purpose.</p> <p><b>2. MEMBER WITH VOTING RIGHT</b> are those who pay their subscription since their enrolment without any default for a period not exceeding three months during the immediate past twelve months of the date of declaration of election notification. Post payment of membership subscription till the date of declaration of notification can be accounted for.</p> <p><b>3. MEMBER WITHOUT CONTESTING &amp; VOTING RIGHT</b> are those who pay their subscription without any default for a period not exceeding three consecutive months.</p>	<p>Y/N</p> <hr/> <p>Y/N</p> <hr/> <p>Y/N</p>
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	<p>Section 3. Only those members who are in the membership register of the Guild continuously for the last three years and who have not defaulted in paying subscription for three months or more shall be eligible for election to any office of the Guild.</p>	<p>Section 3. Members who fail to act as per the provisions of this constitution during their past shall forfeit the right to contest to any office of Guild for a subsequent period of minimum three years from the date he was found to be failed in his act.</p>	Y/N
	<p>Section 4. Members shall have inviolable right of information from councils of Guild, on matters connected with Guild activities.</p>	<p>Section 4. Members shall have inviolable right of information from councils, on matters connected with Guild activities and the same shall be made available by each council of Guild every quarterly without fail.</p>	Y/N
	<p>Section 5 Member shall have the right to criticize policy of the Guild or action of any Council of the Guild or members thereof, and to make suggestions or proposals for the guidance of the Guild either at the meetings of the Guild or through letters addressed to the General/ Regional/ Branch secretary.</p>	<p>Section 5 Member shall have the right to criticize policy of the Guild or action of any Council of the Guild or members thereof, and to make suggestions or proposals for the guidance of the Guild either at the meetings of the Guild or through letters addressed to the General/ Regional/ Branch secretary.</p>	
Clause C.	<b>DUTIES OF THE MEMBERS</b>		
	<p>Section 1 All members shall abide by the Constitution of the Guild and implement all decisions of the guild, as directed by the Councils.</p>	<p>Section 1 All members shall abide by the Constitution of the Guild and implement all decisions of the guild, as directed by the Councils.</p>	
	<p>Section 2 All members shall abide by the decisions of the Guild or Councils of Guild and assist Guild and its Councils to achieve smooth and efficient working of the Guild.</p>	<p>Section 2 All members shall abide by the decisions of the Guild or Councils of Guild and assist Guild and its Councils to achieve smooth and efficient</p>	



		working of the Guild.	
	<p>Section 3. All members shall attend all meetings of the Guild except when exempted on specific grounds.</p>	<p><b>Section 3</b> All members shall attend all meetings of the Guild.</p> <p>If a member of any executive council of Guild fails to attend more than three meetings in a calendar year, he becomes ineligible to contest in the immediate ensuing election.</p> <p>If a member of any executive council of Guild fails to attend more than half the number of meetings conducted by the council in a calendar year, he becomes ineligible to vote in the immediate ensuing election.</p> <p>If any member of Guild fails to attend half the number of meetings held in the calendar year and or failed to take part in any of the organizational activities of Guild, he forfeits his right to be entertained/ defended by the Guild in any fora.</p>	Y/N
Clause D.	<b>DISCIPLINARY ACTION</b>		
	<p>Section 1. Any member of the Guild found to be working against the interest of the Guild may be suspended from the Guild by 2/3-majority vote of the Central Council after giving due opportunity to the Member concerned to clarify her/his position within reasonable time.</p>	<p><b>Section 1.</b> Any member of the Guild found to be working against the interest of the Guild may be suspended from the Guild</p> <p>by 2/3-majority vote of:</p> <p>The Central Council if the member is a Central Executive Council Member,</p>	Y/N



		<p>by 2/3- majority vote of:</p> <p>The Regional Council if the member is a Regional Executive Council Member,</p> <p>by 1/2- majority vote of</p> <p>The Branch Council if the member is an ordinary member of any Branch,</p> <p>after giving due opportunity to the Member concerned to clarify her/his position within <i>one month</i>.</p> <p>The Period of suspension may vary from 1 year for CEC Member, 6 months of REC member and 3 months for ordinary member of a branch which can be determined by the respective councils.</p>	
	<p>Section 2. The suspended member shall have the right of appeal by distributing a well-founded letter to the members of the General Council of Guild.</p>	<p>Section 2. The suspended member shall have the right of appeal by distributing a well-founded letter to the members of General Council if suspension took place through Central Council, Central Council if Suspension took place through Regional Council &amp; Central Executive Council if suspension took pace through Branch Council of Guild respectively.</p>	<p>Y/N</p>



	<p>Section 3. It will be up to the General Council to decide in its meeting by 2/3 majority votes whether the member shall be expelled from the Guild.</p>	<p>Section 3. The respective councils of Guild Viz General/ Central / Central Executive Councils will decide in its meeting that shall be convened within 7 days of order of suspension and decide whether such member be suspended/ further expelled/ suspension be revoked by appropriate majority votes taking into due account of the appeal letter of the member concerned and only after conduct of such meeting the order of suspension/ expulsion/ revocation comes into force. The affected member can be called for such council meetings if the respective council decides to do so.</p>	Y/N
	<p>Section 4. Any member offending the Constitution of the Guild shall at the discretion of the General Council be subject to admonition.</p>	<p>Section 4. Any member offending or violating any of the provisions of the constitution shall at 2/3 majority votes by the General/ Central/Central Executive Councils respectively as the status of the offending member is concerned be admonished or invoked with appropriate punishment similar to have been quantified in Section 3 above.</p>	Y/N
Clause E.	<b>REGISTER OF MEMBERS</b>		
	<p>Section 1. A register of all members containing their name, date of birth, particulars of their employment, address of workplace and residence shall be maintained at the central headquarters of the Guild by CEC.</p>	<p>Section 1. A register of all members containing their name, date of birth, particulars of their employment, employee number, address of workplace and residence shall be maintained at every branch council of the Guild by the respective councils where the said member is currently posted/ residing and the same shall be submitted to CEC</p>	Y/N



		every quarterly within fortnight of completion of the quarter for publication of the same. CEC shall publish quarterly list of members latest within one month of completion of the quarter.	
	Section 2. Branch Council shall submit the details of the members as specified through a quarterly return to the Regional Council for onward transmission to the CEC.	Section 2. Every branch council shall submit the details of the members as specified through a quarterly return within 10 days of the completion of the quarter to the respective Regional Council who in turn collate, compile and submit to CEC within 15 days of the completion of the quarter.	Y/N
<b>Article III</b>	<b>COMPOSITION</b>		
Clause A	<b>The Guild</b>		
	Section 1. The Guild shall consist of General Body, General Council, Central Council, central Executive Council, Regional Bodies, Regional Councils, Regional Executive Councils, Branches, Branch Councils and may have patrons.	Section 1. The Guild shall consist of General Body, General Council, Central Council, central Executive Council, Regional Bodies, Regional Councils, Regional Executive Councils, Branches, Branch Councils and may have patrons.	
Clause B.	<b>BODIES OF GUILD</b>		
	Section 1 General Body: General Body of the Guild shall comprise of all the members of the Guild wherever they may be and shall be the supreme authority as far as the matters of the Guild are concerned. All assets, properties and liabilities of the Guild shall be vested with the General Body.	Section 1 General Body: General Body of the Guild shall comprise of all the members of the Guild wherever they may be and shall be the supreme authority as far as the matters of the Guild are concerned. All assets, properties and liabilities of the Guild shall be vested with the General Body.	
	Section 2 Regional Bodies:	Section 2 Regional Bodies:	



