

(vii) Appointment of Head, Department of Khasi.

EC:124:2006:3:(vii): The Council **ratified** the action taken in appointing Prof.(Mrs.) MB Jyrwa as Head, Department of Khasi, for a period of three years w.e.f. 09.01.2006.

(viii) Criteria for determining Seniority of Deputy Registrars and Assistant Registrars.

EC:124:2006:3:(viii): The Council **RESOLVED** to accept the recommendation of the Committee on criteria for seniority of Deputy Registrars and Assistant Registrars.

Item No. 5

ACADEMIC MATTERS

5:1- Statutes, Ordinances, Regulations & Rules.

(i) Regulation RC-4 on the Recognition of Research Institutes / Organisations as Centres for Ph.D. Research under North-Eastern Hill University and on the recognition of Scholars as Joint Supervisors to guide Ph.D. Research under NEHU.

EC:124:2006:5:(1):(i): This item was withdrawn.

(ii) Draft Constitution of the NEHU Teachers Association.

EC:124:2006:5:(1):(ii): The Council considered Draft Constitution of the NEHU Teachers Association and **RESOLVED** that the Constitution may be referred back to NEHUTA for necessary changes complying the stipulation of Statutes and Ordinances and an Ordinance be framed as required under Statute 44.

5: - ACADEMIC MATTERS

5:1 - Statute/Ordinances/Regulation & Rules.

- (ii) Draft constitution of the North-Eastern Hill University Teachers Association.

The General Secretary, North Eastern Hill University, Teachers Association, Shillong has submitted draft constitution pertaining to their Association placed at Annexure 'A'

The matter is placed before the Council for consideration.

**THE NORTH EASTERN HILL UNIVERSITY TEACHERS' ASSOCIATION
SHILLONG**

CONSTITUTION

1. NAME:

The Association shall be known as the North Eastern Hill University Teachers' Association hereinafter referred to as NEHUTA.

2. OBJECTIVES:

- (i) to promote the welfare of the members of the Association,
- (ii) to promote the academic interests of the University in general, and
- (iii) to cooperate with all other organizations and institutions with similar objectives and interests,
- (iv) to engage in collective negotiations and undertake all other activities as may be conducive or incidental to the attainment of said objectives.

3. (a) MEMBERSHIP:

Membership of the Association shall be open to all teachers of the North Eastern Hill University (NEHU), posted in Shillong as defined in the Act of the University, who pay the prescribed membership fee and accept the constitution and objectives of the Association. Only members of the Association shall have voting right and shall be eligible to contest for NEHUTA election.

(b) ASSOCIATE MEMBERSHIP:

The teacher on re-employment who was in NEHU prior to his/her retirement shall be eligible to become an associate member of the Association on payment of the enrolment fee and annual subscription. The associate membership shall also be open for teachers of NEHU posted in campus other than the one located in Shillong on payment of enrolment fee and annual subscription. The Associate Members shall have no voting right.

4. MEMBERSHIP FEE AND SUBSCRIPTION:

The membership fee on joining the Association shall be Rs.100.00 and the annual subscription must be paid at least 3 weeks prior to the date of election to the NEHUTA Executive Committee. The Executive Committee may, however, revise the amount of yearly subscription with the approval of the general body as and when required.

If the subscription is not paid within a month of the due date, the membership will lapse. Such a membership can be renewed on payment of subscription fee and Rs. 50.00 as enrolment charges.

5. LOCATION:

The office of the Association shall be located in Shillong.

6. OFFICE BEARERS AND THEIR FUNCTIONS:

The Association shall have the following office bearers:

(i) President

- (a) The President shall be elected annually by the members.
- (b) The President shall be the Chief Executive of the Association and shall preside over the meetings of the General Body and the Executive Committee.

(ii) Vice President

- (a) The Vice-President shall be elected annually by the members.
- (b) In the absence or the inability of the President, the Vice President shall officiate for the President.

