

**Association
of
Radio
&
Television
Engineering Employees
(A.R.T.E.E.)**

Registration No. 923/1967

File No. I-17992

website: www.arteeindia.org

Umesh Chandra, President

Rajesh Kr. Gautam, Addl.Gen.Secy.

PART - I

Rules and Regulations

Bylaws Amendment Committee

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|-------------------------------|--|
| 1 Yashwant Tahashildar | - Chairman of Committee & AGS (TV) WZ |
| 2 Manjeet Singh | - Member and Ex. State Secretary Punjab. |
| 3 Manas Datta | - Member and DG Council (DD), Kolkata |
| 4 S.S. Jaffania | - Member and Ex. AGS (TV) SZ., Gulgarga |

Memorandum of Association

I. The name of the Society is **ASSOCIATION OF RADIO AND TELEVISION ENGINEERING EMPLOYEES**, abbreviated to **ARTEE**.

II. The registered office of the Association shall remain in the Union Territory of Delhi and at present it is at the following address:

**Room No.546,
Akashvani Bhavan,
Parliament Street,
New Delhi-110 001.**

III. The aims and objects for which the Society is established are as under:

1. To **DIFFUSE** technical and other knowledge relating to Radio and Television broadcasting, among the members:
2. To **FOSTER** fraternal relations among the Engineering Employees of the All India Radio and Doordarshan on the basis of co-operation and mutual benefit:
3. To **AROUSE** consciousness among the members towards their rights and duties, privileges and obligations with a view to protect their social and economic interests by all constitutional and legitimate means:
4. To **PROMOTE** the advancement of social, ethical, moral and cultural, standards of the members:
5. To **ORGANISE** symposia, Seminars, group discussions and cultural programmes:
6. To **PUBLISH** News-letters, Journals and other literature devoted to the cause of the society, with the prior approval of the Government, in addition to maintain website
7. To **DO** all lawful activities which are incidental or conducive to the attainment of the objects specified above, such as (i) to acquire and hold property of any kind including securities and negotiable instruments (ii) to construct, purchase, hire or otherwise acquire, alter, improve, equip and maintain lands, building and furniture (iii) to manage, sell, transfer or otherwise dispose of or deal with the property of any kind belonging to the society (iv) to enter into contracts for and in connection with any of the purposes of the society.

Rules and Regulation of Association of Radio and Television Engineering Employees

Preliminary

1. The registered office of the Association shall be situated at New Delhi or any other central place as may be decided by the Central Committee.

2. The objectives of the Association are set out in its memorandum of Association. The Central Committee may alter, abridge or extend these objectives of the societies in accordance with the provisions in section 12 of the Societies Registration Act of 1860.

3. Membership

There will be only one type of membership i.e. through check off system as per RSA rule 1993.

i) All Engineering Employees from Helper to Assistant Engineer belonging to All India Radio and Doordarshan are eligible for the membership of the Association.

[ii]. An employee of Engineering Cadres AIR & Doordarshan paid his subscription of membership through payrolls under the check off system as per RSA rule 1993 and not Expelled in Anti Association Activities entitled to get all privileges and protection till his retirement.

iii) (a) A member shall lose membership if.

(i) He/She acts against the interests of the Association directly or indirectly or He/She joins any other cadre based association/union of engineering employees and joint platforms where ARTEE is not a constituent, belonging to All India Radio and Doordarshan.

(ii) He/She refuses or has failed to pay membership fee through Check off system as per RSA rule 1993

- (iii) He/She sends his/her resignation in writing to the General Secretary of the Association with intimation to Head of the office to withdraw the mandate of Authorization letter as per RSA rule 1993.
- iv) The membership may be restored on payment of his/her membership fee through Check off system as per RSA rule.
- v) All other clauses not coming under above categories shall be decided as per the provisions in Article No. 37 under the heading Suspension/Expulsion.

4. Subscription & Dues

i) The subscription fee shall be Rs. 240/- annually or Rs. 20/- monthly, deductible from salary as per CCS(RSA) Rules 1993.

iii) Financial year of the Association shall be from 1st April to 31st March

viii) *Non-payment of subscription* by the member through Check off system as per RSA rule 1993 deprives the members all rights and privileges of the Association. Unpaid members lose their right to vote in election and participation in Convention.

ix) The Enrolment fee and Subscription fee are nonrefundable.

Election, Power and duties of Various Committees

5. Unit Committee:

i) Each office of the All India Radio and Doordarshan, which represents the Association, shall be named unit of Association of Radio and Television Engineering Employees (ARTEE).

ii) At each unit, members shall elect one Unit Secretary, one Assistant Unit Secretary and one Unit Treasurer. At units where numbers of members are more than 20 they will elect one more representative, Assistant Unit Secretary. After being elected they should communicate their names to the General Secretary. Election for Unit committee shall be held after every two years. **There will be no restriction for terms .**

iii) Management of the units will be vested in a Unit Committee which will consist of the above said elected office bearers and one member from each cadre to be nominated by the Unit Secretary for the duration of the term.

iv) Units may open an account in any scheduled bank in the name of ARTEE with unit name on local address. The account under any two out of three system shall be operated by Unit Secretary, Assistant Unit Secretary and Unit Treasurer.

v) Units should keep proper record of income/expenditure and get it internally audited every year.

6. Election, Duties and Power of Unit Secretary/Asstt. Unit Secretary/Treasurer:

i) a) Unit Secretary, Assistant Unit Secretary and Unit Treasurer shall be elected by the members of the Unit for a term of two years. or till the new Unit Secretary, Assistant Unit Secretary and Treasurer are elected, whichever is earlier.

b) No member can hold the same post for more than two successive terms.

c) If any post falls vacant due to any reason, the post shall be filled up by members through election for the remaining term.

ii) Unit Secretary shall be the member of the State Committee. The Unit Secretary or in his absence the Assistant Unit Secretary or any other member of the Unit authorized by the unit shall represent their respective units at the meeting of the State Committee.

iii) Unit Secretary of the LPTV/HPTV unit under the Doordarshan Maintenance Centre (DMC) shall be the member of the DMC Committee.

iv) Unit Secretary shall convene meetings of the units at least once in a month.

v) He/She shall be responsible for funds and documents of the Unit and shall hand over the same to his/her successor.

vi) He/She shall communicate the proceedings of the units to the State Committee.

vii) He/She shall forward the applications for membership in Subscription form A along with the enrolment form A duly filled and the subscription fees to the General Secretary and Letter of Authorization to the HOO/ DDO.

- viii) Assistant Unit Secretary shall help Unit Secretary in his/her work and will hold the office in his/her absence.
- ix) The Treasurer shall keep financial account of the unit and help the unit Secretary in financial matters of the unit.
- x) Emergency meetings at the units shall be called by Unit Secretary/ Assistant Unit Secretary as the case may be on the representation to do so by one third of the members of the units.

7. DMC Committee:

- i) There shall be a DMC (Doordarshan Maintenance Centre) Committee under the chairmanship of DMC Coordinator.
- ii) All Unit Secretaries of LPTV/HPTV under the DMC shall be the members of the DMC Committee and the Unit Secretary or in his absence the Assistant Unit Secretary or any other member of the Unit authorized by the unit shall represent their respective units at the meeting of the DMC Committee.

8. Election, Duties and Power of DMC Coordinator:

- i) Zonal Vice-President, after consulting all unit secretaries in the DMC and the State Secretary of the state, will recommend to President for the nomination of DMC Coordinator.
- ii) He/She shall hold the office for two years or till the new coordinator is nominated, whichever is earlier.
- iii) DMC Coordinator shall convene meetings of the DMC committee at least once in every six months.
- iv) DMC Coordinator shall be the member of Central Committee.
- v) DMC Coordinator shall call meetings of the DMC Committee on the representation to do so by one third of the unit secretaries.
- vi) The DMC Coordinator shall communicate the proceedings of the committee to the respective State Secretary with copies to the Zonal Vice President and General Secretary.
- vii) He/She shall be responsible for funds and documents of the DMC Committee and shall hand over the same to his/her successor.