	Regional Body shall consist of all the Members of Guild posted/ residing within the Region and shall be supreme as far as the affairs of the Guild within the region are concerned, without prejudice to the authority of the General Body, General Council, Central Council and Central Executive Council.	Regional Body shall consist of all the Members of Guild posted/ residing within the Region and shall be supreme as far as the affairs of the Guild within the region are concerned, without prejudice to the authority of the General Body, General Council, Central Council and Central Executive Council.	
	<p><b>Section 3</b></p> <p>Branches:</p> <p>Branches of the Guild shall exist at each such station where more than five members are posted/ residing. Branch shall consist of all the members of Guild posted/ residing within the Branch station and shall be supreme as far as the affairs of the Guild within the Branch concerned, without prejudice to the authority of the General Body, General Council, Central Council, Central Executive Council, Regional Council, Regional Executive Council and Regional Body.</p>	<p><b>Section 3</b></p> <p>Branches:</p> <p>Branches of the Guild shall exist at each such station where more than 30 members are posted/ residing. Branch shall consist of all the members of Guild posted/ residing within the Branch station and shall be supreme as far as the affairs of the Guild within the Branch concerned, without prejudice to the authority of the General Body, General Council, Central Council, Central Executive Council, Regional Council, Regional Executive Council and Regional Body.</p>	
	<p>Section 4.</p> <p>Branches with more than 15 Members will be generally referred as Major Branches.</p>	<p>Section 4.</p> <p>Branches with more than 30 Members will be generally expected to function independently and associate with regional Executive Council only when Regional Council has been activated to undertake its functions.</p>	Y/N
	<p>Section 5.</p> <p>Members of stations, which have less than five members shall be attached to the nearest Major Branch or Branch at the seat of Regional Council, within Region in which the station of posting/ residence is located.</p>	<p>Section 5.</p> <p>Members of stations, which have less than 30 members shall be attached to the Branch at the seat of Regional Council, within Region in which the station of posting/ residence is located.</p>	
Clause C.	COUNCILS OF GUILD		





	<p>Section 1. Councils of the Guild shall be constituted through election, as per Article VIII and shall have tenure not exceeding two years. Elections shall be so held as to constitute New Council before end of tenure of the previous council expires.</p>	<p>Section 1. Councils of the Guild shall be constituted through election, as per Article VIII and shall have tenure not exceeding two years.</p> <p>Elections shall be held so as to constitute New Councils preferably before the tenure of the present council expires, <i>but in no case later than three months after end of tenure of the previous council.</i></p> <p><i>The Council automatically ceases to exist if the election as stipulated above is failed to take place and the responsibility of governing such council would be vested to the next higher level body namely Central Council for Central Executive Council, Regional Council in case of Regional Executive Council and General body of the branch in case of branch councils would assume charge of functioning of the guild through an adhoc body formed amongst its members.</i></p> <p><i>The composition of such adhoc body would be not more than three and the members of the executive council viz Central/ Regional/ Branch that failed to conduct election for the council cannot be part of such adhoc body of governance of Guild.</i></p> <p><i>The adhoc body that assumes charge shall ensure conduct of election for the council within</i></p>	<p>Y/N</p>
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		<i>two months from the date of after end of tenure of the previous council.</i>	
	Section 2 Subject to provisions of this Constitution, every Member (as envisaged in Article II of this constitution) shall be eligible to hold office in the Councils of Guild.	No Change	
	Section 3 Any person who ceases to be a Member of the Guild (as envisaged in Article II of this constitution) shall cease to be an office bearer of any council of the Guild.	No Change	
	Section 4. Office of the President, Vice President, General Secretary, Assistant General Secretary, & Treasurer in the Central Council and of the Regional President, and Regional Secretary, in the Regional Councils shall not be held by one (same) individual for more than two consecutive terms.	Section 4. No office bearer of any council shall be held in the same post for more than one term and any two posts of same council beyond a period of two terms.	Y/N
	Section 5. General Council shall consist of members of the Central Executive Council, regional Executive Councils, Branch Councils of Major Branches and delegates elected by the General Body in the manner prescribed in Article VIII. Total number of members of this council shall not exceed 10% of the membership as per Register of Members. This body shall be supreme deliberative body of the Guild and shall be responsible to the General Body.	Section 5. General Council shall consist of general members of the Guild. Total number of members of this council shall not exceed 5% of the membership as per Register of Members published in the immediate preceding quarter of the date of convening of the General Council. This body shall be supreme deliberative body of the Guild and shall be responsible to the General Body.  This body shall be convened once in Two years for review and ratification of the decisions taken in the previous General Councils, review the activities of Guild.	



		<p>The Agenda Points for General Council shall be prepared six months prior to the date of convening of the General Council by the Central Council and the same shall be circulated widely so as to make available to all branch councils at least 3 months prior to the date of convening of the General Council.</p> <p>In case if this body is failed to be convened within two years term extendable by four more months and in all not beyond 30 months from the time of the ending of the pervious General Council, the decisions that has been taken in the previous General Council would automatically become null and void and such decisions shall not be binding on the members.</p>	
	<p>Section 6. Central Council shall consist of all Elected Office bearers of the CEC, all Regional Secretaries and all branch secretaries of Major Branches. This Council shall be apex deliberative and administrative body of the Guild after General Council and will be responsible to the General Body and General Council.</p>	<p>Section 6. Central Council shall consist of all Elected Office bearers of the CEC, all Regional Secretaries and all branch secretaries of Branches.</p> <p>This Central Council shall be convened annually, for review the activities of Guild. In any case the Central Council shall not be held within six months of the occurrence of the General Council meeting and not exceeding 18 months of the occurrence of the General Council meeting.</p> <p>The Agenda Points for Central Council shall be prepared three months prior to the date of</p>	



		<p>convening of the Central Council by the Central Executive Council and the same shall be circulated widely so as to make available to all branch councils at least 1 month prior to the date of convening of the Central Council.</p> <p>This Central Council shall be the apex deliberative and administrative body of the Guild after General Council and will be responsible to the General Body and General Council.</p>	
	<p>Section 7. Central Executive Council (CEC): a. Central Executive Council shall consist of, one President, one Vice President, one General Secretary, one Assistant General Secretary, one Treasurer and four Secretaries.</p>	<p>Section 7. Central Executive Council (CEC): a. Central Executive Council shall consist of, one President, one Vice-President, one General Secretary, one Assistant General Secretary, one Treasurer and five Regional Secretaries of the Regions who will act as <i>Member Secretaries and additional member secretary exclusively reserved for female representation.</i></p> <p>b. Any member of the Guild from anywhere can contest for any post of the Central Executive Council. However, upon assuming charge the President, General Secretary and Treasurer shall function from the seat of the Central Executive Council during his or her term of office.</p>	<p>Y/N</p>



