

# CONSTITUTION OF

## **UNION OF AKASHVANI & DOORDARSHAN (PRASAR BHARATI) ENGINEERING EMPLOYEES [ UADEE ]**

### **PART-I**

#### **MEMORANDUM OF UNION**

##### **1. Name of Union:**

The name of the Union shall be “**UNION OF AKASHVANI & DOORDARSHAN (PRASAR BHARATI) ENGINEERING EMPLOYEES**” referred as **U.A.D.E.E.**

##### **2. Headquarter of Union:**

The Headquarter of the Union shall be at the Headquarter of the Prasar Bharati (Broadcasting Corporation of India) and at present located at **C-4 D/ 81 B, Janakpuri, New Delhi-110 058.**

##### **3. Registration of Union:**

The Union shall be registered under the Trade Union Act, 1926.

##### **4. Aims and Objects of Union:**

- a) **TO** safeguard and promote the interests and rights of members of the Union and to get redressal of their grievances by constitutional and legitimate means.
- b) **TO** promote Nation Oriented Trade Union Movement amongst the engineering employees of Akashvani (All India Radio) and Doordarshan under the Prasar Bharati (BCI) aimed at effective and efficient organization for prosperity and progress.
- c) **TO** render efficient service to the nation.
- d) **TO** promote social and economic upliftment of the members of the Union.
- e) **TO** seek solution of problems and to promote healthy industrial relations in services.
- f) **TO** provide assistance including legal aid to members of the Union.
- g) **TO** publish Newsletters and Journals for the members of the Union.
- h) **TO** do such other lawful activities which are incidental or conducive to the attainment of the above aims and objects or any of them.

# **RULES AND REGULATIONS OF UNION**

## **5. Interpretation of Constitution:**

The constitution of the Union will be construed with reference to the provisions of the **Trade Union Act, 1926**. Where the Act furnishes no guidance for the interpretation of any particular Article, the Secretariat of the CHQ will give the interpretation which shall be binding. An appeal against the interpretation will lie with the Central Working Committee of the CHQ and the final appeal with the Central Conference. The interpretation given by the Secretariat shall be submitted for ratification to the Central Working Committee or the Central Conference of the CHQ whichever meets earlier.

## **6. Organisation:**

**For the administration of the affairs of the Union, the Union shall function through the following bodies:-**

- a) **Central Headquarter (CHQ)** of the Union representing entire members of the Union at the level of Central Government and Prasar Bharati Board.
- b) **Zonal Headquarters** of the Union at the level of Zonal Chief Engineers of Akashvani & Doordarshan (Prasar Bharati).
- c) **State Headquarters** of the Union at the level of State Capitals and,
- d) **Local Units** of the Union at the level of local stations of Akashvani & Doordarshan (Prasar Bharati).

## **7. Grant of Recognition:**

- a) The Zonal Headquarters of the Union constituted in accordance with the rules contained in **Part-III** of the constitution shall be recognized by the Central Headquarter.
- b) The State Headquarters of the Union constituted in accordance with the rules contained in **Part-IV** of the constitution shall be recognized by the respective Zonal Headquarter.
- c) The Local Units of the Union constituted in accordance with the rules contained in **Part-V** of the constitution shall be recognized by the respective State Headquarter of the Union.

## **8. Conditions for Benefits of Union:**

The members of the Union shall be entitled for any benefits given by the Union, provided they are not in arrears of monthly subscription. To get the benefits, one has to be member of the Union for a period of **three** continuous months.

## **9. Membership:**

- a) Enrollment for new membership of the Union shall be granted on written application and after paying prescribed **Admission Fee**. Restoration of membership shall be granted after the clearance of the **dues**. Normally, membership will not be refused unless the Unit Executive Committee, by specific reasons, decided to reject the application. An employee whose application for membership has been rejected, shall have the right to appeal to the General Body Meeting of the Unit, and finally to the Central Conference of the CHQ as the case may be.
- b) All the non-executive engineering employees employed in **Akashvani and Doordarshan (Prasar Bharati)** on regular basis are eligible to become member of the Union.
- c) Subject to the provision of section **22** of the **Trade Union Act, 1926**, persons who are not eligible to become ordinary member of the Union can be elected or co-opted by the General Body or the Executive Committee at various levels, subject to the approval of the Central Working Committee.