9. State Committee:

- i) There shall be State Committee under the chairmanship of State Secretary. It will consist of State Secretary, Organising Secretary, Publicity Secretary, DMC Coordinators and all Unit secretaries of the State.
- ii) All Unit Secretaries in the state shall be the members of the State Committee and the Unit Secretary or in his absence the Assistant Unit Secretary or any other member of the Unit authorized by the unit shall represent their respective units at the meeting of the State Committee.
- iii) Meeting of State Committee shall be known as **State Convention** and shall be held desirably once in every two year.
- iv) State Committee may open an account in any scheduled bank in the name of ARTEE with State Name on local address. The account under any two out of three system shall be operated by State Secretary , Organising Secretary and Publicity Secretary.
- v) **The State office shall be organized at the following states with Headquarter at the places mentioned within bracket.**

1. Andaman & Nicobar Islands (Port Blair)
2. Andhra Pradesh (**Vijaywada**)
3. Arunachal Pradesh (Itanagar)
4. Assam (Guwahati)
5. Bihar (Patna)
6. Chhattisgarh (Raipur)
7. Delhi (Delhi)
8. Goa (Panaji)
9. Gujarat (Ahmedabad)
10. Haryana (Rohtak)

11. Himachal Pradesh (Shimla)
12. Jammu & Kashmir (Srinagar/Jammu)
13. Jharkhand (Ranchi/Jamshedpur)
14. Karnataka (Bangalore)
15. Kerala (Thiruvananthapuram)
16. Madhya Pradesh (Bhopal)
17. Maharashtra (Nagpur)
18. Manipur (Imphal)
19. Meghalaya (Shillong)
20. Mizoram (Aizwal)
21. Nagaland (Kohima)
22. Orissa (Bhubaneshwar/Cuttack)
23. Punjab & Chandigarh (Jalandhar)
24. Rajasthan (Jaipur)
25. Sikkim (Gangtok)
26. Tamil Nadu & Pondicherry (Chennai)
27. Tripura (Agartala)
28. Uttaranchal (Dehradun)
29. Uttar Pradesh (Lucknow)
30. West Bengal (Siliguri) & Any newly formed state in future
31. **Telangana (Hyderabad)**

10. Election, Duties and Power of State Secretary:

- i) a) The **State Secretary** shall be a member of the Association to be elected by the members of the Units of TV & AIR situated in that State for two years term or till new state secretary is elected, whichever is earlier.
- b) In the absence of the State Secretary, Organising Secretary or Publicity Secretary as decided by the State Secretary, will look after the duties of State Secretary in addition to his own duties.
- c) If the post falls vacant due to any reasons, the President shall have the power to nominate a new State Secretary from among the members of the respective state, on the recommendation of the respective zonal Vice-President.
- ii) A member working in any unit of AIR/Doordarshan at the headquarter of the particular state (at the time of filing nomination for election) can contest for the post of State Secretary.
- iii) He/She shall recommend the President to nominate a Publicity Secretary and Organising Secretary from his state to assist him/her for the organizational work of the State Committee.
- iv) State Secretary shall be the member of Central Committee and Central Working Committee.
- v) State Secretary shall be responsible for organizing the units of the Association in his/her state.
- vi) He/She shall maintain the complete records of the units in his/her state and data of membership.
- vii) He/She shall also organize the State Convention/meetings of the units in his/her state with the prior approval of the Zonal Committee and Central Executive.
- viii) He/She shall preside over the State Convention and such meetings.
- ix) State Secretary shall circulate the agenda of the meeting to the unit secretaries in his/her state at least 15 days before the State Convention.
- x) He/She shall be answerable to the Vice –President of the respective Zone.

11. Election, Duties and Power of Organizing Secretary :

- i) The President shall appoint one Organizing secretary, on the recommendation of State Secretary from among the members of the respective State.
- ii) The Organizing Secretary shall be an office bearer of the Association and a member of the Central Committee.
- iii) He/She shall assist the State Secretary in the organizing affairs of the State Committee.

12. Election, Duties and Power of Publicity Secretary:

- i) The President shall appoint one Publicity Secretary, on the recommendation of State Secretary from among the members of the respective State.

ii) The Publicity Secretary shall be an office bearer of the Association and member of the Central Committee.

iii) He/She shall assist the State Secretary in the Publicity Works of the State Committee.

13. Zonal Committee:

i) There shall be a Zonal Committee in every Engineering Zone, under the chairmanship of Zonal Vice President. This will consist of Vice President, Assistant General Secretary (AIR), Assistant General Secretary (TV), Joint Secretary (SEA/EA), Joint Secretary (Sr.Technician/Technician), Joint Secretary (Helper) along with one Assistant Secretary (Publicity) and one Assistant Secretary (Organising). These Assistant Secretaries are to be nominated by President on the recommendation of the Zonal Committee.

ii) There shall be five Zonal Committees for the five zones namely;

a) North Zone headquarter at Delhi

b) West Zone headquarter at Mumbai

c) South Zone headquarter at Chennai

d) East Zone headquarter at Kolkata and

e) North East Zone headquarter at Guwahati

iii) The Zonal Committee shall open an account in any scheduled bank with local address, at the place of Zonal Head quarter, in the name of Association of Radio & Television Engineering Employees (ARTEE) with name of the Zone. The account under any two out of three system shall be operated by VP and any two among the AGS(two)/JS(three) as decided by the Zonal Vice President.

14. Zonal Council:

i. There shall be a Zonal Council under the chairmanship of Vice-President (Zone). This will consist of the members of the particular Zonal Committee and the State Secretaries of the Zone.

ii. The Council shall meet desirably once in every year.

15. Election, Duties and Power of Vice President (Zone):

i) Zonal Vice-President shall be the member of the Association and member of the Central Committee, Central Working Committee and Central Council.

ii) He/She shall be posted in any office at the respective Zonal headquarters (Delhi/ Mumbai/ Chennai/ Kolkata/ Guwahati) at the time of filing of nomination.

iii) a) He/She shall be elected by the members working in AIR&TV units in the respective Zone.

b) In the absence of the Vice-President, AGS (AIR/TV) will look after the duties of Vice President (as decided by VP) in addition to his own duties.

c) If the post falls vacant due to any reasons, the President shall have the power to nominate the AGS (AIR/TV), to perform the duties of zonal Vice-President, in addition to his duties.

iv) He/She shall hold office for two years or till next Vice-President is elected, whichever is earlier.

v) The Vice-President (Zonal) shall maintain a close link between Central Office & State, DMC and units of his/her zone.

vi) He/She shall convene the Zonal Convention of units with the prior approval of Central Executive and preside over the zonal conference and shall convey the resolutions passed in such conference to the Central Council for necessary action.

vii) He/She shall pass on instructions of the Central Council/Central Executive to the units and shall work for the implementation of the same.

viii) He/She shall supervise and guide the units in his/her zone in their management and difficulties.

ix) He/She will be authorised to represent to the authorities for the grievances and cause of the members of his/her zone.

x) He/She will have to take prior approval from the Central Executive before initiating any direct agitational programme. .

xi) He/She shall be answerable to the Central Executive.

16. Election, Duties and Power of Assistant General Secretary:

i) There will be ten Assistant General Secretaries- two from each Zone, one each for either media AIR and TV, elected by the respective media units of the respective zone.

ii) A member working in any unit of AIR media in the particular zone can contest for the post of Assistant General Secretary (AIR) in Zonal office. Similarly a member working in any unit of TV media in the particular zone can contest for the post of Assistant General Secretary (TV) in Zonal office.

iii) **The members working in the O/o Asstt.Dir.Gen.Engg.(E) [R&D, STI(T) & RSTI(T)] shall be considered to be working in AIR media for the purpose of election.**

iv) The Assistant General Secretary shall assist the Vice President (Zonal) in performing his/her duties and maintain the necessary records, data and accounts for his/her media units in his/her region.

v) In the absence of Vice-President (Zonal), Assistant General Secretary (AIR) shall perform the powers and functions of the Vice President in addition to his/her normal duties.

vi) In the absence of AGS(AIR), his duties shall be performed by AGS(TV) in addition to his normal duties and vice versa.

vii) If the post of AGS (AIR or TV) falls vacant due to any reason, the President shall have the power to assign the duties of the vacant post of AGS(AIR) to AGS (TV) in addition to his normal duties and vice versa.

viii) The Assistant General Secretary will be the member of the Association and a member of the Central Working Committee and Central Committee and he/she shall hold office for two years or till new Assistant General Secretary is elected, whichever is earlier.

17. Election, Duties and Power of Joint Secretary (Zone):

i) There shall be three Joint Secretaries at each Zonal Office, one from the Cadre of Helper, one from Technician/Senior Technician and one from Engineering Assistant/Senior Engineering Assistant.

ii) Joint Secretaries of cadres will be the members of the Association and will be elected by every member irrespective of his or her cadre in both media in the particular zone.

iii) If the post falls vacant due to any reasons, the President shall have the power to nominate a new Joint Secretary from among the members of the respective cadre, on the recommendation of the respective zonal Vice-President.

iv) They shall be in office for two years or till new Joint Secretaries are elected, whichever is earlier.

iv) They shall be the member of the Central Committee and Central Working Committee.

v) The Joint Secretary shall assist the Vice-President (Zonal) as desired by him/her and perform all duties assigned to them.

vi) Candidates for the post of Joint Secretary (SEA/EA, Sr.Tech /Tech) should be posted at any office at the Zonal headquarter at the time of filing nomination. **For the post of Joint Secy.(Helper) Candidate can contest from any part of the respective zone.**

18. Election, Duties and Power of Assistant Secretary (Organizing) :

i) One Assistant Secretary shall be nominated from among the members of the respective zone by the President on the recommendation of the Zonal Committee to assist him/her in the organizational work.

ii) The Assistant Secretary (Organizing) shall be an office bearer of the Association and a member of the Central Committee and Zonal Committee.