		<p>c. Guild shall facilitate in getting such individual posted on transfer or attachment at the seat of the Central Executive Council.</p> <p>d. The seat of the Central Executive Council for this purpose shall be the same location from where its governing authority with whom Guild shall deliberate upon, functions and not at any other allied locations within same locality from where sections of the governing body functions.</p> <p>e. The Central Executive Council shall be primary deliberative and administrative body of the Guild after General Council and Central Council and shall be responsible to the General Body, General Council and Central Council.</p> <p>f. Any member of the Central Executive Council can be removed from the office only by a vote of no confidence adopted by a 2/3<sup>rd</sup> majority of members of Central Council at a meeting called for this purpose after a notice of 14 days and confirmation of the same by General Council through a notice of referendum.</p> <p>g. General Council need not exclusively be</p>	
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		convened for this purpose.	
	<p>Section 8</p> <p>Regional Executive Council shall consist of all office bearers of REC, all Branch Secretaries and One Delegate Member from Major Branch within the Region Concerned.</p> <p>These Councils shall be apex deliberative and administrative bodies of the Guild in the Region concerned and shall be responsible to respective Regional Bodies, Central Executive Council, Central Council, General Council and General Body of the Guild.</p>	<p>Section 8</p> <p>Regional Executive Council shall consist of all office bearers of REC, all Branch Secretaries of Major branches and one delegate member from other branches within the Region on a rotational basis. Such delegate member from the branch concerned will have fixed tenure of three months and the rotation will be on the basis of alphabetical order of the station concerned within the Region.</p> <p>This council shall be apex deliberative and administrative body of the Guild in the region concerned and shall be responsible to respective Regional Bodies, Central Executive Council, Central Council, General Council and General Body of the Guild</p>	
	<p>Section 9.</p> <p>Regional Executive Council (REC)s:</p> <ol style="list-style-type: none"> <li>a. Regional Executive Council shall be seated at Delhi, Kolkata, Mumbai, Chennai and Guwahati.</li> <li>b. These shall consist of a Regional President, a Regional Secretary, an Assistant Regional Secretary, a Treasurer, and three Members from the seat of Regional Council.</li> <li>c. These council(s) shall be apex deliberative and</li> </ol>	<p>Section 9.</p> <p>Regional Executive Council (REC)s:</p> <ol style="list-style-type: none"> <li>a. Regional Executive Council shall be seated at Delhi, Kolkata, Mumbai, Chennai and Guwahati.</li> <li>b. These shall consist of a Regional President, a Regional Secretary, an Assistant Regional Secretary, a Treasurer, and <i>Five Members (one reserved for the ladies) from the Region.</i></li> </ol>	Y/N



	<p>administrative bodies of the Guild in the Region concerned, after Regional Council and shall be responsible to respective Regional Council, Regional Body, Central Executive Council, Central Council, General Council and General Body of the Guild.</p> <p>d. Any member of Regional Executive Council shall be removed from the office only by a vote of no confidence adopted by a majority of members present at a meeting of the Regional Body called for this purpose after a notice of seven days.</p>	<p>c. <i>Assistant Regional Secretary shall be the de-facto Branch secretary of the seat of the Regional Body and one of the Member will be acting as Treasurer of the branch of the seat of the Regional Body.</i></p> <p>d. <i>The posts of Assistant Regional Secretary and Member Secretary of the branch of the seat of the Regional Body who will be functioning as treasurer of the branch would be elected specifically indicating their roles and responsibilities and they shall be from the seat of the Regional Body.</i></p> <p>e. <i>Any member of the Regional Executive Council can be removed from the office only by a vote of no confidence adopted by a 2/3<sup>rd</sup> majority of members of Regional Council at a meeting called for this purpose after a notice of 14 days and confirmation of the same by Central Executive Council through a notice of referendum.</i></p> <p>f. <i>Central Executive Council need not exclusively be convened for this purpose.</i></p>	
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	<p>Section 10. The Regional Executive Council at Delhi, Mumbai, Calcutta, Chennai and Guwahati shall also function as the Branch Council of these stations respectively.</p>	<p>Section 10. The Regional Executive Council at Delhi, Mumbai, Calcutta, Chennai and Guwahati <i>shall have a separate Branch Council with Branch secretary be the Assistant Regional Secretary of the Region and treasurer as one of the Member secretary of the Regional Executive Council of the Region.</i> <i>The Branch Council functioning at the seat of the Region will have only one Branch Secretary and one treasurer.</i></p>	Y/N
	<p>Section 11. Branch Councils (BC):</p> <ol style="list-style-type: none"> <li>a. Branch Council shall consist of a Branch President and a Branch Secretary cum treasurer.</li> <li>b. Branches with more than 15 Members (Major Branches) shall have a Treasurer additionally.</li> <li>c. Branches with more than 25 members shall have a treasurer and two executive council members additionally.</li> <li>d. Branch Council shall be responsible to respective Branch, Regional Executive Council, Regional Council, Central Executive Council, Central Council and General Body of the Guild.</li> </ol>	<p>Section 11. Branch Councils (BC):</p> <ol style="list-style-type: none"> <li>a. <i>Branch Council shall consist of a Branch President, Branch Secretary and a treasurer.</i></li> <li>b. <i>Branches with more than 25 Members shall have an Executive Member additionally.</i></li> <li>c. <i>Branches with more than 50 members shall have a two executive council members.</i></li> <li>d. Branch Council shall be responsible to respective Branch, Regional Executive Council, Regional Council, Central Executive Council, Central Council and General Body of the Guild.</li> </ol>	Y/N





	<p>e. Any member of the Branch Council shall be removed from the office only by a vote of no confidence adopted by a majority of members of the Branch at a meeting called for this purpose after a notice of seven days.</p>	<p>e. <i>Any member of the Branch Council shall be removed from the office only by a vote of no confidence adopted by a majority of members of the Branch at a meeting called for this purpose after a notice of seven days and confirmation of the same by the Regional Executive Council through a notice of referendum.</i></p> <p>f. <i>Regional Executive Council need not be convened for this purpose.</i></p>	
Article IV	<b>POWERS DUTIES AND RESPONSIBILITIES – COUNCILS</b>		
Classes A	GENERAL COUNCIL		
	<p>Section 1 Without prejudice to powers of the General Body, General Council shall be supreme deliberative and legislative body of the Guild, and shall be responsible to the General Body.</p>		
	<p>Section 2 The General Council shall manage the income, funds and properties of the Guild and its affairs and may do all such things as shall appear to it necessary or expedient in relation thereto.</p>		
	<p>Section 3 General Council shall have powers to take all necessary steps to carryout policies and decisions, which the General Body or this council may decide upon.</p>		
	<p>Section 4 General Council shall have powers to amend constitution as may be necessary from time to time for proper administration of the Guild, however, no such rule amendments shall be inconsistent with</p>	<p>Section 4 General Council shall have powers to amend constitution as may be necessary from time to time for proper administration of the Guild, <b>However, no such rule shall be amended</b></p>	



	Constitution of the Guild.	without having communicated to the general members at least 90 days prior.	
	Section 5 General Council shall have powers and shall be responsible for carrying out disciplinary action against offending members as per stipulation made in this constitution or bylaws of the Guild.		
	Section 6 General Council shall decide on all matter concerning policies of the Guild and collective bargaining, by consensus or simple majority.	Section 6 General Council shall decide on all matter concerning policies of the Guild and collective bargaining, <del>by consensus or</del> simple majority.	
	Section 7 General Council may invite to its meetings any person other than member of the General Council, without voting rights		
	Section 8 Without prejudice to the provisions laid in Art VI, General Council shall meet together for dispatch of business, adjourn or otherwise regulate its meetings, as it deems fit but at least once in two years.		
	Section 9 The General Council will review all the Byelaws or amendments thereof made by the Central Council/ Central Executive Council and will ratify/ annul or amend these Byelaws as deemed necessary. Such nullification/ amendment of any Byelaw will however have only a prospective effect.		
	Section 10 Decisions arrived at by the General Council will remain irrevocable and can be supersede only by the General Body through referendum.		
	Section 11		