## **10. Termination & Restoration of Membership:**

- a) **TERMINATION:** Membership of a person shall be terminated on the following grounds:
  - i) Resignation.
  - ii) Default in payment of subscription dues for **three** consecutive months.
  - iii) Removal, expulsion etc.
  - iv) Not in service with Akashvani or Doordarshan (Prasar Bharati).
- b) **RESTORATION:** Membership of a person terminated as per clause **10(a)** above can be restored in the following manners;
  - i) By giving fresh application in case of **10(a)(i)**.
  - ii) By clearance of dues in case of **10(a)(ii)**.
  - iii) By revision of decision by the concerned Unit of the Union or acceptance of the appeal by the higher bodies, as the case may be, in case of **10(a)(iii)**.

## **11. Membership Register:**

Membership register in the prescribed format shall be maintained by the local Units. The register shall be made available for inspection to the members of the Unit, office bearers of the higher bodies of the Union and to the officers nominated by the **Registrar of Trade Union**.

## **12. Rights of Members:**

- a) Every member of the Union, provided he is not in arrears of subscription for one month or more and has been on the rolls of the Union for at least **three** consecutive months, shall have the rights of,

- i) Nominating candidates and contesting for election to any post of office bearers and membership of Executive Committee.
- ii) Voting at meetings.
- b) Every member of the Union shall be entitled to the benefits as provided by the Union.

### **13. Subscription Fees & Donations:**

**a) Admission Fee:**

The admission fee for a member shall be **Rs 10/=** which shall be retained by the local Unit.

**b) Monthly Subscription/Annual Subscription:**

The monthly subscription shall be **Rs 10/=** for all categories of staff members.

**c) Donations:**

The Union may raise voluntary donations for specific purposes of the Union.

**d) Allocation of Subscription:**

The monthly/ annual subscription shall be allocated to the various bodies of the Union in the following manner:-

CHQ	Zonal HQ	State HQ	Local Unit
<b>50 %</b>	<b>15 %</b>	<b>15 %</b>	<b>20 %</b>

**e) Payment of Subscription:**

- i) The payment of quota of subscription in the above ratio shall be remitted by the Local Units to various offices on six monthly basis latest by 7<sup>th</sup> July and 7<sup>th</sup> December of the calendar year.
- ii) The bank commission on remittance of subscription shall be borne by the local Units.

### **14. Application of Fund:**

**The general funds of the Union shall be utilized in the following manner:**

- a) Payment of expenses for the administration of the Union including the audit of the accounts of the Union.
- b) Payment of legal expenses on court cases of interest of the general members of the Union and on any other legal proceedings, prosecution or defence, arising out of legitimate activities of the Union or undertaken for the purpose of securing or protecting any rights of the union and to which the Union is a party.
- c) Payment of expenses on publicity, information and organizational works of the Union.
- d) Payment of allowances to members or their dependents on account of death, old age, sickness, accidents or unemployment of such members.
- e) Meeting the educational, social or religious obligations for the members (including the payment of expenses of funeral or religious ceremonies for deceased members) or for the dependents of members.
- f) TA/DA and other expenses of the office bearers of the Union incurred on Union's work.

### **15. Deposit of Fund & Operation of Account:**

The funds of the Union shall be deposited in the **saving account** of a **nationalized bank** in the name of the Union which shall be jointly operated by the **Treasurer** with any one of the President and the General Secretary at the Central Headquarter of the Union. At other offices of the Union, the account of the Union shall be jointly operated by the Treasurer with any one of other office bearers of that office as mentioned in their sections.

### **16. Financial Year:**

The financial year of the Union will be from **1<sup>st</sup>** January to **31<sup>st</sup>** December.

### **17. Audit of Accounts:**

The accounts of the Union shall be audited every year, in accordance with the rules, by a qualified Auditor appointed by the Central Working Committee and will be submitted to the Registrar of Trade Union in Form-D.

### **18. Inspection of Books of Union:**

The Account Books and Membership Register shall be made available for inspection to the members of the Union and to the officers nominated by the **Registrar of Trade Union**. The members can inspect the books, free of cost, on any deputed day after giving a three days notice in advance to the concerned office bearer.