19. Election, Duties and Power of Assistant Secretary (Publicity):

i) One Assistant Secretary shall be nominated from among the members of the respective zone by the President on the recommendation of the Zonal Committee to assist him/her in the publicity work.

ii) The Assistant Secretary (Publicity) shall be an office bearer of the Association and a member of the Central Committee and Zonal Committee.

20. Central Executive:

i) There shall be a Central Executive at Delhi, under the chairmanship of President. This will consists of President, Vice President (AIR), Vice President (TV), General Secretary, Additional General Secretary, Treasurer, **Assistant Treasurer** and four Secretaries (one each from AE, SEA/EA, Sr. Tech/Tech and Helper).

(iv) **Meeting of Central Executive will be once in a month and more if required. President or General Secretary can call the meeting as and when required.**

21. Election, Powers & Duties of President:

- i) The President will be member of the Association and shall be elected by the members and will hold the office for two years or till the new President is elected, whichever is earlier.
- ii) The outgoing President will nominate any member of the Association as Returning Officer six months before the expiry of the term of the Central Working Committee to hold the election for the incoming Central Working Committee to be filled through election as per election byelaws.
- iii) The President will have the power to convene himself or through the General Secretary, the meeting of the Central Committee, Central Working Committee, Central Council or Central Executive of the Association.
- iv) The President shall be member of the Central Committee, Central Working Committee, Central Council and Central Executive of the Association and will preside over such meeting where he/she will explain the policies and programme of the Association previously discussed and approved by the Central Executive.
- v) The President have the power to nominate the following office bearers of the Association as per the Articles mentioned:
 - a) Editor Filament (Article 31)
 - b) Website Administrator (Article 32)
 - c) Member National Council (Article 33)
 - d) Member Departmental council (Article 34)
 - e) Member Office Council (Article 35)
 - f) Assistant Secretaries in Zonal committees (Article 18&19)
 - g) Organising & Publicity Secretary in State committees (Articles 11&12)
 - h) DMC Coordinators [Article 8(i)]
 - i) Any other vacant post of CWC.
- vi) The President shall have the power to suspend or expel any member of the Central Council, Central Working Committee or Central Committee on the recommendation of the Central Council, which has to be ratified by the Central Working Committee as per Article 37 $\frac{1}{2}$.
- vii) After the suspension or expulsion of such member of Central Council, Central Working Committee or Central Committee, such vacancy shall be filled from the members of the Central Council, Central Working Committee or Central Committee as the case may be for the remaining term.
- viii) The President shall supervise the work of Central Council. He/She along with the Central Council shall be answerable to the Central Working Committee and Central Committee for all matters.
- ix) Any expenditure incurred by General Secretary shall be ratified by the President.
- x) President shall have the power to sanction any expenditure more than Rs 1000/- incurred by the General Secretary for the cause of the Association.
- xi) Any expenditure above Rs 5000/- incurred by any member shall be sanctioned by President & General Secretary but such expenditure has to be ratified by the Central Council in its next meeting.
- xii) The President shall be the Publisher of “**FILAMENT**” the newsletter of the Association.
- xiii) The President shall be the publisher of the website www.arteeindia.org and he/she along with General Secretary and website Administrator shall be responsible for the updating of the site.
- xiv) He/She shall be answerable to the Central Executive, Central Council, Central Working Committee and Central Committee of the Association.
- xv) Asstt. Returning Officers.
 - (a). There will be Seven AROs two will selected by R.O (**one from All India Radio and One from Doordarshan**). and other five will be one from each zone. These AROs from zones will be called ZARO.
 - (b). ZARO will be nominated by President on the recommendations of respective zonal committees. If recommendations of Zonal Committee are not acceptable to President he can ask Zonal Body to suggest any other name but he has to cite a reason for that.
 - (c). These ZAROs will seal their Specimen signatures in the presence of a witness, which will be kept with Returning Officer.
 - (d). These ZAROs will provide ink signatures similar to their specimen on the ballots papers being sent to their zones in their presence.
 - (e). Ballot papers of respective zones will be verified with specimen signatures of respective ZAROs.

- (f). These ZAROs will also be present at the time of counting and recounting of their respective zones.
- (g). These ZAROs will also certify the election process which is conducted in their presence and will have no right to initiate legal proceedings or to approach any statutory authority.

(22) Emergency Powers of President:

The President shall have the power to extend the tenure of the Central Working Committee in case it is not possible to conduct the election in the prescribed time limit due to Natural, National calamities or any extraordinary situation arises within the association, in the department or in the media as a whole. On such event the tenure can be extended by three months only by citing the reasons for extension, with the approval of the Central Council.

23. Election Powers-and Duties of Vice-Presidents:

- i) The Vice-President will be the member of the Association.
- ii) There shall be two Vice-presidents in the Central office, one to look after AIR affairs; one to look after TV affairs.
- iii) Vice-president (AIR) will be a candidate from AIR and elected by members of AIR units.
- iv) Vice-president (TV) will be a candidate from TV and elected by members of TV units.
- v) They will hold the post for a term of two years or till new VP (AIR/TV) is elected, whichever is earlier.
- vi) He/She will be member of the Central Committee, Central Working Committee, Central Council & central Executive.
- vii) **The members working in the O/o the Addl. Dir. Gen. (E) [R&D, STI(T) & RSTI(T)] shall be considered to be working in AIR media for the purpose of election.**
- viii) In the absence of President, either Vice-President (AIR) or Vice-President (TV) as decided by the Central Council shall perform all the duties of the President in addition to his/her duties.
- ix) If the post of President falls vacant due to any reasons, the Vice-President (AIR)/(TV), with the approval of the Central Council, shall act as President for the remaining term of his/her predecessor in addition to his/her normal duties.
- x) In the absence of VP(AIR), his duties shall be performed by VP(TV) in addition to his normal duties and vice versa.
- xi) If the post of VP (AIR or TV) falls vacant due to any reason, the President shall have the power to assign the duties of the vacant post of VP(AIR) to VP (TV) in addition to his normal duties and vice versa, with the approval of Central Council.

24. Election Powers and Duties of General Secretary :

- i. The General Secretary will be the member of Association and shall be elected by the members.
- ii. The General Secretary will hold the Office normally for two years or till the next General Secretary is elected, whichever is earlier.
- iii. The General Secretary will be the Secretary of the Central Committee, Central Working Committee, Central Council and Central Executive.
- iv. He / She shall be the Chief Executive Officer of the Association and shall exercise such control and perform all such duties as may be proper to his/her office and shall take all such actions as consistent with the aims and objects of the Association. He/She will carry out all decisions and work within the broad framework of policy laid down and mandate given by Central Committee/Central Working Committee/Central Council.
- v. He/She shall be answerable to the Central Executive, Central Council, Central Working Committee and Central Committee of the Association.
- vi. He/She shall arrange all meetings and functions of the Association.
- vii. General Secretary shall have the power to invite a maximum of ten Special Invitees (without voting power) to the meeting of the Central Committee.
- viii. He/She shall prepare in the beginning of each annual CWC meeting, annual report of the working of the Association including statement of annual account together with balance sheets for the previous year and shall circulate the same to the members of Central Working Committee.

ix. He/She shall prepare the report of the activities of the Association for the period in between previous National Convention and the national Convention in session and shall circulate the same to the members of Central Committee.

x. He/She shall prepare the annual budget estimate in consultation with the members of the Central Executive and submit them to the first meeting of each financial year of the Central Executive for its approval.

xi. He/She shall have the power to spend not more than Rs. 1000/- without the prior approval of the President. Any expenditure so incurred shall however have to be ratified by the President at the earliest. While the General Secretary is competent to accord sanction to any expenditure to be incurred by any member or Office Bearer including the President subject to a maximum limit of Rs 5000/- per member, he has to obtain sanction from the President to any expenditure more than Rs 1000/- by himself for the cause of the Association. Any expenditure above Rs 5000/- , by any member shall be sanctioned by President & General Secretary but such expenditure has to be ratified by the Central Council in its next meeting.

xii. He/She shall have the power to enroll a member to the Association as per Article 3(ii). He/She has the power to reject the applications by intimating the reasons to the applicant.

xiii. He/She shall have the power to suspend or expel any member of the Association as per Article 37.

xiv) **He/she along with the Treasurer, Asstt. Treasurer and Returning Officer of previous election will be responsible for preparing Voter list as per CCS(RSA) Rules. He/she has to deliver this final voter list to Returning Officer within Ten days of declaration of Election by the President.**

25. Election, Powers and Duties of Additional General Secretary:

i. Additional General Secretary will be the member of the Association and will be elected by the members.

ii. For the post of Additional General Secretary, candidate should be posted in any office at Delhi at the time of filing nomination for election.

iii. He/She shall be in office for two years or till a new Additional General Secretary is elected, whichever is earlier.

iv. He/She shall be the member of the Central Executive, Central Council, Central Working Committee and Central Committee.

v. He/She shall assist the General Secretary as desired by him/her and perform all other duties assigned to him/her by the General Secretary.

vi. In the absence of General Secretary, the Additional General Secretary shall perform all the duties of General Secretary in addition to his/her own duties.

vii. If the post of General Secretary falls vacant due to any reasons, the President shall have the power to assign the duties of the vacant post of GS to Additional GS with the approval of Central Executive. The decision will be ratified at the next Central Council Meeting.

viii. He/She will be responsible for all organizing and publicity works of the Association in consultation with the General Secretary.