	Without prejudice to the rights of Members, General Council shall have powers to admonish, suspend, expel, or readmit any member as per stipulation made in this regard in the Constitution of the Guild.		
Clause B.	CENTRAL COUNCIL		
	Section 1 Without prejudice to powers of General Body and General Council, Central Council shall have all powers and responsibilities of the General Council stipulated in this Constitution, while General Council is not in session.		
	Section 2 Central Council may invite to its meetings any person other than member of the Central Council, without voting rights.		
	Section 3. Without prejudice to the provisions laid in Art VI, Central Council shall meet together for dispatch of business, adjourn, or otherwise regulate its meetings, as it deems fit but at least once in six months.	Section 3. Without prejudice to the provisions laid in Art VI, Central Council shall meet together for dispatch of business, adjourn, or otherwise regulate its meetings, as it deems fit but <b>at least once in one year.</b>	Y/N
	Section 4 The Central Council will review all the Byelaws made by the Central Executive Council during period since last meeting and will ratify/ annul or amend these Byelaws as deemed necessary. Such nullification/ amendment of any Byelaw will however have only a prospective effect.		
	Section 5 Decisions arrived at by the Central Council will remain irrevocable and can be superseded only by the General Council or by General Body through referendum.		
	Section 6		



	Without prejudice to the powers of General Council and rights of the Members, Central Council shall have powers to admonish, suspend or readmit any member as per stipulation made in this regard in the Constitution of the Guild.		
Clause C.	CENTRAL EXECUTIVE COUNCIL		
	Section 1 Without prejudice to powers of General Body, General Council and Central Council, Central Executive Council shall have all powers and responsibilities of the General Council stipulated in this Constitution, while General Council is not in session.		
	Section 2 Central Executive Council may invite to its meetings any person other than member of the Central Council, without voting rights.		
	Section 3. Without prejudice to the provisions laid in Art VI, Central Executive Council shall meet together for dispatch of business, adjourn, or otherwise regulate its meetings, as it deems fit but at least once in a month.	Section 3. Without prejudice to the provisions laid in Art VI, Central Executive Council shall meet together for dispatch of business, adjourn, or otherwise regulate its meetings, as it deems fit but at least <i>once in three months</i> .	Y/N
	Section 4 Decisions arrived at by the Central Executive Council will remain irrevocable and can be superseded only by the Central Council or General Council or by General Body through referendum.		
	Section 5 Without prejudice to the powers of General Council and Central Council and the rights of the Members, Central Executive Council shall have powers to admit or suspend any member as per stipulation made in this		



	regard in the Constitution of the Guild.		
	<p>Section 6. All vacancies in the Central Executive Council caused by expulsion, resignation or transfer of members may be filled by co-option, provided that at no time co-opted members shall continue to hold the office for more than three months consecutively.</p>	<p>Section 6. <i>Vacancies in the Central Executive Council for the post of President, Vice President, Assistant General Secretary &amp; Treasurer caused by expulsion or resignation or death or transfer of members shall be filled by election only.</i></p> <p><i>Only member secretary post shall be co-opted provided that at no time co-opted members shall continue to hold the office for more than three months consecutively, beyond which election shall be held to fill up such vacant post(s).</i></p>	Y/N
	<p>Section 7 No member who is not a member already of the Central Executive Council shall be co-opted to function as General Secretary or President.</p>	<p>Already covered in above section.</p>	
Clause D	REGIONAL COUNCILS		
	<p>Section 1 Subject to overall supervision and Guidance of the Central Executive Council. The Regional Council shall take steps, consistent with the consultation of Guild, as necessary to promote and protect the interest of the Guild and its members in the Region.</p>		
	<p>Section 2 Regional Council may invite to its meetings any person other than member of the Regional Council, without voting rights.</p>	<p>Section 2 Regional Council may invite to its meetings any person other than member of the Regional Council <b>from within the Region concerned</b>, without voting rights.</p>	
	<p>Section 3. Without prejudice to the provisions laid in Art VI,</p>	<p>Section 3. Without prejudice to the provisions laid in Art</p>	Y/N



	Regional Council shall meet as often as necessary and at least once in six months.	VI, Regional Council shall meet as often as necessary and <b>at least once in a year.</b>	
	Section 4 Ordinary meeting of the Regional Council may be called at 30 days' notice and an emergency meeting at 24hrs notice.	Section 4 Ordinary meeting of the Regional Council may be called at 30 days' notice and an emergency meeting at <b>72hrs</b> notice.	
Clause E	REGIONAL EXECUTIVE COUNCILS		
	Section 1 Regional Executive Council shall have all powers and responsibilities of the Regional Council, while Regional Council is not in meeting.		
	Section 2. Without prejudice to the provisions laid in Art VI, Regional Executive Council shall meet as often as necessary and at least once in a month.	Section 2. Without prejudice to the provisions laid in Art VI, Regional Executive Council shall meet as often as necessary and at least once in <b>three months</b>	Y/N
	Section 3 Ordinary meeting of the Regional Executive Council may be called at 3 days' notice and an emergency meeting at 24 hours' notice.		
	Section 4 All vacancies caused by expulsion, resignation or transfer of members may be filled by co-option, provided that at no time co-opted members shall continue to hold the post for more than three months consecutively.		
	Section 5 No member who is not a member already of the Regional Executive Council shall be co-opted to function as Regional Secretary or Regional President.		
Clause F	BRANCH COUNCILS		
	Section 1		



	Branch Council shall be responsible for the affairs of the Guild as far as the Branch is concerned and shall within the overall supervision and Guidance of the Regional Council take all steps consistent with the Constitution and Byelaws of the Guild, as necessary to promote and protect the interest of the Guild and its members in the Branch.		
	Section 2 Without prejudice to the provisions laid in Art VI, Branch Council shall meet as often as necessary and at least once in three months.	Section 2 Without prejudice to the provisions laid in Art VI, Branch Council shall meet as often as necessary and at least <b>once in a month</b> .	
	Section 3 Ordinary meeting of the Branch Council may be called at 3 days' notice and an emergency meeting at 24 hours' notice.		
	Section 4 All vacancies caused by expulsion, resignation or transfer of members may be filled by co-option from among the members of the Branch concerned, provided that at no time co-opted members shall continue to hold the post for more than three months consecutively.		
Article V	DUTIES AND RESPONSIBILITIES - OFFICE BEARERS		
Clause A	CENTRAL EXECUTIVE COUNCIL		
	Section 1 President: President generally supervise the work of the Guild and shall preside over all the meetings of the Guild, General Council, Central Council and Central Executive Council, preserve order, sign all minutes and have a casting vote in case of a tie.		
	Section 2		