### **19. Annual Return:**

- a) The Annual Return of the Union for the period ending 31<sup>st</sup> December shall be submitted to the **Registrar of Trade Union** every year in **Form-D** by the General Secretary.
- b) Together with the general statement, there shall be statement showing all changes of office bearers made by the Union during the year and a copy of the rules of the Union duly corrected up to the date.
- c) A copy of every alteration made in the rules of the Union shall invariably be sent to the **Registrar of trade Union** within 15 days of the making of the alteration.

### **20. Assignment of Expenses:**

The Central Head Quarter shall bear the expenses on tours of the office bearers of the CHQ for any assigned works of the Union, publication of Newsletters & Journals and publicity works at the CHQ. The expenses incurred on office bearers of Zones, States and Local Units and the elected delegates shall be borne by their respective offices.

## **21. Requisition for Meeting:**

The General Secretary/ President will normally convene the Central Conference of the Union. In case of their failure,  $\frac{1}{3}^{\text{rd}}$  of the members can make a requisition to the General Secretary/President to convene the conference within **20** days. If the conference is still not convened by them within this period, then the requisitionists can convene the conference themselves and the decisions taken in the conference will be binding to all.

## **22. Participation in Conference:**

A local Unit shall be eligible to participate in the conference through the elected delegates provided the Unit is not in arrears of payment of quota of subscription to higher offices of the Union for a period of more than six months prior to the month in which the conference is held.

## **23. Voting Strength of a Unit in Central Conference:**

- a) The voting strength of each Unit shall be determined on the basis of average quota of subscription remitted by the Unit to the Central HQ, Zonal HQ and the State HQ relating to the financial year preceding the year in which the conference is held. Where the strength of the membership as determined by the CHQ, Zonal Office and State Office differs, the lowest of the three shall be accepted as the voting strength of the Unit.
- b) Delegates representing the Unit which has not been in existence for a period of **six** months prior to the date of the conference will not have voting right.
- c) The voting strength of Units which have been in existence for a period of at least **six** months prior to the date of the conference but did not exist during the financial year the conference pertains to, shall be decided on the basis of average membership of the Units provided, however, that the total voting strength of such Units shall not exceed  $\frac{1}{10}^{\text{th}}$  of the total voting strength of the delegates of the remaining Units. In such circumstances, their votes will be reduced proportionately.

## **24. Election of Delegates:**

The delegates to the State, Zone and Central Conferences shall be elected in the General Body Meeting of the Units specifically called for.

## **25. Method of Voting:**

Normally, the voting shall be by show of hands, however if secret ballot is demanded, it will be granted.

## **26. Settlement of Election Disputes:**

- a) The Central Working Committee (CWC) will decide, if need arises, the election disputes of Zonal Headquarters, State Headquarters and Local Units.
- b) In case of dispute at CHQ level, a three-men committee comprising of President, Organizing Secretary and Treasurer of the **outgoing body** will be constituted for conciliation and resolve of the dispute mutually. In case of failure to effect a settlement, the **outgoing** General Secretary shall be asked by this committee to hold a one-day conference as constituted earlier to elect the office bearers of the CHQ within 15 days.

## **27. Channel of Communication:**

The Central Headquarter shall have the right to take up all problems of common interest of the members of the Union with the Prasar Bharati and both the Directorates of All India Radio and Doordarshan directly. The problems which require a reference of Government will also be taken up by the CHQ.

## **28. Publication of Journals:**

The Union shall publish Newsletters and Journals to advance the cause of its members.

## **29. Code of Discipline:**

The Union shall abide by the code of discipline.

## **30. Disciplinary Action & Disqualification:**

- a) The Executive Committees at various levels shall be competent to suspend, expel, adopt a no-confidence motion against, or censure its office bearers or the members falling under the jurisdiction of the Union. However, the rule of *audi alteram partem* shall be followed.
- b) Before taking disciplinary action against any office bearer or member, the person concerned shall be furnished with a list of charges against him/ her in writing to be replied within 10 days from the date of receipt of the charge sheet, failing which *ex parte* decision may be taken against the person.
- c) No resolutions of no-confidence or censure against any office bearer or member of the Union shall be passed except by 2/3<sup>rd</sup> majority vote of the members present in the meeting.
- d) The person against whom any disciplinary action has been taken shall have the right to appeal to the next higher body and finally to the central conference.
- e) A member shall be disqualified for being chosen as, and for being, a member of the executive committee or any office bearer of the Union if he/she has been convicted by an Indian court of law of any offence involving moral turpitude and sentenced to imprisonment unless a period of 5 years is elapsed since his/her release.