26. Election, Powers and Duties of Secretaries:

i. Secretary (one each from the cadres of AE, SEA/EA, Senior Technician/Technician, Helper) will be the member of the Association and will be elected from the members irrespective of their cadre and media.

ii. He/She shall hold the office for a term of two years or till new Secretary (of respective cadre) is elected, whichever is earlier.

iii. For the post of Secretary (AE, SEA/EA, Sr.Tech/Tech, Helper) the candidate should be from the AE, SEA/EA, Sr.Tech/Tech, Helper cadre respectively.

iv. For the post of Secretary, the candidate should be posted in any office at Delhi at the time of filing nomination for election Except for Secretary (Helper). **Secretary Helper, if not available from Delhi then he may be nominated from zone periodically in Alphabetically order of (EZ, NEZ, NZ, SZ, WZ respectively) in consultation with zonal committee. Secy(Helper) if elected/nominated from Delhi then he will be the member of Central Executive & if nominated from zone then he will be member of Central Council.**

v. He shall be responsible for all matters related to the particular cadre, which have to be taken up with the authorities, in consultation with the General Secretary and he will maintain full data of members of the respective cadre of the AIR & Doordarshan.

vi. In the absence of Additional General Secretary, the Secretary (AE, SEA/EA, Sr.Tech/Tech, Helper as decided by Central executive) shall perform all the duties of Additional General Secretary in addition to his/her own duties.

viii. If the post of Additional General Secretary falls vacant due to any reasons, the President shall have the power to assign the duties of the vacant post of Addl.GS to any of the Secretaries in addition to his normal duties, with the approval of Central Executive.

ix. If any post of Secretary falls vacant, the President shall have the power to nominate any member of the Association from the respective cadre, working at Delhi, to perform the duties of the Secretary for the remaining term with the approval of the Central Executive.

27 (a). Election Powers and duties of Treasurer :

i. Treasurer will be member of the Association and will be elected by the members of the Association and will hold the office for two years or till the next treasurer is elected, whichever is earlier.

ii. For the post of Treasurer, candidate should be posted in any office at Delhi at the time of filing nomination for election.

iii. He/She shall be in charge of all the funds and financial affairs of the Association and shall hand over the charge to his/her successor.

iv. He/She shall be responsible to maintain the account books and get them audited every year. Accounts should be kept on proper double entry system with variable items of income and expenditure shown under different heads of income and expenditure.

v. At the end of the financial year the following documents should be prepared:-

(a) Income and Expenditure account.

(b) Balance Sheet showing assets and liabilities of the Association.

vi. He/She shall prepare the annual balance sheet of the financial matters in consultation with the General Secretary.

vii. He/She shall also assist General Secretary in the preparation of the budget for the next year.

viii. He/She will open an account in any scheduled bank of India, in consultation with Central Executive, in the name of Association of Radio and Television Engineering Employees.

ix. He/She will be responsible for all cash receipts issued on behalf of the Association and deposits in the name of Association in Government Securities, Nationalized Banks and Public Sector Financial institutions.

x. Treasurer shall enter the name of the person applied for membership in the enrolment register of the Association and issue the receipt/ Membership card with the approval of General Secretary as per Article 3.

xi. He/She shall be the member of Central Executive, Central Council, Central Working committee and Central Committee.

xii) He/she along General Secretary, Asstt. Treasurer and Returning Officer of previous election will be responsible for preparing Voter list as per CCS (RSA) Rules.

27 (b). Election powers and duties of Assistant Treasurer: There shall be an Assistant Treasurer in Central office which will be elected by Members. He should be posted in Headquarter at the time of filing the Nomination. He will assist Treasurer in the handling of Association's financial matters and to do any work assign to him by the President in consultation with Central Executive. He/she will not be Authorized Signatory but in case the post of Treasurer falls vacant due to any reason, he/she will take charge of the post of Treasurer and will be Authorized Signatory with the approval of President in consultation of Central Executive.

27 (c). Office Assistant: President will be empowered to appoint an Office Assistant on a lump sum or daily payment basis to Assistant Central Office in day to day clerical/casual works. Payment of such Assistant will be restricted to Rs. 2000/- per month. Any person who is has capability of office and clerical work may be nominated.

28. (i) Central Council:

i. There shall be Central Council with Headquarter at Delhi under the chairmanship of President. This will consists of President, Vice President (AIR), Vice President (TV), General Secretary, Additional General

Secretary, Treasurer, **Assistant Treasurer**, 4 Secretaries (one each for AE, SEA/EA, Sr.Tech/Tech, Helper and Zonal Vice Presidents (North/West/South/East/North East).

- ii) The Central Council shall decide all matters on the management of the Association, lay down the broad outlines, supervise the interest of the Association and intervene in controversial issues.
- iii) The members of the Central Council shall have the power to approach President for suspension or dismissal of any office bearer of the Association.
- iv) The meetings of the Central Council shall be held at least once in every six months.
- v) The Central Council shall have power to sanction any expenditure.
- vi) All the arrangements for the general meeting of the Central Council will be done by the General Secretary.
- vii) The President the Vice-President(AIR/TV) or the General Secretary as the case may be can call emergency meeting of the Central Council on the request of one third of the members of Central Council.

29. Central Working Committee:

- i) There shall be a Central Working Committee, under the chairmanship of President. This will consists of members of the Central Council, AGS (AIR) of all zones, AGS(TV) of all zones, Joint Secretaries (SEA/EA, Sr.Tech/Tech, Helper) of all zones and State Secretaries of all states.
- ii) The immediate past President & General Secretary shall be the members of the Central Working Committee.
- iii) Editor Filament, Website Administrator and the Association representatives in Office Councils, Departmental Council and National Council will be ex-officio members of the Central Working Committee.
- iv) The Returning Officer shall be ex-officio member of CWC till he/she holds the charge of post.
- v) The tenure of Central Working Committee will be normally of 2 years which may be extended for a period of not more than three months by the President with the approval of the Central Council.
- vi) The Central Working Committee shall decide all policy matters pertaining to the Association.
- vii) The Central Working Committee shall be the sole authority for the interpretation of the Memorandum, and Rules and Regulations. The decision of the Central Working Committee upon the question of interpretations shall be final and binding upon all members.
- viii) Members of the Central Working Committee have the power to open any units or recommend to the President for the suspension of any units. Members of the expelled unit shall have no claim on any subscription whatsoever paid by him/her prior to the expulsion of the unit from the Association.
- ix) The General Meeting of the Central Working Committee will be held desirably once in a year.
- x) All the arrangements for the general meeting of the Central Working Committee will be done by the General Secretary.
- xi) The President, Vice-President(AIR/TV) or the General Secretary as the case may be can call emergency meeting of the Central Working Committee on the request of one third of the members of Central Working Committee.

30. Appointment, Powers and Duties of Returning Officer:

1. He / She will be a member of the Association and shall be nominated by the outgoing President to hold the election for the incoming Central Working Committee as per the Election Bye-laws.

2. Immediately after nomination by the President, Returning Officer (RO) will decide an Address for all communications related to the Election.

3. Within a week of his nomination he/she will notify the detailed schedule of the election (in consultation with the President) including the election byelaws & nomination form, which will be published in Filament (News Letter) and Website.

4. R.O. will keep the ballot box at a safer place for putting the ballots by individuals or for the ballots received through post. Before putting these ballots in the box, RO will seal the box properly in the presence of not less than three contestants.

5. He/She shall be an ex-officio member of the Central Working Committee and Central Committee after the nomination and shall continue to hold the post for full CWC term.

6. He/she shall have the power to select a maximum of three members from the Association who do not hold any post in the Association, to assist him in the process of the Election.

7. He/She shall advise the President to depute necessary volunteers (preferably members of the Association neither office bearers nor the relatives of candidates) for the purpose of counting of votes on the day of Counting.

8. He shall nominate Asstt. Returning Officers (ONE from AIR & one from DD), who are not office bearers to assist him to conduct elections.

9. He/She will be responsible for preparing the Voter List for the Next Election in Association with General Secretary, Treasurer & Asstt. Treasurer.

31. Appointment, Powers and Duties of Editor:

i) Editor shall be a member of the Association nominated by the President on the recommendation of the Central Executive.

ii) He/She shall be member of the Central Working Committee and Central Committee.

iii) Editor shall be in charge of all works connected with the compiling, editing, printing and dispatching of the monthly newsletter FILAMENT. However the matter for publication in Filament is the responsibility of the Central Executive.

32. Appointment, Powers and Duties of Website Administrator:

i) Website Administrator shall be a member of the Association nominated by the President on the recommendation of the Central Executive.

ii) He/She shall be member of the Central Working Committee and Central Committee.

iii) He/She shall be in charge of all works connected with the compiling, editing, and uploading of the matters in the website of Association, www.arteeindia.org. in consultation with President and General Secretary.