	Vice President: Shall act as President in the absence of the President.		
	<p>Section 3.</p> <p>General Secretary: Shall conduct all affairs of the Guild as per policies, objectives, resolutions adopted by the General Body, and decisions of the General Council, Central Council, and Central Executive Council. Shall conduct all correspondence, convene all meetings of the Guild, and maintain all records except the account books. Shall have powers to incur expenditure on any single item up to rupees one thousand when not provided in the budget.</p>	<p>Section 3.</p> <p>General Secretary: Shall conduct all affairs of the Guild as per policies, objectives, resolutions adopted by the General Body, and decisions of the General Council, Central Council, and Central Executive Council. Shall conduct all correspondence, convene all meetings of the Guild, and maintain all records except the account books. Shall have powers to incur expenditure on any single item up to rupees <i>five</i> thousand when not provided in the budget.</p> <p><i>General Secretary shall be accountable for all actions of the Central Council, Central Executive Council and shall be obliged to respond to the queries of the members as appropriate in the forum of the Guild.</i></p>	Y/N
	<p>Section 4</p> <p>Assistant General Secretary: Shall maintain a register of members, keep minutes of all meetings of the Guild, General Council, Central Council and Central Executive Council, and have them signed by the President. Shall act as General Secretary in the absence of General Secretary.</p>		
	<p>Section 5</p> <p>Treasurer: Shall be responsible for collection of funds from the Regional and Branch Councils, be responsible for all sums of the money that may be paid to the Guild from time to time, make all payments sanctioned by the General Council, Central Council or Central Executive Council and confirmed by the General</p>		





	Secretary. Shall keep accounts of the Guild, prepare annual statements of receipts and expenditure, and prepare budget of the Guild for ensuing year.		
	Section 6. Secretary: All four Secretaries shall assist the General Secretary as deemed necessary or directed by the General Council, or Central Council, or Central Executive Council.	Section 6. Secretary: All <i>six</i> Secretaries shall assist the General Secretary as deemed necessary or directed by the General Council, or Central Council, or Central Executive Council.	Y/N
Clause B.	REGIONAL COUNCIL		
	Section 1 Regional President: Shall generally supervise the work of the Guild within the Region and shall preside over all the meetings of the Regional Body, Regional Council, and Regional Executive Council, preserve order, sign all minutes and have a casting vote in case of a tie.		
	Section 2. Regional Secretary: a. Shall conduct all affairs of the Guild within the region as per policies, objectives, resolutions adopted by the General Body, Regional Body and decisions of the General Council, Central Council, Central Executive Council, Regional Council and Regional Executive Council.  b. Shall conduct all correspondence, convene all meetings of the Guild for the Region and maintain all records except the account books for the Region.  c. Shall have powers to incur expenditure on any single item up to rupees six hundred when not provided in the budget.	Section 2. Regional Secretary: a. ...  b. ...  c. Shall have powers to incur expenditure on any single item up to rupees <i>three thousand</i> when not provided in the budget.	Y/N



	<p>d. Shall submit to the Central Executive Council quarterly reports on the following:</p> <ul style="list-style-type: none"> <li>(i) Membership details for the region on the last day of the quarter.</li> <li>(ii) Number of persons who have ceased to be members during the quarter and reasons thereof.</li> <li>(iii) Brief summary of the events with the region and results achieved, progress made on various matters.</li> </ul> <p>e. On yearly basis he shall submit reports to the Central Executive Council on the following matters.</p> <ul style="list-style-type: none"> <li>(i) Summary of receipt for the half-0year period and the central share thereof.</li> <li>(ii) Summary of receipt by various branches during the half- year period and the regional share thereof.</li> </ul>	<p>d. ...</p>	
	<p>Section 3 Assistant Regional Secretary shall maintain a register of members within the Region, keep minutes of all meetings of the Regional Body, regional Council and Regional Executive Council and have them signed by the Regional President, shall act as Regional Secretary in the absence of Regional Secretary.</p>		
	<p>Section 4 Treasurer (a) Shall be responsible for collection of subscription</p>	<p>Section 4 Treasurer Shall be responsible for collection of</p>	



	<p>dues from the members at the seat of the Regional Council and from members at such stations within the region having no branch.</p> <p>(b) Shall collect share of Regional Council from Branches within the Region. Shall keep accounts of the Guild for the region.</p> <p>(c) Shall operate Bank accounts, prepare and maintain statement of income and expenditure for the region.</p> <p>(d) Shall make payments for the expenditure sanctioned by the Regional Council, Regional Executive Council and confirmed by the Regional secretary.</p> <p>(e) Shall report to the regional Secretary any defaults in subscriptions or any other financial matter.</p>	<p>subscription dues from the members at such stations within the region having no branch.</p>	
	<p>Section 5 Members: The members shall assist the Regional Secretary in conducting the affairs of REC.</p>		
Clause C.	BRANCH COUNCIL		
	<p>Section 1 Branch President: Shall generally supervise the work of the Guild within the Branch and shall preside over all the meetings of the Branch and Branch Council, preserve order, sign all minutes and have a casting vote in case of a tie.</p>		
	<p>Section 2. Branch Secretary:</p> <p>a. Shall conduct all affairs of the Guild within the Branch as per policies, objectives, resolutions adopted by the General Body, Regional Body and decisions of the General Council, Central Council, Central Executive Council, Regional</p>	<p>Section 2. Branch Secretary:</p> <p>a. ...</p>	Y/N



	<p>Council, Regional Executive Council and Branch Council.</p> <p>b. Shall conduct all correspondence, convene all meetings of the Guild for the Branch and maintain all records except the account books for the Branch.</p> <p>c. Shall have powers to incur expenditure on any single item up to rupees three hundred when not provided in the budget.</p> <p>d. Shall submit to the Regional Executive Council quarterly reports on the following:</p> <p>(i) Membership details for the branch on the last day of the quarter.</p> <p>(ii) Number of persons who have ceased to be members during the quarter and reasons thereof.</p> <p>(iii) Brief summary of the events with the region and results achieved, progress made on various matters.</p> <p>(iv) Summary of receipt for the half0year period and the central share and regional share thereof.</p>	<p>b.</p> <p>c. Shall have powers to incur expenditure on any single item up to rupees <i>two thousand</i> when not provided in the budget.</p> <p>d. ...</p>	
	<p>Section 3 Treasurer:</p> <p>(a) Shall be responsible for collection of subscription dues from the members of the branch.</p>		



	<p>(b) Shall operate Bank accounts, prepare and maintain statement of income and expenditure for the Branch.</p> <p>(c) Shall make payments for the expenditure sanctioned by the Branch and confirmed by the Branch secretary.</p> <p>(d) Shall report to the Branch Secretary any defaults in subscriptions or any other financial matter.</p>		
Article VI	MEETINGS		
Clause A	REFERNDUM		
	<p>Section 1</p> <p>The matters requiring decision by the General Body will be put to the members of Guild by the Central Executive Council through respective RECs by way of Notices for Referendum.</p>		
	<p>Section 2</p> <p>Each such Notice for Referendum shall contain the date of issue and date of closing of the responses.</p>		
	<p>Section 3</p> <p>All members who are entitled to vote will send their Responses to such Notices for Referendum Positively before closing date of response to Notice for Referendum to the Central Executive Council through the respective RECs.</p>		
	<p>Section 4</p> <p>On 14<sup>th</sup> day after the closing date of Responses, Central Executive Council will open these responses and based on receipt of such responses to the Notices for Referendum, matters will be decided.</p>		
	<p>Section 5</p> <p>The Central Executive Council will intimate the result of such Referendum to the Members of Guild on 15<sup>th</sup> day</p>		



