

PREFACE

The Constitution of the Association initially known as "Association of Industries" was framed discussed and adopted in October 1982, After the first ever Elections of the Association in January 1983, the Association was duly Registered.

In 1990 the name of the Association was Changed to the "Association of Small Scale Industries" and its Constitution was rewritten and adopted in the Annual General Body Meeting held on 11-06-1990.

To bring transparency and accountability into the functioning of the Association it was felt imperative to meet the requirements of the the rapidly changing scenerio by further updating the Constitution. The Constitution in its Present format was adopted after comprehensive deliberations in the AGM held on 28 11-1998.

The Updated Constitution shall Serve and protect interests of worthy members with sufficient inbuilt potential for a considerable period of time,

(B. B. TALWAR)

General Secretary

ASSOCIATION OF SMALL SCALE INDUSTRIES (REGD.)

Regd. Office : 5E-Phase-I Industrial Area, Gangyal,
Jammu-180 010.

1 NAME:

The name of the Association is 'Association of Small Scale Industries'.

2 ADDRESS :

The Registered Office of the Association shall be situated in 52-Phase I, Industrial Area, Gangyal, Jammu-180 010

3 AIMS AND OBJECTIVES :

- I) The Association shall be non-political, non-religious body.
- II) The Association shall be a corporate body which may sue and may be sued in its corporate name.
- III) The Association shall watch over, promote and protect the mutual interests of the Members and represent the members generally in problems concerning their industries.
- IV) The Association shall strive for complete unity and understanding between the member units. It shall also identify and solve common as well as individual problems of the members/units
- V) The Association shall create a perfect rapport between units and the Govt.
- VI) The Association shall hold frequent get togethers to promote better understanding and encourage social contacts among members.
- VII) The Association will strive and/or seek to affiliate itself with National Level Associations/Bodies concerning Industries in general and Small Scale Sector in particular.
- VIII) The Association shall further the cause of Industries by holding consultations with the related Government bodies.
- IX) The Association shall deal with such other lawful things as are incidental or conducive to attainment of the above objects or any of them and to receive subscriptions and donations for the purpose of the Association.
- X) The Association will encourage to develop the industrial and scientific temper in members with regard to Jammu and Kashmir State in particular.
- XI) The Association will organise workshops and seminars with a view to introduce standard and good manufacturing practices, processes and procedures by providing subsidising endowing or assisting through contribution of its own funds or generating funds through donations, grants from other lawful resources towards the objects of the Association.
In addition to the above primary objectives the Association will also strive to undertake the following at an appropriate stage i.e. when Association has the resources, capacity and infra-structure.
 - a) To publish a news letter/trade magazine for the communication of thoughts as well as to educate/apprise the members with the developments about the trade and its policies in India and abroad and provide information that will help to mobilise ideas with a view to promotions and up-grading the business.
 - b) To promote the interest of the Small Scale Entrepreneurs by advertising their products and services in manner and in particular to give prizes, certificates and awards to members and to promote and take part in competitions, displays exhibitions and produce audio-visual aids concerning the business

- c) To work for promotion of groups housing societies for entrepreneurs/workers /staff:

MEMBERSHIP :

Any Small Scale Unit (Formally Registered with District Industries Centre) falling within the Jammu District paying Rs. 3000/- as Entrance fee and Annual fee Rs. 500/- can become a member of the Association.

The request for membership shall be made through an application on a prescribed form and addressed to the President of the Association at its Registered Office.

1. Membership shall be approved by the Membership Committee, members of which shall be nominated by the President from among the Office Bearers. The Membership Committee shall meet after every one month for the purpose of approval of fresh membership.
2. Any Principal Member can nominate any Alternate Member, who shall have the powers and privileges of the principal member except for contesting the election and nomination in the Executive Committee. The Alternate Member shall be entitled to cast vote on behalf of the Principal Member.
- 3 Any change in the constitution of a member unit shall have to be intimated to the Association within one month of such change after its incorporation in the DIC's Permanent Registration Certificate.
4. Non-functional units will cease to be members of the Association.
5. The membership/subscription fee shall be non-refundable. OFFICE

BEARERS ;

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- I) The General Body of the Association will directly elect by secret ballot the following Office Bearers :-
 - (a) President (b) Senior Vice President (c) Vice-President
 - (d) General Secretary (e) Secretary (f) Treasurer.
- II) Office Bearers of any political party cannot be Office Bearers of this Association. If any of the Office Bearer of this Association becomes Office Bearer of any political party, he/she shall have to relinquish his/her post from the Association.
- III) The tenure of the Office Bearers shall be for a period of two years only and it shall be mandatory for them to conduct fresh elections on any date before 30th September of the election year.
- IV) The President and all other Office Bearers shall be accountable to the General Body. All the Other office Bearers jointly and severally be accountable to the President.