(iii) General Secretary

- (a) The General Secretary shall be elected annually by the members.
- (b) The General Secretary shall keep the records of the Association and shall be responsible for convening the meetings of the Executive Committee and the General Body in consultation with the President.

(iv) Joint Secretary

- (a) The Joint Secretary shall be elected annually by the members.
- (b) The Joint Secretary shall assist the General Secretary and carry out such other functions assigned to him by the Executive Committee. In the absence or the inability of the General Secretary, the Joint Secretary shall officiate for the Secretary.

(v) Treasurer

- (a) The Treasurer shall be elected annually by the members.
- (b) The Treasurer shall be responsible for maintaining proper accounts and records of the money received and spent.

7. THE EXECUTIVE COMMITTEE:

- (i) The Association shall have an Executive Committee with 11 members including office bearers, elected annually by the members. The President of the outgoing EC shall be a Permanent Invitee, without any voting rights, to the meeting of the EC. However, in the absence of the outgoing President, the Vice President of the outgoing EC may be the Permanent Invitee to the meetings of the EC.

- (ii) The incumbent EC shall frame a calendar of events for the year and shall present the same to the General Body in the 1st meeting for approval.
- (iii) The Executive Committee shall be in overall charge of the functioning of the Association. It can undertake such other initiative and perform such other tasks as may be conducive or necessary for fulfillment of the objectives of the Association with the approval of the General Body.
- (iv) The Executive Committee shall meet at least once in two months.
- (v) Seven members shall constitute the quorum, provided at least three of them are not office bearers.
- (vi) Four members of the Executive Committee, through a written request, can requisition for an urgent meeting of Executive Committee for some specific/urgent matter.

8. TERM OF OFFICE:

The term of office of the EC shall be one year.

If at the end of the year a new EC could not be constituted because of any unavoidable situation, the incumbent EC shall continue to hold office in care taker capacity till the next EC takes over. The matter shall, however, have to be subsequently reported to the general body for approval.

9. GENERAL BODY:

- (i) The General Body shall be the highest authority of the Association.
- (ii) There shall be at least one meeting of the General Body in a Semester.
- (iii) One-third of the membership or 50 members present, whichever is less will constitute the quorum of the General Body.
- (iv) Any agenda item to be introduced in the General Body excepting those brought up by the Executive Committee should be given notice or at least seven days before the meeting.
- (v) Notice for the meeting of the General Body shall be given at least ten days before the date of the meeting.
- (vi) An extra-ordinary meeting of the General Body can be summoned by the Executive Committee or requisitioned, if one-fourth of its members request so in writing for transacting special or urgent business.
- (vii) The agenda for the General Body meeting should be circulated to the members at least three days before the meeting.

10. STANDING COMMITTEES AND SUB-COMMITTEES:

The Association shall have three Standing Committee:

- (i) Election Committee
- (ii) Faculty Club Management Committee
- (iii) Campus Resident Teachers Welfare Committee

The three Committees shall be coterminous with NEHUTA Executive Committee. The constitution of the Committees and their functioning shall be within the parameters/terms of reference laid down as per regulations 2,3 and 4 pertaining to the functioning of these committees respectively.

The General Body of NEHUTA as well as NEHUTA Executive Committee shall have power to constitute sub-committees for specific purposes from time to time, which shall function within the parameters/terms of reference as laid down by the Executive Committee and General Body of NEHUTA respectively.

11. MEMBERSHIP OF NATIONAL/INTERNATIONAL BODIES:

NEHUTA can take up membership of different National/International bodies in a federal capacity.

12. ELECTION

The office bearers of the Association and other members of the Executive Committee shall be elected by secret ballot and by single non-transferable vote system and shall hold office for one year with effect from the date of their taking office.

13. FUNDS AND ACCOUNTS:

(i) The funds of the Association shall comprise –

- (a) Membership fee and annual subscription of members
- (b) Donations
- (c) Grants from the University
- (d) Special subscriptions
- (e) Realisation from other sources approved by the Executive Committee and subsequently by the General Body of the Association.