### **31. Jurisdiction & Scope:**

The jurisdiction of the Union shall be **Delhi** only and the scope of the Union shall be **Akashvani (All India Radio) & Doordarshan under Prasar Bharati**.

### **32. Fines & Forfeitures:**

No fine shall be imposed on any member.

### **33. Amendments in the Constitution:**

No amendments to the registered constitution of the Union shall be passed except by the **2/3<sup>rd</sup>** majority of the voting of the Central Conference and the same will not come into force until and unless registered by the **Registrar of Trade Union** for which an application will be submitted to him within **15** days from the date of passing of the resolution to amend the letter of the constitution.

### **34. Dissolution of Union:**

The Union shall not be dissolved except by a majority of **4/5<sup>th</sup>** of the voting strength of the Central Conference specially called for the purpose. The notice of the dissolution signed by 7 members and by the General Secretary of the Union shall be sent to the Registrar within 14 days of dissolution for registration. After the dissolution has been registered by the **Registrar of Trade Union**, the funds of the dissolved Union shall be divided amongst the members of the Union in proportion to their contributions of subscriptions during their membership.



# BODIES OF THE UNION

## PART-II

### 35. Central Headquarter (CHQ):

The management of the Union at Central Headquarter shall be vested in the following bodies:-

#### a) CENTRAL SECRETARIAT:

- i) **Frequency:** It shall normally meet once in 3 months on a notice of **3 days**.
- ii) **Composition:** The Secretariat shall consist of the office bearers of the Union at Central Headquarter. The Central Secretariat will supervise the working of the CHQ and assist the General Secretary in the discharge of his duties. It will also fill up the vacancies in the Union's office bearers occurring due to death, resignation, expulsion etc. It shall prepare Annual Report of the Union. Every member shall have one vote each.
- iii) **Quorum:** The quorum of the Central Secretariat meetings shall be **half** of the strength of the Central Secretariat.

#### iv) Office Bearers at Central Headquarter:

Following shall be the office bearers of the Union at CHQ:

Sr.No.	POSTS	NO. OF POSTS	APPOINTMENT
1	President	1	By election
2	Vice President(AIR)	1	By election
3	Vice President(TV)	1	By election
4	General Secretary	1	By election
5	Additional General Secretary	1	By election
6	Treasurer	1	By election
7	Joint Secretary(AIR)	1	By election
8	Joint Secretary(TV)	1	By election
9	Organizing Secretary	1	By election
10	Publicity Secretary	1	By election
11	Executive Member	2	By election
	Total	12	

- v) **Duration of Term:** The office bearers shall hold office for **two years**.

**vi) Functions & Duties of Office Bearers:**

1. **PRESIDENT:** The President shall preside over Central Secretariat and Central Working Committee meetings and Central Conference. He shall exercise Overall supervision of work of the Union in all respect. He shall count his Vote in the voting only in case of a tie. The Union shall sue and be sued in the name of President who may authorize any member of the Union to initiate legal Proceedings on behalf of Union to protect/ defend the interests of the members.
2. **VICE PRESIDENT:** The Vice Presidents shall be in-charge of respective media at the Central Headquarter and shall assist the President in discharge of his duties. The Vice President (AIR) shall act as President in the absence of the latter. The Vice President (TV) will act as president if both are absent.
3. **GENERAL SECRETARY:** The General Secretary shall be the **Chief Executive** of The Union and shall administer the day to day affairs of the Union. He shall prepare the minutes of the meetings, keep and maintain registers and documents of the Union and attend to all correspondences. He shall submit Annual Returns and statements of the Union, every year, to the **Registrar of Trade Union**.
4. **ADDITIONAL GENERAL SECRETARY:** The Additional General Secretary shall assist the General Secretary in discharge of his duties and shall function as the Chief Executive of the Union in absence of the General Secretary or when he officiates as General Secretary
5. **TREASURER:** The Treasurer shall exercise control over the funds and accounts of the Union and be personally responsible for the funds and upkeep of the records. He shall receive contributions, donations and other dues from the local units and issue receipts accordingly. He shall make payments against vouchers duly approved by the General Secretary. He shall maintain cash books and ledgers and get ratified by the General Secretary every month. He shall maintain the accounts in a manner to show the income / expenditure as required in the statement to be submitted to the Registrar of Trade Union. He shall maintain a register of local units showing the strength of membership and financial position. The Treasurer shall keep a maximum of Rs 1000/- cash in hand and shall deposit rest of fund in Union's saving account opened in a Nationalized Bank. The treasurer shall operate the bank account of the Union jointly with any one of President and General Secretary.
6. **JOINT SECRETARY:** The Joint Secretaries shall assist the General Secretary in the discharge of his duties in their respective AIR / TV media.
7. **ORGANIZING SECRETARY:** The Organizing Secretary shall plan and submit the proposals in the organizational matters to the Central Secretariat for approval. He shall be responsible for execution of all organizational works of the Union.