33. Appointment, Powers and Duties of National Council Member:

i) The National Council is the highest redressal body for the Central Government employees (under the JCM scheme) under the chairmanship of the Cabinet Secretary, Government of India. This Council consists one representative of employees from every Ministry including the Ministry of Information & Broadcasting. ARTEE, being the largest employees Association under the Ministry of I & B shall have the possibility of getting the representation in the JCM.

ii) The member representing the Association in the National Council (JCM) shall be nominated by the President on the recommendation of the Central Executive.

iii) He/She shall be member of the Central Working Committee and Central Committee.

iv) He/She shall be responsible for taking up the issues related to the welfare of the staff members of the Association in the National Council (JCM) in consultation with the President and General Secretary.

34. Appointment, Powers and Duties of Departmental Council Member:

i) There will be three members representing the Association in the Departmental Council under the chairmanship of the Secretary, Ministry of Information & Broadcasting).

ii) The member representing the Association in the Departmental Council (under JCM scheme) shall be nominated by the President on the recommendation of the Central Executive.

iii) He/She shall be member of the Central Working Committee and Central Committee.

iv) He/She shall be responsible for taking up the issues related to the welfare of the staff members of the Association, in the Departmental Council (of the Secretary, Ministry of I&B), in consultation with the President and General Secretary.

35. Appointment, Powers and Duties of Office Council Member:

- i) There will be two members; one for the Office Council under the chairmanship of Director General, All India Radio and the other for the Office Council under the chairmanship of Director General, Doordarshan.
- ii) The member representing the Association in the Office Councils (under JCM scheme) of both DG, AIR & DG, Doordarshan shall be nominated by President on the recommendation of the Central Executive.
- iii) He/She shall be member of the Central Working Committee and Central Committee.
- iv) He/She shall be responsible for taking up the issues related to the welfare of the staff members of the Association, in the respective Office Council (of the Director General, All India Radio/ Doordarshan), in consultation with the President and General Secretary.

36. Central Committee:

- i. There shall be a Central Committee, the General Body of the Association under the chairmanship of President. This will consist of members of the Central Working Committee, Assistant Secretaries of Zonal Committees, Organizing & Publicity Secretaries of the States, DMC Coordinators and **93** representatives from AIR & TV (DDK/PGF/PPC) stations recommended by the respective State Secretaries. (Out of this **93**, One each from the states of Andaman & Nicobar, Arunachal Pradesh, Goa, Haryana, Himachal Pradesh, Manipur, Meghalaya, Mizoram, Nagaland, Sikkim & Tripura. Three each from the states of Assam, **Andhra Pradesh**, Chhattisgarh, Delhi, Jammu & Kashmir, Jharkhand, Punjab & Chandigarh, Uttaranchal & **Telangana**. . Five each from the states of Bihar, Gujarat, Karnataka, Kerala, Madhya Pradesh, Maharashtra, Orissa, Rajasthan, Tamilnadu & Pondicherry, Uttar Pradesh and West Bengal)).
- ii. General Secretary shall have the power to invite a maximum of ten Special Invitees (without voting power) to the meeting of the Central Committee.
- iii. The members of Central Committee shall have power to abridge, extend any Articles, articles of by-laws of the Association by a minimum of two third majority, with the prior approval of Government of India.
- iv. The General Meeting of the Central Committee shall be known as the **National Convention** and shall be held at least once in every two years.
- v. All the arrangements for the general meeting of the Central Committee will be done by the General Secretary or by the Convention Committee with the approval of the General Secretary.
- vi. The President, Vice-President(AIR) or the General Secretary as the case may be can call emergency meeting of the Central Committee on the request of one third of the members of Central Committee.
- vii. The notice for convening the meeting of the Central Committee (National Convention) along with the draft agenda shall be communicated to all the units of Association at least 6 weeks prior to the holding of the meeting (Convention) by the General Secretary or the Convener of the committee as the case may be.
- viii. If on any particular occasion Central Council resolves that it is not possible to convene the bi-Annual Conference (National Convention), it shall proceed to convene Central Working Committee Meeting by giving one month's clear notice directly to all Central Working Committee members of the Association. Within 14 days of holding the bi-Annual Conference or the Central Working Committee Meeting, as the case may be, a list of proceedings as required in clause 4 of the Societies Registration Act, of 1860 shall be filed with Registrar.
- ix. The President, Vice-President(AIR/TV) or the General Secretary as the case may be will preside over such bi-annual Central Committee Meeting (National Convention) or Central Working Committee Meeting and he/she will have power to suspend any member or person who disregards the order of the Chair.
- x. The member admitted therein according to the Articles and regulations must have paid subscription through check off system as per RSA rule 1993 and has not resigned. No person shall be entitled to vote or

to be counted as a member whose subscription through check off system as per RSA rule 1993 at the time shall have been in arrears.

37. Procedure on Suspension or Expulsion :

a) Ordinary member :

i) If a member of the Association in any unit acts against the interest of the Association directly or indirectly, the Unit Secretary shall call the explanation from the member concerned within a time frame of one week. If the Unit committee is not satisfied with the reply, the Unit Secretary shall refer the case with all necessary documents, including the reply from the member, to the General secretary for further action.

ii) The General Secretary shall send to the member effected, a list of charges against him in writing and full 30 days time will be allowed to such person to explain the charges and to prove his innocence.

iii) If the General Secretary considers the explanation inadequate, he/she shall inform the member of this fact and announce such decision as he/she consider fit. The decision of the General Secretary shall be final.

iv). If Conduct of a Member is adjudged Against the interests of Association by Central Executive, it can directly ask explanation from any ordinary member and serve the Charge sheet, then General Secretary with the approval of Central Executive can take a decision of suspension and expulsion with the approval of the Central Executive. The matter will be placed before the next Central Council and if required before CWC. The decision of the CWC will be final.

If a Member is aggrieved, he has the liberty for legal remedy, but not before exhausting the channel as per Clause 44.

b). Central Committee Member:

i) The President shall have the power to suspend a member of the Central Committee of the Association if he/she acts against the interest of the Association or for anti-Association activities, on the recommendation of the Central Executive..

ii) The President shall issue a show-cause notice to the suspended member and ask him/her to submit his/her reply within a month.

iii) If the Central Executive finds the reply from the suspended member satisfactory, it may recommend to the President for the revocation of the suspension.

iv) If the Central Council finds the reply from the suspended member not satisfactory, it may recommend to the President for the expulsion of the member from the Central Committee. The expulsion of the member has to be ratified by the Central Working Committee in its next meeting.

38. No Confidence Motion:

i) At least 1/3rd of the members of the Central Council should request in writing to the General secretary to call an urgent meeting of the Central Council to discuss the no confidence motion against the President of the Association.

ii) The meeting of the Central Council shall take place within a time period of two weeks of such a request.

iii) The Central Council shall take the decision with the majority of 2/3rd of the members present, after allowing due opportunity to the President to explain his/her position in the same meeting of the council.

iv) If the President does not present him/her self physically or in writing in the meeting, the Central Council shall take the ex-party decision.

v) The decision of the Central Council has to be ratified by the Central Working Committee in its next meeting.

39. Financial Year:

The Financial year of the Association shall be from 1st April to 31st March.

40. Funds:

i) The fees for subscription received through check off system as per RSA rule 1993, non-refundable election fees, donation received from members or Government grant, if any, shall be the General funds of the Association.

ii) The Central Council shall allot the funds of the Association to various level Committees from time to time and such allocation shall remain in force till it is revised.

Additions :

iii) The allocation for various level committees are as follows: Zonal Committee: Rs. 10,000 per annum State Committee : Rs. 2,000. It will be decided by Central Council as per the amount of annual collection through check off system.

iv) The funds of the Association shall be deposited in a scheduled bank of India (to be decided by the Central Council) where an account shall be kept under the heading Association of Radio and Television Engineering Employees and this will be operated by the Treasurer of the Association as per procedure laid down under article 41.

v) The funds received from the Life Members on account of their life membership fee shall be invested in Government Securities, Nationalized Bank and Public Sector Financial Institutions. No part of Life Membership fee of existing members shall be spent. Only interest accruing on these investments may be used for the Association's day-to-day work. In case of acute financial emergency, five percent of the total amount of the existing life membership fund may be raised as a loan to be repaid within one year. This decision shall be taken by the Central Council.

vi) Life Membership fee of the non-existing members may be utilized only in cases of exigencies for the following purposes:

a. To meet the expenditure for conducting ARTEE Election

b. To meet the expenditure on legal cases

c. For the expenditure on the publication of FILAMENT.

d. To acquire any fixed assets for the Association,

vii) If President, General Secretary or Treasurer resigns or is made to resign and new person's is/are appointed/elected the change should be communicated to the bank authorities along with abstracts of the minutes of the meeting of Central Council or Central Executive wherein such decision was taken.