(ii) The fund of the Association shall be used solely for promotion of objectives of the Association and no portion thereof shall be paid by way of dividend, bonus or otherwise by way of profit to the members of the Association.

- (iii) The fund realized to the credit of the Association, shall be deposited in a Bank/Post Office as approved by the Executive Committee in the name of the Association. The account shall be jointly operated by the President and the Treasurer. Not more than Rs.1000/- only may be kept by the Treasurer.
- (iv) The accounts of the Association as maintained by the Treasurer shall be audited by auditors elected by the General Body.
- (v) The Executive Committee shall present the audited accounts of the previous year and the budget of the current year for approval to the General Body.
- (vi) The Accounting year shall be from 1st April to 31st March.

14. REMOVAL FROM THE OFFICE:

The General Body shall have power to remove any person from the Executive Committee or office, by a two thirds majority of the members present and voting, provided this shall also represent at least 60% of the total membership of the Association.

15. CESSATION OF MEMBERSHIP:

A person shall cease to be a member of the Association on – (a) death; (b) superannuation from service; (c) sending a letter or resignation to the President of the Association, provided such a letter is accepted by the EC; (d) action against the member as per provisions of suspension/expulsion from the Association.

Suspension/Expulsion: The EC of the Association may initiate action against a member for (a) acts prejudicial to the objectives of the Association (b) acts calculated to bring damage to the dignity of the Association (c) acts of indiscipline. The member concerned shall be given an opportunity to reply to the charges. The Executive Committee shall submit the reply of the member along with its recommendation to the next meeting of General Body for its consideration. If the resolution is passed by 3/4th majority of the members present and voting on the concerned resolution in the meeting, the name of the member shall be removed from the membership list of the Association or the person shall be suspended immediately.

The expulsion may be reviewed after 3 years on appeal by the teacher. However the suspension may be reviewed within one year.

16. BUSINESS RULES AND PROCEDURES:

Rules and procedures regarding conduct of business in meeting of General Body/Executive Committee shall be governed by a regulation-1.

17. AMENDMENT:

- (i) Any proposal to amend the Articles should be first made to the Executive Committee through a proposal signed by at least one-fourth of the members of the Association.
- (ii) After consideration of the proposal, the Executive Committee should place it in the next General Body Meeting along with its recommendation.
- (iii) A motion to amend the Articles should be passed by two-third of the members of the General Body voting provided this shall also represent at least 60% of the total membership of the Association.
- (iv) Any amendment to be done only after the approval of the Executive Council

18. MISCELLANEOUS:

All the matters not specifically provided by the above clauses shall be decided by the members in a duly convened meeting of the General Body.

REGULATION - I

CONDUCT OF BUSINESS IN GBM / EXECUTIVE COMMITTEE MEETING

1. CHAIRPERSON OF GENERAL BODY MEETING/EXECUTIVE COMMITTEE MEETING:

- (i) The President of the Association, or in his/her absence the Vice-President shall preside over GBM/Executive Committee meeting if both President and Vice-President are absent, any member elected by the members present in GBM/Executive Committee meeting shall preside over the GBM/Executive Committee meeting and shall sign the minutes of the meeting as Chairperson.
- (ii) The Chairperson of the meeting shall maintain order in the meeting and shall control and conduct the proceedings in such manner as may be conducive for satisfactory disposal of business. He/she shall decide all points of order and his decision upon such points shall be final subject to a majority support in the house.
- (iii) In the event of disorder, the Chairperson of the meeting may suspend the meeting and adjourn it to such date or time as he/she deem fit.