8. **PUBLICITY SECRETARY:** The Publicity Secretary shall be in-charge of all works connected with the compiling, editing, printing and dispatching of the monthly newsletters and the journals of the Union. However, the matter for publication shall be approved by the Central Working Committee. The monthly newsletter shall be published under the guidelines laid down by the Registrar of Newspapers of India.

**b) CENTRAL WORKING COMMITTEE (CWC):**

- i) **Frequency:** It shall ordinarily meet once in two months on a **7 days** prior notice. However, the CWC meeting can be convened in case of exigencies on **3 days** notice. If the General Secretary fails to convene CWC meeting requisitioned by **1/3<sup>rd</sup>** of the CWC members within **15 days**, the President will be empowered to convene it. If the President also fails to convene it within next **10 days**, the requisitioning CWC members will have the right to convene it for that specific purpose.
- ii) **Composition:** The Central Working Committee of the Union shall consist of the office bearers of the Union at the CHQ and the Zonal Presidents. Every member shall have one vote each.
- iii) **Quorum:** The quorum of the CWC meeting shall not be less than **1/3<sup>rd</sup>** of the strength of the Central Working Committee provided that at least **50%** Zonal Offices are represented.

**c) CENTRAL CONFERENCE:**

- i) **Frequency:** The Central Conference shall meet once in two years, at least one month after the completion of Zonal Conferences. **30 days** prior notice shall be required for holding of the Central Conference.
- ii) **Composition:** It shall consist of elected delegates representing the Local Units, office bearers of Central, Zonal and State Headquarters and the Local Unit Secretaries.
- iii) **Quorum and Voting Strength:** For the Central Conference, the quorum shall be **1/3<sup>rd</sup>** of the voting strength of the conference provided that at least **50%** of the Zonal Offices are represented. The voting strength of local Units shall be fixed on the basis of **one vote** for every **five** members. The strength of the membership of the Unit shall be determined as per **article-23** of the constitution of the Union. The *ex-officio* delegates shall share the voting power allotted to their respective Units.

**The Central Conference so constituted shall have the right to:-**

- ♠ **Elect** Office-Bearers of the Union at the CHQ.
- ♠ **Appoint** an Auditor to audit the accounts of the CHQ.
- ♠ **Consider** and adopt the Annual Report of the Union and Audited Accounts of the Central Headquarter.
- ♠ **Adopt** Budget Estimate of the CHQ.
- ♠ **Introduce** Amendments in the Constitution of Union.
- ♠ **Adopt** Resolutions etc.

## **PART-III**

### **36. Zonal Offices**

#### **Zonal Headquarter & Jurisdiction:**

The Headquarters of the Zonal Offices shall be at the Headquarters of Zonal Chief Engineers, presently at New Delhi, Mumbai, Chennai, Kolkata and Guwahati. The jurisdiction of a Zonal Office shall be the jurisdiction of the concerned Zonal Chief Engineer.

**The management of the Union at a Zonal Office shall be vested in the following bodies:-**

#### **a) Zonal Secretariat:**

- i) **Frequency:** It shall normally meet once in 2 months on a notice of **3 days** except in urgent cases.
- ii) **Composition:** The Zonal Secretariat shall consist of the office bearers of the Union at the concerned Zonal Office. The Zonal Secretariat will supervise the working of the Zonal Office and assist the Zonal President in the discharge of his duties. Every member shall have one vote each.
- iii) **Quorum:** The quorum of the Zonal Secretariat meetings shall be **half** of the strength of the Zonal Secretariat.