	after the closing date of the response to the Notices for Referendum.		
Clause B.	GENERAL COUNCIL		
	<p>Section 1</p> <p>A meeting of the General Council shall be held at least once in two years in the second half of the March to;</p> <ol style="list-style-type: none"> <li>a. Consider the report of the General Secretary, on activities of the Guild in the past;</li> <li>b. Consider and pass accounts of the Guild for the Year presented by the Treasurer and suitably amended;</li> <li>c. Consider and pass the Budget for the ensuing year.</li> </ol>		
	<p>Section 2</p> <p>In such Meeting the General Council will also deliberate on the program and policies of The Guild.</p>		
Clause C	CENTRAL COUNCIL		
	<p>Section 1</p> <p>A meeting of the Central Council shall be held to;</p> <ol style="list-style-type: none"> <li>a. Discuss and finalise report of the General Secretary, on activities of Guild.</li> <li>b. Collate and finalise accounts of the Guild.</li> <li>c. Discuss and finalise the Budget</li> <li>d. Discuss issues and finalise the agenda for the General Council Meeting, when due.</li> </ol>		
Clause D	CENTRAL EXECUTIVE COUNCIL		
	<p>Section 1</p> <p>A meeting of the Central Executive Council shall be held to;</p> <ol style="list-style-type: none"> <li>a. Prepare report of the General Secretary, on activities of Guild.</li> <li>b. Prepare accounts of the Guild.</li> </ol>		



	<ul style="list-style-type: none"> <li>c. Prepare Budget till next meeting.</li> <li>d. Prepare agenda for the Next Meeting.</li> </ul>		
Clause E	REGIONAL COUNCIL		
	<p>Section 1</p> <p>A meeting of the Regional Council shall be held to;</p> <ul style="list-style-type: none"> <li>a. Discuss and finalise report of the Regional Secretary, on activities of Guild in the Region.</li> <li>b. Collate and finalise accounts of the Guild (for the Region).</li> <li>c. Discuss and finalise the Budget till the next meeting.</li> <li>d. Discuss issues and finalise the agenda for the next Meeting.</li> </ul>		
Clause F	REGIONAL EXECUTIVE COUNCIL		
	<p>Section 1</p> <p>A meeting of the Regional Executive Council shall be held to;</p> <ul style="list-style-type: none"> <li>a. Prepare report of the Regional Secretary, on activities of Guild.</li> <li>b. Prepare accounts of the Guild.</li> <li>c. Prepare Budget till next meeting.</li> <li>d. Prepare agenda for the Next Meeting.</li> </ul>		
Clause G	BRANCH COUNCIL		
	<p>Section 1</p> <p>Meeting of the Regional Council shall be held to;</p> <ul style="list-style-type: none"> <li>a. Prepare report of the Branch Secretary, on activities of Guild.</li> <li>b. Prepare accounts of the Guild.</li> <li>c. Prepare Budget till the next meeting.</li> <li>d. Prepare agenda for the next Meeting.</li> </ul>		
Clause H.	EXTRA-ORDINARY MEETING OF THE GUILD		
	Section 1.	Section 1.	Y/N



	<p>An extra-ordinary meeting of the General Council may be convened by the Central Executive Council or requisitioned by any 20% of the members of Guild or half the number of members of any Regional Body, subject to a minimum of 25 members, with adequate notice to all members, the period of notice being not less than 14 days, to consider any matter of importance to the Guild and its members.</p>	<p>An extra-ordinary meeting of the General Council may be convened by the Central Executive Council or requisitioned by any 20% of the members of Guild or half the number of members of any Regional Body, subject to a minimum of <b>100</b> members, with adequate notice to all members, the period of notice being not less than 14 days, to consider any matter of importance to the Guild and its members.</p>	
	<p>Section 2 When members as aforesaid requisitioned an extra-ordinary meeting of the General Council, the General Secretary shall convene the same within a period of one month, failing which the President shall do so.</p>		
	<p>Section 3. An extra-ordinary meeting of the Regional Body may be convened by the Regional Executive Council or requisitioned by any 30% of the members of the Region subject to a minimum of 15 members, with adequate notice to all members, the period of notice being not less than 7 days, to consider any matter of importance to the Guild and its members.</p>	<p>Section 3. An extra-ordinary meeting of the Regional Body may be convened by the Regional Executive Council or requisitioned by any 30% of the members of the Region subject to a minimum of <b>100</b> members, with adequate notice to all members, the period of notice being not less than 7 days, to consider any matter of importance to the Guild and its members.</p>	Y/N
	<p>Section 4 For the purpose of such meeting, the regional Body shall constitute of all the Members of seat of the Regional Council and the Regional Council.</p>		
	<p>Section 5 When members as aforesaid requisition an extra-ordinary meeting of the Regional Body, the Regional Secretary shall convene the same within a period of 14</p>		





	days, failing which the President shall do so.		
	<p>Section 6</p> <p>An extra-ordinary meeting of the Branch may be convened by the Branch Council or requisitioned by any 30% of the members of the Branch, with adequate notice to all members, the period of notice being not less than 3 days, to consider any matter of importance to the Guild and its members.</p>		
	<p>Section 7</p> <p>When members as aforesaid requisition an extra-ordinary meeting of the Branch, the Branch Secretary shall convene the same within a period of 7 days, failing which the President shall do so.</p>		
Clause I.	QUORUM		
	<p>Section 1</p> <p>Quorum for the meeting of the Guild councils shall be more than 50% of the total number of members concerned.</p>		
	<p>Section 2</p> <p>Quorum for the Branch General Body meeting shall be at least 25% of the total number of members.</p>		
	<p>Section 3.</p> <p>For an adjourned meeting, no quorum is required.</p>		Y/N
Clause J	VOTING		
	<p>Section 1</p> <p>All decision shall be taken by simple majority vote, except where a different requirement is specifically prescribed.</p>		
	<p>Section 2</p> <p>Voting in all meetings shall be by show of hands or by any other method, decided by the chairperson of the meeting.</p>		



Article VII	ELECTION TO THE COUNCILS OF GUILD		
Clause A	GENERAL		
	Section 1 Elections for the office in the Councils of the Guild will be held by a single non-transferable secret ballot. No member shall vote by proxy.		
Clause B	GENERAL COUNCIL		
	Section 1 General Body shall elect delegates of General Council on a percentage representation method at least 45 days before the meeting of General Council.		
	Section 2 At least two months before the Meeting of General Council, number of delegates to be elected from each Branch will be decided and informed to the respective RCs by the Central Executive Council based on the number of Members (as per Membership Register) at the Branches concerned.		
	Section 3 Regional Council shall inform the Branches regarding the number of delegates to be elected by them.		
	Section 4 Election of the Delegates will be by the Branch for the number of delegates assigned to the branch concerned.		
Clause C.	OTHER COUNCILS		
	Section 1 Election to the Central Executive Council/ Regional Executive Councils/ Branch Councils shall be completed by the 31 <sup>st</sup> December/ 15 <sup>th</sup> December/ 1 <sup>st</sup> December respectively of the year in which they are due to be held.		
	Section 2		