EXECUTIVE COMMITTEE :

- I) The President shall nominate an Executive Committee consisting of not more than 5% of the total members in addition to out-going President and General Secretary.
- II) The tenure of the Executive Committee shall expire simultaneously with the tenure of elected Office Bearers.
- IIf) The quorum for meeting of the Executive Committee shall be at least 50% members of the Executive Committee including Office Bearers.
- IV) An Executive Committee member shall cease to be the member if he does not attend three consecutive meetings of the Committee and he shall be replaced by another member who shall be nominated by the President.

V) It shall be mandatory for the President to call the meeting of the Executive Committee atleast once in two months.

FUNCTIONS AND POWER OF THE OFFICE BEARERS : ____

The Office Bearers shall function in accordance to the duties and powers delegated as under :-

PRESIDENT •

- I) The President shall work as the Chief Executive of the Executive Committee. All the decisions taken by the Executive Committee shall be approved and signed by the President in the book of Minutes.
- II) The President shall preside over all the meetings of the Executive Committee and the General Body Meetings when such meetings take place.
- III) The President shall represent the Association whenever the representation is sought if not otherwise decided by the General Body by a majority vote.
- IV The President, if he deems fit, may assign additional responsibility to any Office Bearer in the interest of the Association without prejudice to any provisions of the Constitution in this regard.
- V The President shall have powers to pass the bills to the extent of Rs.

2000/-SENIOR VICE PRESIDENT

The Senior Vice President shall exercise the powers of President in the absence of the President and he shall also assist the President in day to day functioning,

VICE PRESIDENT

The Vice President shall exercise the powers of President in the absence of both President/Senior Vice President and he shall also assist the President in day to day functioning.

GENERAL SECRETARY

- I The General Secretary shall conduct the official correspondence of the Authorities of the Association.
- II The General Secretary shall issue all notices conveying meeting of the General Body, the Executive Committee and/or other Sub Committees, if formed.
- III The General Secretary shall prepare and submit to the General Body in its last meeting each year a report of activities and achievements of the Association.
- IV The General Secretary shall have powers to pass the bills upto Rs. 1000/-.
- V The General Secretary, shall record minutes of all the meetings of the General Body.
- VI The General Secretary shall circulate among members of the Associations all the decisions of the Executive Committee from time to time.

SECRETARY

- I The Secretary shall assist the General Secretary in functioning of the office.
- II The Secretary shall record minutes of all the meetings of the Executive Committee.
- III The Secretary shall exercise the powers of the General Secretary in his absence for whatever reasons.
- IV The Secretary shall maintain the record of Members.

TREASURER

- I The Treasurer shall pay and receive money on behalf of the Association against proper receipts.
- II The Treasurer shall maintain the Accounts of the Association.

- III The Treasurer shall keep imprest amount not more than Rs. 500/- and may pass bills upto Rs. 500/-.
- IV The Treasurer shall withdraw the money from the Bank account of the Association alongwith President/General Secretary, in whose name the accounts of the Association shall be opened in the bank.
- V The Treasurer shall prepare and submit the income and expenditure report/statement for the purpose of audit and verification by the General Body, in the annual meeting He shall submit the statement of accounts to the President for circulation, alongwith the notices for Annual General Meeting.
- VI The Treasurer shall in no case be bound to issue the Accounts/Records to any individual members except under the provisions of Section 'Accounts and Audit'
- VII The Treasurer shall periodically notify the member about their arrears and initiate the collections thereof.

AUTHORITIES OF THE ASSOCIATION

The following shall be the authorities of the Association :

1. General Body.
2. Executive Committee.
3. Any other Sub Committee set up by the General Body or the Executive Committee for the specific reasons.

A) GENERAL BODY

All the Member of Association shall be member of the General Body, it shall have the following functions and powers.

1. To elect the Office Bearers.
2. To approve the programmes and budget set up by the Executive Committee for the Association each Year.
3. To approve disqualification of powers.
4. To frame or amend regulation, bye-laws and rules of procedure for the Association.
5. To do any other such acts as may be necessary for the maintenance and performance of the Association.

2. EXECUTIVE COMMITTEE :

It shall have the following functions and powers :

- I To exercise the executive authority of the Association subject to the supervision of the General Body. Unless challenged by the majority of General Body, the decision taken by the Executive Committee shall be final and binding on each member.
 - II To plan and prepare the programme/activities for the Association and submit the same to the General Body for approval in first meeting of Association each Year.
- III To be responsible for the proper execution of all the programmes/activities approved by the General Body.
- IV To assign any job to any Member/Members for smooth execution of programmes and activities of the Association.

3. SUB COMMITTEE (s) :

The Executive committee may if the need be tea any Sub-Committee (s) for the execution of specific activities/programmes of the Association. No. Sub Committee shall have more than five members including a member of the Executive Committee The President shall nominate the convenor of the Sub-Committee from among the members of the Sub Committee. Each Committee shall Plan and execute the work entrusted to it, subject to the supervision of the Executive Committee.