2. CONDUCT OF BUSINESS:

- (i) Every resolution in GBM/Executive Committee shall be decided by majority vote whether on a show of hands or on a poll. The Chairperson of the meeting, at which the show of hands takes place or at which the poll is demanded, shall not vote, except in case of tie in the voting.
- (ii) Every member shall have one vote only.
- (iii) A resolution which is put to vote in GBM/Executive Committee meeting shall be decided on show of hands unless a poll is demanded by at least $1/3^{rd}$ of the members present in the GBM/Executive Committee meeting, provided that any member may demand to have his name recorded as voting for or against the resolution.
- (iv) If a poll is duly demanded and agreed by the Chairperson as per the above clause, it shall be taken in such manner as the Chairperson directs.
- (v) A poll demanded on a question of adjournment shall be taken forthwith.
- (vi) When a poll is taken -
 - (a) The voting may be by ballot if the Chairperson so desires

- (b) The number of members voting for or against or resolution shall be recorded in the minutes of the proceedings.
 - (c) Any member may demand his/her name to be recorded as voting for or against resolution.
- (vii) While taking poll on any issue, the Chairperson shall ensure the quorum of the meeting. If the quorum is not there, the poll has to be deferred.

3. ADJOURNMENT :

- (i) If all the agenda items could not be finished in a GBM/Executive Committee meeting, the meeting may be adjourned by the Chairperson to a convenient date and time.
- (ii) If within 30 minutes from the time scheduled for GBM/Executive Committee meeting, quorum is not present, the Chairperson may defer the meeting to a next convenient date, time and place.
Provided that if there is no quorum in a GBM/Executive Committee meeting called on the requisition of members within 30 minutes of the scheduled time, the meeting shall not be deferred but dissolved.
- (iii) When a meeting is adjourned for more than 15 days, notice of the adjourned meeting shall be given as in case of an original meeting.
- (iv) For adjourned meeting, quorum is not necessary. However attendance shall be recorded and the clause 2(vii) shall apply.

4. MINUTES OF THE MEETING:

- (i) The minutes of the meeting of General Body/Executive Committee shall be recorded in a book kept for this purpose.
- (ii) The minutes shall contain the name of the members present and the resolutions and proceedings of the meeting and shall be circulated to all the members. If any member present in the GBM/Executive Committee meeting feels that the recording of minutes is not correct, he/she may write to the General Secretary of the Association mentioning the correction required within 15 days of circulation of minutes. The minutes along with comments from members if any, shall be placed before the next GBM/Executive Committee meeting for confirmation.
- (iii) Unless the minutes are recorded and are duly signed by the Chairperson immediately on the termination of the meeting, the minutes free from any alterations shall be drawn up and shall be signed by the Chairperson within 4 days from the date of meeting.

5. AGENDA:

- (A) For any meeting of the General Body the agenda shall be prepared as follows:
- (i) To confirm the minutes of the last meeting.
 - (ii) Matters arising out of the minutes and actions taken in this regard.
 - (iii) Any item recommended by the Executive Committee for placing in GBM.
 - (iv) Any item requested by at least 10 members through a letter duly signed by them written to the President/General Secretary at least 7 days before the scheduled date of the meeting.
 - (v) Any other item with permission of Chair.
- (B) For any meeting of the Executive Committee the agenda shall be prepared as follows:
- (i) To confirm the minutes of the last meeting.
 - (ii) Matters arising out of the minutes and actions taken in this regard.
 - (iii) Any item on written request of a member of Executive Committee.
 - (iv) Any item requested by at least 10 members through a letter duly signed by them written to the President/General Secretary at least 7 days before the scheduled date of the meeting.
 - (v) Any other item with permission of Chair.