#### **iv) Office Bearers at Zonal Headquarters:**

SR.N O.	POSTS	NO. OF POSTS	APPOINTMENT
1	Zonal President	1	By election
2	Zonal Vice President	1	By election
3	Zonal Secretary	1	By election
5	Zonal Treasurer	1	By election
6	Zonal Organizing Secretary	1	By election
7	Executive Member	2	By election
	Total	7	

- v) **Duration of Term:** The office bearers shall hold office for **two years**.

vi) **Functions & Duties of Zonal Office Bearers:**

1. **ZONAL PRESIDENT:** The Zonal President shall preside over respective Zonal Secretariat and Zonal Working Committee meetings and Zonal Conference. He shall exercise overall supervision of work of the Union in his zone under the guidelines and policies of Central Headquarter. He shall count his vote in the voting of zonal meetings only in case of a tie.
2. **ZONAL VICE PRESIDENT:** The Zonal Vice President shall assist the Zonal President of the concerned zone in discharge of his duties. The Zonal Vice President shall act as Zonal President in the absence of the latter.
3. **ZONAL SECRETARY:** The Zonal Secretary shall administer the day to day affairs of the Union in his zone. He shall prepare the minutes of the meetings, keep and maintain registers and documents of the Union and attend to all correspondences of his zone. He shall submit Annual Returns and statements of his zone, every year, to the Central Headquarter.
4. **ZONAL TREASURER:** The Zonal Treasurer shall exercise control over the funds and accounts of the Union in his zone and be personally responsible for the funds and upkeep of the records. He shall receive share of contributions from the local units of his zone and issue receipts accordingly. He shall make payments against vouchers duly approved by the Zonal Secretary. He shall maintain cash books and ledgers and get ratified by the Zonal Secretary every month. He shall maintain a register of local units in his zone showing the their strength of membership and financial position. The Treasurer shall keep a maximum of Rs 500/- cash in hand and shall deposit rest of fund in Union's saving account opened in a Nationalized Bank. He shall operate the bank account jointly with any one of Zonal President and Zonal Secretary of the concerned zone.
5. **ZONAL ORGANIZING SECRETARY:** The Zonal Organizing Secretary shall be responsible for execution and monitoring of all organizational works of Union in his zone as per the direction and policies of the Central Headquarters.

b) **Zonal Working Committee:**

- i) **Frequency:** It shall ordinarily meet **once** in **two** months on a **7 days** prior notice. However, it can be convened in case of exigencies on **3 days** notice.
- ii) **Composition:** The Zonal Working Committee shall consist of the Zonal office bearers and the State Secretaries of that Zone. Every member of the Working Committee shall have **one** vote each.
- iii) **Qourum:** The quorum of the Zonal Working Committee meeting shall be **1/3<sup>rd</sup>** of the strength of the Zonal Working Committee.

**c) Zonal Conference:**

- i) **Frequency:** The Zonal Conference shall meet **once** in **two** years. **20 days** notice shall be required for holding of the Zonal Conference. The Zonal Conference of a zone shall be held after all the State Offices of the concerned zone have completed their State Conferences.
- ii) **Composition:** It shall consist of the Zone's and State's office bearers of the Union, the delegates representing the local Units and Unit Secretaries of that zone. There shall be one observer each from central HQ and rest of Zonal Offices of the Union but they will not participate in voting.
- iii) **Quorum and Voting Strength:** For the Zonal Conference, the quorum shall be **1/3<sup>rd</sup>** of the voting strength of the conference provided that at least **50%** of the eligible Local Units are represented. The voting strength of local Units shall be fixed on the basis of **one vote** for every **five** members. The strength of the membership of the Unit shall be determined as per **article-23** of the constitution of the Union. The *ex-officio* delegates shall share the voting power allotted to their respective Units.

**The Zonal Conference so constituted shall have the right to:-**

- ♠ **Elect** Office-Bearers of the Union at the Zone level.
- ♠ **Appoint** an Auditor to audit the accounts of the Zonal HQ.
- ♠ **Consider** and adopt the Annual Report and Audited Accounts of the Zone.
- ♠ **Adopt** Budget Estimate of the Zone.
- ♠ **Recommend** any alteration or amendment in the Constitution of Union to be considered in the forthcoming Central Conference.
- ♠ **Adopt** Resolutions of the Zonal HQ. etc.