Additions :

viii) (a) For Units having more than 100 Members a lump sum of Rs. 1500 annually will be disbursed on submission of Bill of expenditure of Organizational Activities.

(b). For Unit having Members more than 50 and less than 100, A lump sum Amount of Rs. 1000 annually will be disbursed on submission of bill of expenditure of Organizational Activities.

(c).For Unit having Members more than 25 and up to 50, A lump sum Amount of Rs. 500 annually will be disbursed on submission of bill of expenditure of bill of expenditure of Organizational Activities.

(d). For Units having Members more than 10 and up to 25, A lump sum Amount of Rs. 250 annually will be disbursed on submission of bill of expenditure of bill of expenditure of Organizational Activities of bill of expenditure of Organizational Activities.

These disbursements will be made depending upon financial condition of Association and after verifying the subscription in the Month of March for entire previous year.

41. Cheques :

At the Central Office, all cheques on behalf of the Association shall be signed by any two of President, General Secretary and Treasurer. At the zonal offices (Kolkata, Mumbai, Chennai, Delhi and Guwahati) all cheques on behalf of the Association shall be signed by VP along with any one among the AGS(two)/JS(three) as per Article 13(iii). At state offices all the cheques shall be signed by State Secretary along with any one from Organizing Secretary and Publicity Secretary as decided by State Secretary. At Unit office all cheques shall be signed by Unit Secretary along with any one from Assistant Unit Secretary(ies) and Unit Treasurer as decided by Unit Secretary.

42. Audit of Accounts:

a) Audit of Accounts of the Association:

- i) Audit of accounts of the Association shall be done by an outside agency i.e. essentially Chartered Accountant/firm immediately after the completion of every financial year. The President will assign this to a reputed firm. The President in consultation with General Secretary will assign this to a reputed Chartered Accountant/firm. After auditing Treasurer will handover all financial record General Secretary to send it Registrar of Society after Auditing by a Chartered Accountant Firm and get it audited from there.
- ii) The discrepancies observed, if any, during the auditing of accounts shall be settled by General secretary & Treasurer and the final audited report shall be circulated through the Filament and Website.
- iii) The Unit/State/Zonal committees shall get the audit of the accounts done, immediately after the completion of every financial year by atleast two persons from among the members of the Association who do not hold any post in the Association and these reports will be send to the General Secretary at the earliest.

b) Audit of accounts of Conventions:

i) Conventions - below One Lakh Rupees:

The Convener of the Convention Committee shall appoint at least two persons from among the members of the Association but not holding any post in the Association to audit the accounts of the Convention immediately after the completion of the Convention. The audited report shall be submitted by the Convener to the General Secretary within 30 days of the completion of the Convention.

ii) Conventions - above One Lakh Rupees:

It shall be the responsibility of the Convener of the Convention Committee to get the accounts of the Convention audited by a reputed external auditor and to submit the audited accounts within 60 days of the completion of the Convention to the General Secretary.

43. Quorum:

- i) The quorum for all meeting of Central Committee, Central Working Committee, Central Council, Zonal Committee, State Committee, DMC Committee and Unit Committee shall be 1/3rd of the members of these Committees and in case of a fraction occurring there to the number next to that.
- ii) Incase the quorum is not complete, the meeting should be adjourned for half an hour and the members present thereafter will be the quorum of the meeting.

44. Legal Proceeding :

- i) No member of the Association who considers him/her self harmed by the Association, directly or indirectly, can institute proceeding against any office bearer of the Association without furnishing to the Central Executive a written statement specifying clearly the cause of the complaint. Central Executive there upon shall bring it to the notice of the Central Council whose decision by the majority of votes shall be final.
- ii) The Association shall sue and be sued in the name of President but not before giving Association an opportunity to clarify its position on the issue. President may authorize any member of the Association to initiate **or to represent** in legal proceedings in the name of the Association or against Association

45. Newsletter:

- i) The monthly newsletter of the Association shall be named **FILAMENT** and registered as a newspaper for circulation among members.
- ii) Filament shall be published under the guidelines laid down by the Registrar of Newspapers
- iii) The President of the Association shall be the publisher of Filament.

46. Website:

- i) The Association shall maintain a website www.arteeindia.org for providing the necessary information related to the Association and the matters in the interest of its members.
- ii) The President of the Association along with General Secretary and Website Administrator shall be responsible for the updating of the site.

47. By Laws:

The Central Committee may from time to time make, alter, or abridge by laws in accordance with the Rules and regulations by two third majority, with prior approval of Government as per RSA rule 1993.

48. Seal:

All documents or property required to be sealed with the seal of the Association shall be signed by the General Secretary and at least two other members of the Central Working Committee and only after such signature shall be deemed fully executed.

49. Dissolution of the Association:

- i. The Association shall not be dissolved unless four fifth of the members entitled to vote shall have expressed wish for such dissolution by their votes delivered in person at a meeting of Central Committee convened for the purpose.
- ii) In any event of dispute arising among the members in regard to disposal and settlement of the property of the Association after dissolution, any property what so ever shall not be distributed among the Members, but shall be given in charity to any institution or transferred to any Society decided by the Central Committee by the majority of votes and in default thereof the case referred to court to have jurisdiction in the matter.

50. Amendment & Interpretation of “Rules and Regulations”:

- i) With prior approval of Government as per RSA rule 1993, the alteration or amendment of the Rules and Regulations shall be made by majority of 2/3 votes at the bi-annual meeting of the Central Committee if so required by the members of the Central Committee present even without prior notice. For any amendment to the constitution beyond the session of the Central Committee the following procedure should be followed:-
 - a) Proposals, recommendations for amendment shall be circulated to all the members of Central Committee by Speed post/Registered post/Courier. These should be published in Filament/ Website.
 - b) The General Secretary shall set in advance the date, at least one month following the circulation, by which time opinion of the Central Committee members on the proposals must reach the head quarters of the Association.
 - c) The covers, super scribed with “Opinion poll on constitution amendments” containing the opinion of the Central Committee members on the proposals shall be opened by President the very next day of the last date of receipt of such opinions in presence of the members of the Central Council and opinion of 2/3 of the total suggestions received be ensured in favour before any amendment be carried out.

ii) The Central Working Committee shall be the sole authority for the interpretation of the memorandum and Rules and regulations and the decision of the Central Working Committee upon question or interpretations shall be final and binding upon all members.

51. After the term is over or in case of Resignation and its acceptance by appropriate forum, Office bearer has to hand over charge to his successor within ONE month, failing which an amount equal to the value of assets will be treated a advance towards the Member, If he/she failed to hand over those assets within ONE month, he/she will not allowed to contest next Election for any post till he/she clear the advance (as per election Bye-laws 13 (e)).

52. Insurance to Members: All Members as per certification of deduction of RSA Subscription will be provided an Accidental Insurance cover from Rs. 5/- per Members / Month. The premium of this insurance will be paid from the Rs. 5/- subscription/Member subscription of RSA

53. Benevolent fund for ARTEE Members. : An ARTEE benevolent fund will be created from Rs. 5/- per Member/Month deducted from Members Salary. However ARTEE wishes that all our Members should always remain healthy and alive for long long time but in case of unfortunate death an exgratia payment of Rs. 10,000 shall be immediately released to the kin of the deceased after verification of Death and the total sum will be equally disbursed among kins of deceased after end of year in the month of July with the approval of Central Council. An Illustration is given below :

Sum collected in an year @ Rs. 5 per Member from 7000 Members = Rs. 4,20,000/-

Rs. 10,000 shall be disbursed immediately after the verification the death.

Assuming that there are five unfortunate demises : $Rs\ 4,20,000/5 = Rs.\ 80,000$ shall be paid to the kin of each deceased to the Maximum of Rs. 2,00,000/-. The Balance Amount if any shall be transferred to next Year and Rs. 10,000 already paid shall be deducted from the this Amount.

The Account with full transparency shall be published on Associations website / Filament. President, Gen. Secy. Treasurer shall be solely responsible for the transparency in disbursement in this fund.

If Any Member have any doubt he can initiate legal proceedings against responsible persons after following clause 44.

Documents required for claim :

[1]. Two Copies of Death Certificates issued by Authenticated civic Agencies like Municipal Corporations etc.

[2]. (a). In the absence of Nomination, disbursement will be done as per will of the deceased and in the absence of Nomination and will both, Succession certificate will be required as per law of the land. The Association shall not responsible for any delay in disbursement due to non completion of document and no interest shall be paid on the Amount to be disbursed for any delay.

(b). To avoid any complication all Members required to nominate his / her kin with Association and disbursement will be done only to the Noniated person by the deceased. A List of Members with Nominee details will be published on website of Association.

[3]. ID proofs, Bank Account detail and an Notarized Affidavit with photograph on a stamp paper of Rs. 10/- by Successor.

[4]. Any other document suggested time to time as per legal requirement.

Different Committees & their Strength.