REGULATION - 2

CONDUCT OF ELECTION

1. There shall be an Election Committee under clause 12 of the Constitution.

2. ELECTION COMMITTEE:

- (i) The Executive Committee shall recommend constitution of an Election Committee of five members including the convener and present the same to the General Body of the Association in its first meeting for its consideration and approval. The Election Committee shall be notified after approval of the General Body.
- (ii) The Election Committee shall be responsible for conducting elections to any vacancy that may arise during the year and also the new Executive Committee that shall have to be constituted at the end of the term of the incumbent Executive Committee.
- (iii) No member of the Election Committee shall contest for the post of an office bearer or membership of the Executive Committee.
- (iv) Voters' list obtained by the Election Committee from the Treasurer shall be displayed by the Election Committee in notice boards of each school and such other places as decided by the Election Committee at least three weeks before the date of election. Any complaint about the voters' list should be made to the Convener, Election Committee within three days from the release of the first voters' list. Correction to the voters' list, if any, shall be displayed by the Election Committee within five days from the date of release of the first voters' list.
- (v) The Election Committee shall circulate the notice for election, schedule for election, nominations form at least 10 days before the date of election.
- (vi) Wherein any matter concerned with election is not covered by any clause of the Regulation 2, the Election Committee shall be competent authority to take decision by way of notification.
- (vii) The NEHUTA Executive Committee shall give suitable grant to the Convener, Election Committee from time to time to conduct Election and the Convener, shall submit the account of expenditure to the NEHUTA, Executive Committee within 15 days of the conduct of Election.'

3. INSTRUCTIONS TO VOTERS:

- (i). Each member shall have one first preference and one second preference vote for each position.
- (ii). A voter cannot give both the first and second preference votes to the same candidate in case it is done, only first preference vote will be counted. However, it is not obligatory to indicate all the preferences.
- (iii). There shall be three ballot papers:
 - a. President, Vice-President and General Secretary.
 - b. Joint Secretary and Treasurer.
 - c. Executive Committee members (six in number).
- (iv). On the ballot paper for Executive Committee membership a voter will not give more than six first preference to facilitate the office.
- (v). The candidates getting the highest number of first preference votes shall be declared elected.
- (vi). Second preference votes shall be taken into account only when two or more candidates secure the same number of first preference votes. In that case, whosoever of these candidates gets the highest number of second preference votes shall be declared elected. However, in case two or more candidates secure the same number of second preference votes as well, no candidate will be declared elected.
- (vii). There shall be no transfer of votes.
- (viii). Each voter shall indicate his/her votes on the ballot papers by a cross (X) against the names of the candidates of his/her choice strictly within the rectangle. Any part of the cross mark outside the rectangle will make the vote invalid.
- (ix). No other mark should be made on the ballot paper.
- (x). Before collecting the ballot papers, voters shall sign against their names on the voters list.
- (xi). There shall be one ballot box for all three ballot papers.
- (xii). There shall be only one polling booth.
- (xiii). Members who shall be on leave on the election date may cast their votes in advance and personally communicate their choice of candidates on plain paper in a sealed envelope to the Convener, Election Committee or any two members thereof. They are requested to ensure that their casting of votes is recorded in the appropriate voters list.

4. NOMINATIONS:

- (i) Only bonafide members of NEHUTA, as per the final voter's list released by the Election Committee, are eligible to file nomination/participate in the election.
- (ii) One person can file nomination for one post only.
- (iii) All nominations must be proposed and seconded by bonafide NEHUTA members.
- (iv) Any bonafide member of NEHUTA may propose or second one name for each post of office bearer. However, a bonafide member can propose/send upto six names for membership of the Executive Committee.
- (v) Nomination papers received after the due date and time as notified by the Election Committee shall not be accepted.
- (vi) All nominations shall be filed in person by the candidate himself/herself or by a duly authorized representative during the time, date and at the place specified, to any two members of the election committee who shall make themselves available for receiving the nomination papers.
- (vii) Names should be entered legibly and as per the membership form.

5. INSTRUCTIONS TO THE CANDIDATES:

- (i) Election is to be conducted to fill the posts of the following office bearers and Executive Committee members:
 - a. President
 - b. Vice-President
 - c. General Secretary
 - d. Joint Secretary
 - e. Treasurer
 - f. Executive Committee Members (six in number)
- (ii) While handing over the nomination paper the candidate must ensure that it is signed in his presence by the persons receiving it and must be countersigned at the same time.
- (iii) Candidates or their authorized representatives can withdraw their candidature for any post/Executive Committee member within the time specified by the Election Committee.