	Election commission shall be appointed by 5 <sup>th</sup> October of the Year of Election.		
	Section 3 The membership list as on 30 <sup>th</sup> September of the year of election shall comprise the voters; list for the purpose of the elections.		
	Section 4 Elections to the Central Executive Council/ Regional Executive Councils/ Branch Councils shall be held by election commission appointed for this purpose after due notification to the members concerned, as per schedule of program to be decided by the Election Commission concerned.		
	Section 5 The decision of the Election Commissions shall be final on all matters concerning the elections, but the commissions shall reply to all objections raised by any agent or contestant in writing within a period of one month from the date of announcement of the program of the elections or the declaration of the result as the case may be.		
	Section 6 In case any member is not satisfied with the decision of the Election Commission, he shall have recourse to the court of law located at the seat of the Central/ Regional/ Branch Council concerned.		
	Section 7 Any Member of Guild, subject to Article II Clause C Section 3, shall be eligible for the election to the posts of president, Vice President, General Secretary, and Assistant General Secretary.		
	Section 8		



	Members from the seat of Central Executive Council will be eligible for the posts of Treasurer and Secretaries of the Central Executive Council.		
	Section 9. Members from the seat of Regional Executive Council only shall be eligible for the election to the posts in Regional Executive Council.	Section 9. <i>Any member within the region can contest for the post of Regional President, Secretary &amp; Vice President and Member of the Region. A Branch council shall be constituted at the seat of the region and the branch secretary shall be the Assistant Regional secretary of that region. Treasurer shall be from the seat of the Regional Executive Council.</i>	Y/N
	Section 10 Members from the seat of Branch Council only shall be eligible for the election to the posts in Branch Council.		
Article VIII	FUNDS OF THE GUILD ACCOUNTS AND AUDIT		
Clause A.	BOOKS OF ACCOUNT		
	Section 1 The Central Executive Council, the Regional Executive Councils, and Branch Councils shall maintain account of assets, credits and liabilities of the General body, regional Bodies, and Branches of the Guild, respectively.		
	Section 2 For the purpose of opening and closing of books of accounts of the Guild, year shall begin on 1 <sup>st</sup> April and end on 31 <sup>st</sup> of March of each year. All accounts of the Guild shall be closed on 31 <sup>st</sup> March of each year.		
	Section 3 All Regional Councils shall submit the statements of accounts along with membership list, subscription details and counterfoils of the used receipt books to the		



	Central Executive Council, within 20 days of the closing of accounts i.e by 20 <sup>th</sup> April of the year.		
	Section 4. All Branch Councils shall submit the statements of accounts along with membership list, and subscription details, to the Regional Executive Council within 10 days of the closing of accounts i.e. by 10 <sup>th</sup> April of the year.	Section 4. All Branch Councils shall submit the statements of accounts along with membership list, and subscription details, to the Regional Executive Council within 10 days of the closing of accounts <i>in any case not later than 30th April of the current year</i>	Y/N
	Section 5. On receipt of the accounts from all the Regional Councils, Central Executive Council shall prepare and circulate accounts of the Guild for the past year by 15 <sup>th</sup> May of the year.	Section 5. On receipt of the accounts from all the Regional Councils, Central Executive Council shall prepare <i>and circulate</i> accounts of the Guild for the past year by <i>30<sup>th</sup> May of the current year.</i>	Y/N
Clause B	FUNDS		
	Section 1 Guild shall have a consolidated fund to be operated as prescribed in the constitution at the CHQ, RHQ and Branch level and shall be utilized as per provisions of the constitution.		
Clause C	AUDIT		
	Section 1 Once in every year, the accounts of the Guild shall be audited.		
	Section 2 Any two members nominated by the Branch shall audit accounts of the Branch. These members shall not be members of the Branch Council concerned.		
	Section 3 Any two members nominated by the Regional Body shall audit accounts of the Region. These members shall not be members of the Regional Council concerned.		



	Section 4 Accounts of the Guild maintained by Central Executive Council shall be audited in accordance with the provisions of the Central Trade Union Regulations, 1938 (as amended from time to time)		
		<i>Section 5. An internal audit of the CEC shall be conducted by a committee of 5 members comprising one member nominated by each REC and shall submit the report within one month of date of constituting the committee and submit to the CEC and CC both for publication and circulation to all members by June 30th.</i>	Y/N
Article IX	AMENDMENT TO CONSTITUTION AND DISSOLUTION OF THE GUILD		
Clause A.	MAIN LAWS		
	Section 1 Whenever it shall appear that it is advisable to alter, extend or abridge the Main Laws, it shall be done by 2/3 <sup>rd</sup> majority of the General Council, unless otherwise it is determined to refer to the General Body.		
	Section 2 To amalgamate or affiliate the Guild wholly or partially with any other society, only General Body of the Guild shall determine it.		
	Section 3. Proposal for such amalgamation or affiliation shall be made by any 50 (Fifty) Members of the Guild, or any Regional Council, or Central Council.	Section 3. Proposal for such amalgamation or affiliation shall be made by any <i>100 (One Hundred)</i> members of the Guild, or any Regional Council, or Central Council.	Y/N
	Section 4 Every such proposal shall be forwarded to the Central Executive Council, who shall thereafter, within a month		



	convene a Special Meeting of the General Council to discuss such proposal.		
	Section 5 Proposal for amalgamation or affiliation shall be discussed and passed by the General Council and it shall be notified to all members of the Guild.		
	Section 6 One month after such notification a Notice for Referendum shall be issued and only if 3/5 <sup>th</sup> majority of the votes polled agree tom such proposal, it shall be carried.		
Clause B	BY-LAWS		
	Section 1 Central Executive Council, Central Council and the General Council shall be empowered to amend such bye-laws as are considered necessary from time to time to carry out work according to the foregoing provisions, and to overcome any difficulty in smooth operation of the activities of the Guild.		
	Section 2. Such amendments shall be notified to the members by Central Executive Council and shall become effective from the date mentioned in such notification or from the date of notification if none specified in the notification.	Section 2. Such amendments shall be notified to the members by Central Executive Council <i>at least one month in advance of the effective date</i> and shall become effective from the date mentioned in such notification.	Y/N
	Section 3 Amendments made by the Central Executive Council will become ineffective if at least 10% of the total members have sent written objections to such byelaw within one month of the notification, and in tht case, such byelaw would become effective only when passed by the Central Council.		



	<p><b>Section 4</b> Amendments made or ratified by the Central Council will become ineffective if at least 20% of the total members have sent written objections to such byelaw within one month of the notification, and in that case, such amendments would become effective only passed by the General Council.</p>		
	<p><b>Section 5</b> Amendments made or ratified by the General Council will become ineffective if at least 30% of the total members have sent written objections to such byelaw within one month of the notification, and in that case, such amendments would become effective only when passed by the General Body. In such situation a Notice for Referendum shall be issued and votes of the members obtained. In case majority of the votes polled ratify such amendments, it shall become effective.</p>		
	<p><b>Section 6</b> Amendments made by the Central Executive Council shall be placed for ratification in the next meeting of the Central Council.</p>		
	<p><b>Section 7</b> Amendments made or ratified by the Central Council shall be placed for ratification in the next meeting of the General Council.</p>		
	<p><b>Section 8</b> Amendments made or ratified by the General Council, if has not been objected to by at least 30% of the total Members, within a period of one month from the notification, shall remain effective unless amended or deleted, by the General Council.</p>		
Clause C	DISSOLUTION		