54. All Amendments in Rules & Regulations and Election bylaws will be applicable from the date of Approval.

Post	Central Ex.	Central Council	CWC	Central Committee
President	1	1	1	1
V P (AIR)	1	1	1	1
V P (TV)	1	1	1	1
Genl.Secy	1	1	1	1
Addl.GS	1	1	1	1
Treasurer	1	1	1	1
Asstt.Treasurer	1	1	1	1
Secretaries	4	4	4	4
V P (Zone)	0	5	5	5
AGS (AIR)	0	0	5	5
AGS (TV)	0	0	5	5
Joint Secy(SEA/EA)	0	0	5	5
J S (S.Tech/ Tech)	0	0	5	5
JS (Helper)	0	0	5	5
Asst.Secy(Org)	0	0	0	5
Asst.Secy(Pub)	0	0	0	5
State Secretary	0	0	31	31
Organizing Secy	0	0	0	31
Publicity Secy	0	0	0	31
DMC Coordinator	0	0	0	111
Rep.from AIR/DDK	0	0	0	93
NC Member	0	0	1	1
DC Member	0	0	3	3
DG C Member	0	0	2	2
Editor (Filament)	0	0	1	1
Web Administrator	0	0	1	1
Returning Officer	0	0	1	1
Ex.President	0	0	1	1
Ex.GS	0	0	1	1
Total	11	16	83	360

DMC Coordinators will be as many as DMCs are there.

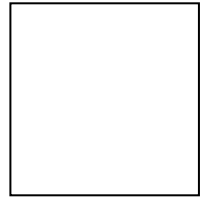
Annexure – I

Enrolment Form – A

ASSOCIATION OF RADIO & TELEVISION ENGINEERING EMPLOYEES

Post Box No. 422, New Delhi – 110 001.

(Registered under Societies Registration Act 1860)



To,
The General Secretary,
ARTEE,
New Delhi – 110 001.

Sir,

I, desire to be enrolled as a member of the ARTEE and shall abide by the Articles, regulations, byelaws of the association.

I am ready to submit Letter of Authorization in favor of ARTEE & ready to pay the membership fee of Rs 20/- per month or Rs.240/- per year through check off system from my salary; as per RSA rule 1993.

Date :

Signature:

Member's Biodata

1. Name in full :
 2. Designation :
 3. Name of Station :
 4. Date of Joining Department : dd/mm/yyyy/...../.....
 5. Date of Retirement (dd/mm/yyyy)/...../.....
 5. Date of Birth :
 6. Qualification :
 7. Permanent Address :
 -
 8. Residential Address :
 -
 9. Name of the Nominee : Relation
- (Pl send 02 nos. passport size photographs of self)

[UNIT SECRETARY]

[GENERAL SECRETARY]

Annexure - II

LETTER TO BE SUBMITTED TO THE HEAD OF OFFICE/ DDO FOR AUTHORISATION UNDER
CCS (RSA) RULES 1993.

I, _____ (name & designation)

Being a member of the Association of Radio & Television Engineering Employees (ARTEE) hereby

Authorize deduction of annual subscription of Rs.20/- month/ Rs.240 /- year From my salary and

authorize its payment to _the Association of Radio & Television Engineering Employees (ARTEE).

Signature:

Name:

Designation:

TO BE FILLED IN BY THE ASSOCIATION

It is certified that Sh./Smt. _____

Is a member of _____ Association. It is further certified that the above authorisation has
been filed by Shri/Smt/Ms. _____ in my presence.

Signature of authorized Office bearer.

(Name of office bearer in capital letters)

Attestation by Head of office

**Association
of
Radio
&
Television
Engineering Employees
(A.R.T.E.E.)**

Registration No. 923/1967

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website: www.arteeindia.org

Umesh Chandra, President

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PART - II

Election Bye-laws

Bylaws Amendment Committee

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| 5 | Yashwant Tahashildar | – Chairman of Committee & AGS (TV) WZ |
| 6 | Manjeet Singh | – Member and Ex. State Secretary Punjab. |
| 7 | Manas Datta | – Member and DG Council (DD), Kolkata |
| 8 | S.S. Jaffania | – Member and Ex. AGS (TV) SZ., Gulgarga |

Election Bye-laws

1. Election should take place every 2 years and no member can hold the same post for more than three successive terms for any elected post.

1].(a). For the post of President and General Secretary a person can hold the post for a total of three terms either as President or General Secretary. After three successive terms, the Member cannot contest for the post of President or General Secretary.

1(b). For all other posts, a member can contest and hold the same post for three successive terms and after three terms.

2. All members desirous of contesting the election to any of the posts notified in the election notification shall apply to Returning officer on the nomination form by Returning Officer.

3. A member may file nominations for more than one post but shall be permitted to contest for only one post with the following conditions:

a) Separate nomination forms shall be used for each post

b) Nomination for one post will be free of cost

c) A non-refundable fee of Rs. 500 per post shall be paid for nomination on every other post.

d) The fees shall be deposited only through DD drawn in favour of ARTEE, payable at New Delhi. Cheques will not be accepted.

e) Fee shall be paid along with the nomination. In case of filing nomination for more than one post without paying the fee, all the nominations shall be rejected.

4. a) A member working in any unit of AIR/DD media can contest for the posts in Central office except the posts of Additional General Secretary, Treasurer, & Secretaries(AE, SEA/EA, Sr.Tech/Tech, Helper).

b) For the posts of Additional General Secretary, Treasurer, Assistant Treasurer & Secretaries (AE, SEA/EA, Sr.Tech/Tech, Helper), candidates should be posted in any office at Delhi at the time of filing nomination for election. **if Secretary Helper not available from Delhi then he may be nominated from zone rotationally in order of EZ, NEZ, NZ, SZ, WZ respectively in consultation with zonal committee. Helper if elected/nominated from Delhi, he will be the member of Central Executive & if nominated from zone then he will be member of Central Council.**

d) For the posts of Zonal Vice-President & Joint Secretary (SEA/EA, Sr. Tech/Tech), candidates should be posted in any office at the Zonal headquarters (Delhi/ Mumbai/Chennai/ Kolkata/ Guwahati) at the time of filing nomination for election. **For the post of Helper person can contest from anywhere in the zone.**

e) A member working in any unit of AIR/DD media in the place mentioned in bracket in the particular state (at the time of filing nomination for election) can contest for the post of State Secretary for the following states.

1. Andaman & Nicobar Islands (Port Blair)

2. Andhra Pradesh (**Vijaywada**)

3. Arunachal Pradesh (Itanagar)

4. Assam (Guwahati)

5. Bihar (Patna)

6. Chhattisgarh (Raipur)

7. Delhi (Delhi)

8. Goa (Panaji)

9. Gujarat (Ahmedabad)

10. Haryana (Rohtak)

11. Himachal Pradesh (Shimla)

12. Jammu & Kashmir (Srinagar/Jammu)

13. Jharkhand (Ranchi/Jamshedpur)

14. Karnataka (Bangalore)

15. Kerala (Thiruvananthapuram)
16. Madhya Pradesh (Bhopal)
17. Maharashtra (Nagpur)
18. Manipur (Imphal)
19. Meghalaya (Shillong)
20. Mizoram (Aizwal)
21. Nagaland (Kohima)
22. Orissa (Bhubaneswar/ Cuttack)
23. Punjab & Chandigarh (Jalandhar)
24. Rajasthan (Jaipur)
25. Sikkim (Gangtok)
26. Tamil Nadu & Pondicherry (Chennai)
27. Tripura (Agartala)
28. Uttaranchal (Dehradun)
29. Uttar Pradesh (Lucknow)
30. West Bengal (Siliguri) &
- 31. Telangana (Hyderabad)**

Any other State if formed by Union Govt. of India.

5. VP(AIR), VP(TV), AGS (AIR), AGS (TV) will be elected by the paid up members of the respective media (i.e, AIR or DD)

6. For the posts of VP(AIR) & AGS (AIR) the candidates should be serving in AIR at the time of filing his/her nominations.

7. For the posts of VP(TV) & AGS (TV) the candidates should be serving in Doordarshan at the time of filing his/her nominations.

8. The members working in the O/o the Addl.Dir.Gen.(E) [R&D, STI(T) & RSTI(T)] shall be considered to be working in AIR media for the purpose of election.

9. For the post of Secretary (AE, SEA/EA, Sr.Tech/Tech and Helper) and Joint Secretary (SEA/EA, Sr.Tech/Tech and Helper) the candidate should be from the respective cadre.

10. For the post of Secretary (AE, SEA/EA, Sr.Tech/Tech and Helper) and Joint Secretary (SEA/EA, Sr.Tech /Tech and Helper) every member irrespective of his or her cadre in both media shall cast his/her vote.

11. No member of the Central working Committee, shall propose or second the nomination of any candidate.

12. Nominations proposed or seconded by the CWC members shall be rejected outrightly.

13. a) A member seeking election to a post shall essentially have to be a paid up member of the Association for the preceding two years from the date of notification of Election **as per CCS(RSA) Rules**. His proposer and seconder shall have to be a paid up member for the preceding one year from the date of notification of Election. Candidate, proposer & seconder should be members of the Association on the date of notification, through check off system by signing the Letter of Authorization in favor of ARTEE.

b) If candidate/proposer/seconder are in arrears of subscription or not members under check off system, nominations will be declared invalid by R.O.

c) The member seeking election to a post has to give an undertaking that he/she is not a member of any other sister Association of AIR & DD for the same period as mentioned in 13(a).