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- (iv) The nomination papers shall be scrutinized by the Election Committee and the first list of candidates shall be announced by the Election Committee. After the expiry of withdrawal period, the Election Committee shall declare the final list of candidates. However in both the lists of candidates, the name of proposer and seconder shall not be given.
- (v) Candidates or their representatives per absent candidate may be present at the polling booth during the time of polling.
- (vi) The names of the members who shall represent the candidates during election and/or counting of votes shall be intimated by the candidates in writing to the Convener, Election Committee at least twenty four hours before the elections.
- (vii) Candidates/representatives shall sign a statement regarding the number of ballot papers. This statement will be countersigned by the Convener, Election Committee.
- (viii) Ballot papers will be counted before polling in the presence of candidates/representatives by the members of Election Committee.
- (ix) Copies of voter's list shall be provided to the candidates/representatives to record the number of votes cast. At the end of the election, these lists will be tallied with the voter's list of the Election Committee. In case of dispute, the list of Election Committee shall be considered valid.
- (x) The number of unused ballot papers and number of votes cast as per voter's list must together make up the total number of ballot papers in all. Candidates/representatives shall sign a statement to this effect which will be countersigned by the Convener, Election Committee.
- (xi) After polling, unused ballot papers shall be counted and sealed together with a statement in the presence of candidates/representatives. After counting, cast votes and the statement will also be sealed separately.
- (xii) Votes shall be counted at the time and place announced in the election schedules.
- (xiii) Candidates/representatives (one representative per absent candidate) will be allowed to be present during counting.
- (xiv) Dispute regarding validity of a ballot paper must be made on the spot to the Election Committee.
- (xv) The decision regarding any disputes shall be taken by the election committee and the decision of the election committee shall be final. In

case all the members of the election committee hold different opinions, the decision of the Convener shall be final.

- (xvi) Recounting of Ballot Papers: In the event of a difference of three votes or less than three votes between any two candidates, there shall be a recount, if such a demand for a recount is made on the spot to the Election Committee, in writing by the candidates/representatives.
- (xvii) Any appeal regarding the conduct of election or the decision taken by the Election Committee shall be made to the Convener, Election Committee immediately but not later than 3 days from the date of announcement of the Election result. The Election Committee shall pass on the complaints to the President, NEHUTA along with its comments to be placed in the next GBM, if the NEHUTA EC, deems fit.
- (xviii) The used and unused ballot papers along with concerned records/documents shall be kept under seal by the Election Committee and shall be handed over to the General Secretary elected.

6. NOMINATION FORM: (Please fill in block letters)

NORTH - EASTERN HILL UNIVERSITY TEACHERS' ASSOCIATION
ELECTIONS 200_ - 200_

I, the undersigned, propose the name of _____ of the
Department of _____ /Centre _____ /Institute _____
for the office of _____.

Dated: _____ Signature _____
Full Name _____
Department/Institute/Centre _____

I, the undersigned second the above proposal.

Dated: _____ Signature _____
Full Name _____
Department/Institute/Centre _____

I accept the above nomination for the office of _____

Dated: _____ Signature _____
Full Name _____
Department/Institute/Centre _____

- Note: 1. Write the name in capital letters.
2. All names should be as in the voters list released by NEHUTA Election Committee.

For Use of the Election Committee:

Received the nomination paper _____ Submitted the nomination _____

Convener, Election Committee _____ Candidate/Representative _____

Date & Time: _____ Date & Time: _____

Certified that the above nomination paper has been scrutinized and found to be valid/invalid.

Convener Election Committee Date _____	Member Election Committee Date _____	Member Election Committee Date _____	Member Election Committee Date _____	Member Election Committee Date _____
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REGULATION -- 3

NORTH-EASTERN HILL UNIVERSITY FACULTY CLUB, SHILLONG.