	<p><b>Section 1</b> Any number not less than 3/5<sup>th</sup> of the members of the Guild may determine that it shall be dissolved, and thereupon it shall be dissolved forthwith, or at any time agreed upon, and all necessary steps shall be taken for disposal of the property of the Guild, its claim and liabilities, by the Central Executive Council as directed by the General Council of the Guild.</p>		
	<p><b>Section 2</b> Provided that on the event of the any dispute arising among the members of the Guild, or among the members of the Central Executive Council, the adjustment of its affairs shall be referred to Principal Court of original Civil Jurisdiction of the district in which the Headquarters of the Guild is situated for the time being.</p>		
	<p><b>Section 3</b> No proposal for the dissolution of Guild shall be put to members unless the same has been discussed and ratified in a special meeting of the General Council called for such purpose.</p>		
	<p><b>Section 4</b> Once General Council has ratified the proposal for dissolution of the Guild, another special meeting of the General Council shall be called after a gap of three months for the confirmation of the proposal of dissolution, and to decide upon steps to be taken for disposal of property of the Guild, its claim and liabilities.</p>		
	<p><b>Section 5</b> Once General Council has confirmed its ratification of the proposal for dissolution of Guild, the Central</p>		



	Executive Council shall put forward the proposal to the General Body of the Guild by issuing a “ Notice for Referendum” for such purpose.		
	Section 6 Guild shall not be dissolved unless 3/5 <sup>th</sup> of the members of Guild shall have expressed a wish for such dissolution by their votes delivered, subsequent to such “ Notice for Referendum”.		
Clause D	UPON DISSOLUTION NO MEMBER TO RECEIVE PROFIT		
	Section 1 If upon the dissolution of the Guild, shall remain, after the satisfaction of all its debts and liabilities, any property whatsoever, the same shall not be paid to or distributed amongst the members of the Guild or any of them, but shall be given to some other society, to be determined by the votes of not less than 3/5 <sup>th</sup> of the members through a “Notice of Referendum” at the time of dissolution, or in default thereof, by such court as aforesaid.		
Clause E	SEAT OF HEADQUARTERS		
	Shall be at Delhi for the time being.	Shall be at the place where the headquarters of the organization under which the member ATCOs are serving.	
PART II	BY LAWS		
I	APPLICATION FOR MEMBERSHIP		
	Every person who is eligible for membership shall submit an application in the prescribed form (Appendix A) to the Regional Executive Council or Branch Council as the case may be, who shall accept the application for membership after proper scrutiny and forward the same to the Central Executive Council. Central Executive Council shall on acceptance of the		



	Membership inform the Member & Branch/ Regional Executive Council along-with Membership No. Membership Card and copy of the Guild Constitution.		
II	CONSOLIDATED FUND		
	Consolidated Fund shall consist of two parts: <ul style="list-style-type: none"> <li>• Subscription Fund and</li> <li>• Ephemeral Fund.</li> </ul>	Consolidated Fund shall consist of <i>three</i> parts: <ul style="list-style-type: none"> <li>• Subscription Fund and</li> <li>• Ephemeral Fund</li> <li>• <i>Welfare Fund</i></li> </ul>	Y/N
II-A	SUBSCRIPTION FUND		
	Every member shall pay II-A [1] On admission a fee of Rs.100/- as admission fee. II-A [2] An annual fee of Rs.1200/- payable in advance annually, half yearly, quarterly or monthly. II-A [3] Any specific amount, as decided by the Central/ Regional/ Branch Council towards expenditure on any specific purpose, if the funds available do not make it feasible to expend the same from the available resources. II-A [4] Affiliation/ membership fee, in the event of the Guild's affiliation to any international/ National Association/ Union, e.g. IFATCA.		
II-B	EPHEMERAL FUND		
	Funds generated through publication of souvenirs, books, periodicals or by conducting seminars, workshops or through any other revenue generating activities shall be called Ephemeral Funds.		
II-C	WELFARE FUND		
		<i>II – C [1]. Every member shall pay a fee of Rs. 100/- per month towards welfare fund. II – C [2]. A specific amount, as decided by the Central</i>	



		<p><i>Council shall be released to the members or their families for their welfare in case of an accident resulting in incapacity /death etc. II – C [3].</i></p> <p><i>Welfare fund shall managed by a committee of 5 Regional Secretaries and RS (NR) shall be the Convener.</i></p>	
III	DISTRIBUTION OF FUNDS		
III-A	SUBSCRIPTION FUND:		
	<p>III-A [1] Admission fee shall go entirely to the CHQ</p> <p>III-A [2] Annual Fee shall be distributed among the CC/RC/BC in the proportion: 50/25/25 percentage respectively.</p> <p>III-A [3] Specific amounts called for in exigencies shall go entirely to the councils calling for such contributions.</p> <p>III-A [4] Affiliation/ membership fees will go only to the Association/ Union to which the Guild is affiliated.</p>	<p>III-A [1] Admission fee shall go entirely to CEC.</p> <p>III-A [2] <i>Annual</i> Fee shall be distributed among the CC/RC/BC in the proportion: 40/20/40 percentage respectively.</p>	
III-B	EPHEMERAL FUND:		
	III-B [1] Ephemeral funds shall be distributed among the CC/RC/BC in the proportion; 70/20/10 percentages respectively.		
III-C	WELFARE FUND		
		<p>A separate corpus fund shall be created for the purpose of meeting out the exigencies of the members such as sudden demise etc. Creation of such fund shall be from either onetime payment from the members added to the available miscellaneous funds or periodical separate payment from the members</p>	Y/N



		exclusively for this purpose.	
IV	OPERATION OF FUNDS		Y/N
IV-A	<p>CENTRAL COUNCIL</p> <p>Amounts received by Central Council, shall be deposited in any reputed/scheduled Bank, in the name of “Air Traffic Controllers’ Guild (I) Consolidated Fund” and such account(s) shall be operated jointly by General Secretary, Assistant General Secretary, and Treasurer. Withdrawals can be made by any two of the three mentioned above jointly.</p>		
	<p>IV-A {1} The day-to-day expenses of the Central Council, office of the Guild shall be met from this fund.</p> <p>IV-A [2] Specific amounts called for in case of exigencies shall be used for exigency requirements.</p>		
IV-B	<p>REGIONAL COUNCILS</p> <p>Amounts Received by Regional Councils shall be deposited in any Scheduled Bank in the name of “ATC Guild (I) Consolidated Fund (name of Region) Region” and to be operated jointly by Regional Secretary, Assistant Regional Secretary and Treasurer. Withdrawals can be made by any two of the three mentioned above jointly. The fund shall be utilized to meet the day-to-day expenses of the Regional Council.</p>	Already Provisioned, hence can be deleted.	
IV-C	<p>BRANCH COUNCILS</p> <p>Amounts Received by Branch Councils shall be deposited in any Scheduled Bank in the name of “ATC Guild (I) Consolidated Fund (name of the Branch) Branch”. In case of Major Branches (In branches with 15 or more members) the bank account shall be operated jointly by Branch President, Branch Secretary and Treasurer. Withdrawals can be made by any two of the</p>	Already Provisioned, hence can be deleted.	



	<p>three mentioned above jointly. In case of other branches, the bank account shall be operated jointly by Branch President and Branch Secretary-cum-treasurer. Withdrawals can be made by the two mentioned above jointly. The fund shall be utilized to meet the day-to-day expenses for the functioning of the Branch Council.</p>		
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