(amended)

13 C The member seeking election has to give an undertaking that he is not a member of any other cadre based sister Association/joint platform where ARTEE is not a constituent for the period as mentioned in 13(a) otherwise Nomination will be rejected.

d) Nomination will be rejected if he/she has membership in any other Association as mentioned in clause .

e) **After the term is over or in case of Resignation and its acceptance by appropriate forum, Office bearer has to hand over charge to his successor within ONE month, failing which an amount equal to the value of assets will be treated a advance towards the Member, If he/she failed to hand over those assets within ONE month, he/she will not allowed to contest next Election for any post till he/she**

clear the advance, shall be barred to contest ARTEE election at any level. However, efforts should be made to settle all pending loans / advances. The Authentication of Loan shall be done by General Secretary, Treasurer and Asstt. Treasurer

13 (f) A Member has to give Undertaking while filing election nomination that, he/She shall follow clause 44 of Rules and Regulations and clause 22 of election bylaws.

14. a) Withdrawal of nominations shall be duly verified by the Unit Secretary [along with his signature unit secretary will put his rubber stamp giving full details such as Name of the Media Station, Place, Pin code & State].

b) In case a member remains in contest for more than one post after withdrawal date, all his nominations shall be rejected automatically.

15. In appeals soliciting votes, the candidates and their proposers/supporters shall refrain from commenting on the other candidates in the fray.

15. (a) Unopposed elected candidate should restrain himself/herself for campaigning in favor of any candidate in the ongoing election.

16. a) **The R.O shall send the ballots to unit secretaries through Speed post only with his ink signatures and in turn, at the time of distributing the ballots the unit secretary shall also sign each ballot paper with ink pen and put his rubber stamp.**

b) If ballot papers have not reached any unit 3 weeks before the last date for receiving ballot papers by R.O, the unit secretary will inform through letter or registered email to the R.O immediately.

c) Accordingly Returning Officer will send the Duplicate ballots immediately to the respective unit through speed post/ and the original ballots send to that particular station will be debarred.

17. a) Every paid up member shall have one vote to be exercised for each post. Paid up member means a member who has paid his subscription through check off system under CCS (RSA) Rules 1993, by signing the Letter of Authorization in favour of ARTEE for the current year of election.

b). Every unit secretary shall send a certified list of paid up members along with the certificate of CCS(RSA) deduction by DDO to the General Secretary (ARTEE) / or list of Members certified by DDO of the respective stations as per call given by Central Office on web site. The General Secretary, Treasurer & Assistant Treasurer shall submit a list of Unit wise/ State wise/ Zonal wise list of members to the Returning Officer within 10 days of declaration of Election by President. The Election will be conducted as per the list finalized by the General Secretary, Treasurer & Assistant Treasurer. No Addition or deletion will be permissible. General Secretary, Treasurer & Assistant Treasurer shall be solely responsible for preparing the list and for the discrepancies if any. The General Secretary, Treasurer & Assistant Treasurer shall verify with Returning Officer that candidate and the name of proposer/Secunder should be present in voter list as per CCS (RSA). The lists will be published on the Association website. If there is a genuine error of emission of omission reported along with evidences, General Secretary can request Returning Officer for correction it will be totally discretionary on Returning Officer to entertain any such request. This Voter list will be published on Association's website within three (3) days of handing over the list to RO by Gen.Secy. & Treasurer.

[17] C. (i) All Unit Secretaries will send Membership (M) form containing the details of the paid up members posted in their station along with Certificate of DDO of respective station. These M forms will essentially have a Residential Address of Unit Secretary. Ballots will be sent to this address. Voter list shall be finalized by the General Secretary seven days before the last date of submission of nomination.

(ii) Where less than three members are working, individual members can send their details and ballots will be sent to them directly along with Certificate of DDO of respective station.

(iii) While certifying the paid up membership, unit secretary has to ensure that; signed Letter of Authorization in favor of ARTEE & paying membership subscription through check off system by Attaching certificate of DDO.

(iv). Considering the matter of receiving the RSA Subscription by the station as per their convenience, if RSA subscription of any member is paid on last date of financial year i.e. 31st March of respective year, it shall be treated as cutoff date for verification of Membership. However, efforts will be made that all stations send the subscription in the month of April i.e. the beginning of the financial year.

c) While certifying the paid up membership, unit secretary has to ensure that; signed Letter of Authorization in favor of ARTEE & paying membership subscription through check off system.

18. Members shall mark **X** in the box against the name of the candidate for whom they cast their votes. After casting their votes they can send the ballots individually or through Unit Secretary (in individual sealed envelop) to R.O.

19 a). **The Ballot papers after voting must be sent to the Returning Officer by Speed post on an address given by Returning Officer in the self addressed envelope only sent by Returning Officer along with Ballot papers.**

b) For hand delivery or through Courier the ballot papers may be delivered at _____, New Delhi (the place is to be decided by RO as per the Constitution).

19.c - Returning Officer will provide a Postal address for the purpose of communication and delivery through speed post only.

19.d - Returning Officer will provide an email ID exclusively for use of Election. This email ID will be created after the declaration of election and will be operated by Returning Officer and his team only

19.e - Ballots of the zones will have different colors and same color self addressed envelops in equal number of Ballots will be dispatched along with Ballots. After Voting Member will seal his/her vote in the envelope provided by Returning Officer only and hand over to Unit Secy. or send it directly to Returning Officer.

19 f- In case of hand delivery the Ballots must be properly sealed in the envelop. Addition provided by Returning Officer only.

19.g- The Duplicate Ballots received will be verified with the Signatures of Unit Secretary on M Forms.

19. h. All Ballot paper should have Hologram to avoid duplicity

20. a) **Candidate may send one representative with a letter of authority or be present him/her self if he/she so desires during the counting of votes. If the representative is not present at the time of counting it will be recorded with witnesses and the candidate will not have any claim whatsoever.**

b) The candidates or their representatives attending the counting shall sign as witness to the results declared by R.O.

c) No TA/DA etc. shall be paid to the candidates/representatives, attending the counting.

21. (a). **Once the result of the election for any post is declared by R.O, further request for re-counting should be addressed to the President, within three days. President along with General Secretary, (deleted–and) Returning Officer., A Returning Officer and the ZARO concerned will make the arrangement for recounting within next three days or on the same day, if need arises. The difference of defeated candidate with the winning candidate must be less than 1% of total casted votes (one Vote Minimum) for the respective post is the minimum condition of recounting.**

- b) After declaration of results R.O will seal the ballot box and will keep it under safe custody for another 90 days.
- c) On the recommendation of R.O., President (ARTEE) shall constitute three member inquiry committee including R.O.
- d) No TA/DA shall be paid to the petitioner, if the committee calls him/her or representative for evidence.
- e) This committee shall submit their report to the President within a time period of two months**
22. a) All appeals, petitions and election irregularities may be brought to the notice of the R.O in writing within 30 days after the declaration of the result.
- b) If need be, R.O. may advise the President to constitute an inquiry committee or other wise stating reasons in detail.
- c) The decision of the committee shall be final.

For adopting legal remedy he/she has to follow clause 44 of the bylaws.

23. The jurisdiction for legal disputes in connection with election shall be Delhi only.
24. Conduct of a Candidate during election should be under observation and use of un parliamentary language in Campaigning against President, General Secretary and election team will strictly be restricted. If any untoward incident is reported President on complaint or suo moto can constitute an inquiry committee and on the recommendation of committee, can take preventive action in consultation with General Secretary. The action will be ratified in next Central Council Meeting.
25. A scanned copy of the Nomination/Withdrawal of Nomination may be sent simultaneously through email on the email ID provided by Returning Officer But Nomination/Withdrawal will be valid only after receiving the hard copy before publishing the final list.
26. A draft Nomination/Withdrawal list will be published on website of Association 5 (five) days prior to last date of Nomination/Withdrawal and if name of candidate is missing he can send the nomination/withdrawal through email/Fax with the proof of sending it earlier.
27. Nominations/Withdrawals should be signed either by Unit Secretary or any two Members of the Association who are not due for subscription of Association.
- 28. All Duplicate ballot papers will essentially have different color and will only be counted after removing original ballots. if both original & Duplicate both ballots received by Returning Officer with Unit Secretary signature, then both the ballots will be debarred form counting.**
29. If any Unit Secretary/ Assistant U.S. /Treasurer is contesting the election, an impartial Local RO who is member of the Unit will be appointed by Unit Secy and election in that Unit will be conducted by LRO.
- 32. All expenditure related to any litigation whatsoever on the election will essentially be done by the newly elected body/bodies.**
- 33. The member who intends to contest the election for any post, must have two year + remaining service from the last date of filing of nomination failing which nomination will be invalid.**

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