1. NAME AND PREMISES:

- (a) The name of the club will be the North Eastern Hill University Faculty Club.
- (b) The premises of the club shall be in a suitable accommodation in the Permanent campus provided by the University along with such facilities which may be agreed upon mutually from time to time.

2. AIMS AND OBJECTIVES:

The aims and objectives of the club will be -

- (a) to foster the spirit of the fellowship in the academic community.
- (b) to provide recreational facilities for its members and their families in a healthy, congenial and sober atmosphere.

3. MEMBERSHIP:

- (a) Member: The membership of the club shall be open to all the teachers of the North Eastern Hill University. Any teacher of the North-Eastern Hill University who declares the allegiance to the provisions of the constitution and pays the necessary membership fees shall be a member of the club.
- (b) Associate Member: An officer (Class I) of the University residing in the NEHU campus may become an associate member of the club provided that two members of the club recommended such associate membership to the management committee for consideration and enrolment as associate member. The associate member will enjoy all other rights of the members except attending the GBM of the club and participating in the management of the club.
- (c) Admission fee and annual contribution: The admission fee to the club shall be Rs.50/- only and shall be payable at the time of admission. The members/associate members shall pay an annual contribution as prescribed by the management committee from time to time. In the event of non-payment of the annual contribution, the membership shall lapse. However, it can be revived on payment of renewal fee of Rs.50/- only.
- (d) A member/associate member may suspend his membership for a definite period by requesting the Chairperson of the club in writing and citing reasons thereof. Such suspension shall be withdrawn on a written request from the member concerned.

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- (c) Membership of a member/associate member may be suspended for a specific period or terminated if in the opinion of the Management Committee of the Club he/she acts against the interest of the club. Such actions, in an emergency situation, could be taken by the Chairperson. However such actions shall be placed for the approval in the General meeting of members of the Club in its next meeting. If the action is disapproved in the meeting, the action shall cease to be effective.

4. PATRON:

The Vice-Chancellor of North Eastern Hill University shall be the patron of the Club.

5. MANAGEMENT COMMITTEE:

The management of the club shall be carried out by the Management Committee consisting of Chairperson, Vice-Chancellor, Secretary, Treasurer and two elected members of the club. Election of the office bearers and the two members of the Management Committee shall be conducted by the President of NEHUTA in a general meeting of the members of the club convened by the President, NEHUTA. All the office bearers/members of the Management Committee of the Club shall be from the members of the club residing in the Permanent Campus to enable day-to-day smooth functioning of the club.

The Chairperson of the club shall preside over general meeting of the members of the club or the meeting of the Management Committee of the Club. In case, the Chairperson of the Club is not available, the Vice-Chairperson shall preside the meeting on behalf of the President.

The Secretary of the Club shall assist the Chairperson in managing the affairs of the club and shall maintain the stock ledger.

The Treasurer of the club shall be responsible to maintain the accounts of the club.

6. FINANCE:

The money received by the Treasurers of the club shall be deposited in an account of a nationalized bank/post office and shall be jointly operated by the Chairperson and the Treasurer of the club. Not more than Rs.500/- only may be kept by the treasurers as cash in hand. NEHUTA shall give an annual grant as may be decided by NEHUTA Executive Council.

7. MEETINGS:

- (a) All meetings of the club shall be convened by the Chairperson with one week notice.

- (b) One third of the members of the club can requisition a meeting for a specific purpose. If the Chairperson is unable to preside over such meetings, the meeting shall elect a Chairperson for that particular occasion.
- (c) **Quorum:** One third or 18 members of the club, whichever is less, shall constitute the quorum of the general meeting of the members of the club. For meetings of the management committee one third of its members shall constitute the quorum.

8. ANNUAL REPORT AND ANNUAL ACCOUNT:

The Secretary of the club shall place the annual report of activities of the club in the annual meeting of the members of the club for its consideration and approval, while the Treasurer shall place the annual account of the club in the annual meeting of the members of the club for its consideration and approval. After approval, the annual report and the annual account of the club shall be forwarded by the Secretary of the Club to the NEHUTA Executive Committee for record.