## **PART-IV**

### **37. State Offices**

#### **State Headquarter & Jurisdiction:**

The Headquarters of the State Offices of the Union shall normally be at the State capitals except in case of following State Offices where the headquarters are shown against their names:

SR.N O.	STATES	STATE HQ
1	Haryana & Chandigarh	Rohtak
2	Punjab	Jalandhar

The jurisdiction of a State Office shall be all local Units of the Union situated in that State.

#### **The management of the Union at a State Office shall be vested in the following bodies:-**

##### **a) State Secretariat:**

- i) **Frequency:** It shall ordinarily meet **once** in **two** months on a notice of **3 days** except in urgent case.
- ii) **Composition:** The State Secretariat shall consist of the elected Office Bearers of the concerned State Office having one vote each.
- iii) **Quorum:** The quorum of the State Secretariat meeting shall be **half** of the strength of the State Secretariat.

##### **iv) Office Bearers of the Union at State Headquarters:**

Sr.No.	POSTS	NO. OF POSTS	APPOINTMENT
1	State Secretary	1	By election
2	Assistant State Secretary	1	By election
3	State Treasurer	1	By election
4	State Organizing Secretary	1	By election
5	Executive Member	2	By election
	Total	6	

- v) **Duration of Term:** The office bearers shall hold office for **two years**.

vi) **Functions & Duties of State Office Bearers:**

1. **STATE SECRETARY:** The State Secretary shall preside over respective State Secretariat and State Working Committee meetings and State Conference. He shall exercise overall supervision of work of the Union in his state under the guidelines of Central Headquarter and respective Zonal Headquarter. He shall count his vote in the voting of state meetings only in case of a tie.
2. **ASSISTANT STATE SECRETARY:** The Assistant State Secretary shall assist the State Secretary of the concerned state in discharge of his duties. The Assistant State Secretary shall act as State Secretary in the absence of the latter.
3. **STATE TREASURER:** The State Treasurer shall exercise control over the funds and accounts of the Union in his state and be personally responsible for the funds and upkeep of the records. He shall receive share of contributions from the local units of his state and issue receipts accordingly. He shall make payments against vouchers duly approved by the State Secretary. He shall maintain cash books and ledgers and get ratified by the State Secretary every month. He shall maintain a register of local units in his state showing the their strength of membership and financial position. The Treasurer shall keep a maximum of Rs 500/- cash in hand and shall deposit rest of fund in Union's saving account opened in a Nationalized Bank. He shall operate the bank account jointly with State Secretary.
4. **STATE ORGANIZING SECRETARY:** The State Organizing Secretary shall be responsible for execution and monitoring of all organizational works of Union under the guidelines of Central Headquarter and respective Zonal HQ.

c) **State Working Committee:**

- i) **Frequency:** It shall ordinarily meet **once** in **four** months on a **7 days** prior notice. However, it can be convened in case of exigencies on **3 days** notice.
- ii) **Composition:** The State Working Committee shall consist of the state office bearers and the Unit Secretaries of that state.
- iii) **Quorum and Voting Strength:** The quorum of the State Working Committee meeting shall be  $\frac{1}{3}^{\text{rd}}$  of the strength of the State Working Committee. Every member of the Working Committee shall have **one** vote each.

b) **State Conference:**

- i) **Frequency:** The State Conference shall meet **once** in **two** years. A **20 days** notice shall be required for holding of the State Conference. The State Conferences shall be held before their Zonal Conference is convened.



- ii) **Composition:** It shall consist of the Office Bearers of the State Office, elected delegates representing the local Units of the concerned state and the Local Unit Secretaries of that State. There shall be one observer each from central HQ and the concerned Zonal HQ but they will not participate in voting.
- iii) **Quorum and Voting Strength:** For the State Conference, the quorum shall be 1/3<sup>rd</sup> of the voting strength of the conference provided that **half** of the eligible Local Units of the State are represented. The voting strength of Local Units shall be fixed on the basis of **one vote** for every **five** members. The strength of the membership of the Unit shall be determined as per **article-23** of the constitution of the Union. The *ex-officio* delegates shall share the voting power allotted to their respective Units.

**The State Conference so constituted shall have the right to:-**

- ♠ **Elect** Office-Bearers of the Union at the State level.
- ♠ **Appoint** an Auditor to audit the accounts of the State office.
- ♠ **Consider** and adopt the Annual Report and Audited Accounts of the State office.
- ♠ **Adopt** Budget Estimate of the State office.
- ♠ **Recommend** any alteration or amendment in the Constitution of Union to be considered in the forthcoming Zonal and Central Conference.
- ♠ **Adopt** Resolutions of the State office etc.

## **PART-V**

### **38. Local Units**

#### **Headquarter of Unit:**

1. **The Headquarter** of a Local Unit of the Union at a station shall be at the place where the **administrative office** of the Akashvani / Doordarshan (Prasar Bharati) station is situated.

**2.The management of the Union at Local Units shall be vested in the following bodies:-**

**a) Unit Executive Committee:**

- i) **Frequency:** It shall ordinarily meet **once** in **two** months on a notice of **3** days except in exigencies.
- ii) **Composition:** The Unit Executive Committee shall consist of the elected office bearers of the Local Unit having one vote each.
- iii) **Quorum:** The quorum of the meeting shall be **half** of the strength of the Unit Executive Committee.

**iv) Office Bearers of the Union at Local Units:**

Sr. No.	POSTS	NO. OF POSTS	APPOINTMENT
1	Unit Secretary	1	By election
2	Assistant Unit Secretary	1	By election
3	Unit Treasurer	1	By election
4	Unit Organizing Secretary	1	By election
5	Executive Member	2	By election
	Total	6	

- v) **Duration of Term:** The office bearers shall hold office for two years.

**vi) Functions & Duties of Office Bearers of Local Unit .**

1. **UNIT SECRETARY:** The Unit Secretary shall preside over Unit Executive Committee meetings and Unit's General Body meetings. He shall execute and supervise work of the Union at his unit under the guidelines of Central Headquarter and respective Zonal and State Headquarter. He shall be responsible for transmitting of all the news and developments in the Union and department to the members of the Union at grass-root level.
2. **ASSISTANT UNIT SECRETARY:** The Assistant Unit Secretary shall assist the Unit Secretary in the discharge of his duties. The Assistant Unit Secretary shall act as Unit Secretary of the Local Unit in the absence of the latter.
3. **UNIT TREASURER:** The Unit Treasurer shall exercise control over the funds and accounts of the Union at the Local Unit level. He shall maintain records of the fund collected from the members and the membership of Union in his unit in proper format. He shall remit share of contributions from the members to the State HQ, Zonal HQ and Central HQ in time and get proper receipt of the remittances. He shall make payments against vouchers duly approved by the Unit Secretary. He shall maintain cash books and ledgers and get ratified

by the Unit Secretary every month. The Treasurer shall keep a maximum of Rs 200/- cash in hand and shall deposit rest of fund in Union's saving bank account opened in a Nationalized Bank. He shall operate the bank account of the Local Unit jointly with Unit Secretary.

4. **UNIT ORGANIZING SECRETARY:** The Unit Organizing Secretary shall be responsible for execution and monitoring of all organizational works of Union under the guidelines of Central Headquarter and respective Zonal and State HQ.

**b) General Body Meeting of Local Unit:**

- i) **Frequency:** The General Body Meeting of the Local Unit shall be held **once** in **3 months**.
- ii) **Composition:** It shall consist of the all the *bona fide* members of the Local Unit. Every member shall have one vote to cast. There shall be one observer from concerned State HQ but he will not participate in voting.
- iii) **Quorum:** For the General Body Meeting of the Local Unit, the quorum shall be  $\frac{1}{3}^{\text{rd}}$  of the voting strength of the Unit. The voting shall be by show of hands, but in case secret ballot is demanded, the same shall be granted.

**The GBM so constituted shall have the right to:-**

- ♠ **Elect** Office-Bearers of the Union at the Local Unit level.
- ♠ **Appoint** an Auditor to audit the accounts of the Local Unit.
- ♠ **Consider** and adopt the Annual Report and Audited Accounts of the Local Unit.
- ♠ **Finding** solutions of the problems of members concerning to the local Office.
- ♠ **Recommend** any alteration or amendment in the Constitution of Union to be considered in the forthcoming Ste, Zonal and Central Conference.
- ♠ **Adopt** Resolutions of the Local Unit.

**The End**