9. AMENDMENT:

For amendment of any article of this regulation, a motion of amendment should be proposed in general meeting of members of the club by a member of the club. The matter should be passed by two-third majority of the members present and voting in a meeting called specifically for this purpose. The amendment shall be effective if it is passed by two-third majority of the members present and voting in a meeting of NEHUTA General Body Meeting called for this purpose.

REGULATION - 4

CAMPUS RESIDENT TEACHERS' WELFARE COMMITTEE (C.R.T.W.C.)

1. OBJECTIVE:

The objectives of the Campus Resident Teachers' Welfare Committee shall be -

- (i) to look after the welfare of the teachers and their families residing in campus including regular water supply, electric supply, security, cleanliness, transport and cultural activities in the Campus.
- (ii) to foster the spirit of fraternity in the campus.

2. CAMPUS RESIDENT TEACHERS' WELFARE COMMITTEE:

- (i) The Campus Resident Teachers Welfare Committee shall comprise of one representative from each cluster of houses with one of them being the Convener. The Cluster of houses shall be decided in a general meeting of campus resident teachers.
- (ii) The Election of the members of the Campus Resident Teachers Welfare Committee shall be conducted by the President of NEHUTA in a general meeting of the Campus resident teachers specially convened by the President of NEHUTA for this purpose.
- (iii) The members so elected shall elect their convener in a separate meeting and the Convener, so elected shall inform the President, NEHUTA in writing about the election to the Convener.

3. MEETING:

- (i) The Convener shall preside the general meeting of Campus resident teachers and meeting of C.R.T.W.C. In case, the Convener is not available, the Campus resident teachers present in the meeting/members of Campus Resident Teachers Welfare Committee shall elect their Chairperson of that meeting; Provided that the President, NEHUTA shall preside the general meeting of campus Resident Teachers convened for the election of C.R.T.W.C. members/office bearers.
- (ii) The Convener shall convene the General meeting or meeting of Campus Resident Teachers Welfare Committee other than the meeting called for election of members/office bearers of Campus Resident Teachers Welfare Committee.

- (iii) An extraordinary meeting of Campus resident teachers can be requisitioned if at least $1/4^{\text{th}}$ of Campus resident teachers request so in writing for transaction of some special/urgent business.
- (iv) An extraordinary meeting of Campus Resident Teachers Welfare Committee can be requisitioned if at least 3 members of C.R.T.W.C. request so in writing for transacting some special/urgent business.
- (v) The Convener shall be overall in-charge of day to day functioning of Campus Resident Teachers Welfare Committee. In case the Convener goes out of station or he/she is not in a position to function due to unavoidable reason, he/she shall authorize one of the members of the C.R.T.W.C. to act as convener of his/her behalf.
- (vi) The quorum for the general meeting of campus resident teachers shall be $1/3^{\text{rd}}$ of campus resident teachers, provided that the quorum can also be 20, if at least two members are present from each cluster and at least 3 cluster representatives are present.

4. FINANCE:

NEHUTA shall give an annual grant to the Convener, C.R.T.W.C. as may be decided by the NEHUTA Executive Committee. The Convener shall keep an account of the expenditure.

5. ANNUAL REPORT AND ANNUAL ACCOUNT:

The annual report and annual account of the Club shall be placed by the Convener at annual general meeting of the Campus resident teachers for its consideration and approval and thereafter the same shall be forwarded to NEHUTA E.C. for record.

6. AMENDMENT:

For amendment of any article of this regulation, a motion of amendment should be proposed in a general meeting of Campus resident teachers by some teacher residing in the Campus, should be passed by $2/3^{\text{rd}}$ majority of members present and voting in the meeting called specifically for this purpose and should be finally passed by $2/3^{\text{rd}}$ majority of the members present and voting in a GBM of NEHUTA specifically called for this purpose.