MEETINGS

The Association shall in each year hold a General meeting as its Annual General Meeting. In addition to Annual General Meeting the Association shall hold at least one more General body meeting each year Not more than 12 months shall elapse between the Annual General Meetings.

All General Body Meetings other than Annual General Meetings shall be called Extra Ordinary Meetings. The First Meeting of the EGM after the Elections shall be held within 30 days to approve programmes and Activities of the Association.

An Annual General Meetings or other than Annual General Meetings or a meetings to be called for the passing a special resolution shall be called by the President on the requisition of **30%** members for which 15 days no notice in writing is mandatory. The Notice shall specify the place, day and hour of the meeting and in case of Special Business, General nature of the business shall be given.

The accidental commission to give notice t© or its receipt by a member shall not invalidate the proceedings of the meetings.

All the business shall be deemed special that is transacted at an Extra Ordinary Meeting and also that is transacted at an Annual General Body meeting with the exception of the consideration of the election of the Office Bearers **I** and the appointments and fixation of the remuneration of the auditors business No shall be transacted at any General Body Meeting unless quorum is complete. The quorum shall comprise of not less that 75 members of the Association ^ who are not in arrears on 31st March of the preceding year. Voting right will be only to those memders who are not in arrears on^1st March of the preceeding year. Waiting period for quorum shall be 1 hour from the schedule \

time.

The meeting if convened on the requisition of the members shall stand dissolved if quorum is not complete and in any case it shall stand adjourned to some other date to be fixed by the President but not in any case later than fifteen days from the date of adjourned meeting and the President shall issue notice not less than seven days before the subsequent meeting, without any change in the Agenda. In case the quorum is again not complete on the subsequent date, the members present shall be cosnidere as quroum.

9. ELECTIONS ;

- I) An Election Committee consisting of five members shall be constituted by the Executive Committee from among the members to conduct the elections.
- II) All the members who have cleared their dues before 30th June of Election year shall have the right to seek and vote for the election of Office Bearers. The voter list shall be issued on 1st week of July of the Election year New members enrolled after 31st March of the election year shall not be entitled to vote.
- III) Any member in case he gives attorney to any member to cast vote on his/ her behalf (who shall be called Alternate Member) can cast the vote on behalf of the Principal Member The Alternate Member should be properly nominated in the Membership Form and/or intimated before 31st March of the Election year.
- IV) Any Office Bearer once declared elected shall remain on the post for the full term unless he resigns, Resignation by any Office Bearer shall be tendered before the President for acceptance. However, in case of the resignation of the President, General Body shall be authorised to accept Such vacancy (ies) shall be filled up by the Fresh Election ^s). for the said post (s) But for a period less than six months remaining, if President deems it fit In case any Office-Bearer resigns and more than six months remaining for the completion of term, such a vacancy caused by the resignation of office Bearer shall be filled by Fresh Election within a month 15 days Notice shall be sufficient for conduct of such election.

In no case any member can remain on the same post consecutively for more than two terms

The members who file their Nomination for contesting the Elections, along-with their Proposers, Seconderers are required to pay their membership dues for the following year also.

Only those member (s) can contest election for any Office-Bearer Post (s) who has (have) completed membership of the Association for full five years.

- VUI) Any member, Office-Bearer of any political party shall not be eligible to contest election for any post of the Association.
- IX) No member of the Election Committee shall be eligible to contest election and one member can contest election for one post only,

10 AMMENDMENTS DISSOLUTION

- I) For any ammendment to this constitution or any part (s), consent of 30% members of the Association is required
- II) No ammendment shall be placed before the General Body unless it has been circulated to all the members at least 15 days before the date on which such ammendment is proposed to be put before the General Body.
- III) Unless the total majority of the existing membership decides it so, this Association shall not be dissolved at any stage.

11. ASSETS AND LIABILITIES

- I) All the assets procured by the Association shall remain in the name of the Association. In no case shall any member or a group of members claim any right of its ownership etc.
- II) All the liabilities if any, shall be cleared by all the members of the Association. In no case shall a member or a group of members be absolved from the responsibilities, if any.
- III) In case of dissolution of the Association, all the assets shall be disposed off as agreed to in the General Body meeting.
- IV) The liabilities, if any, at the time of dissolution shall be cleared by disposing off the assets of the Association and if the need be by contributing among the members of the Association.

12, DISCIPLINARY ACTION

Any member found working against the interest of the Association can be suspended by the Executive Committee. No Member of this Association shall become Office-Bearer of any such parallel Association but he can become member of his Trade Association. Office-Bearer (s) of any political party or any other Association except for his own Trade cannot become Office-Bearer of this Association. If he becomes the Office-Bearer of any political party or any other Association, except his own Trade he/she shall have to relinquish the post held of the Association.

In case a member does not clear his arrears as on 31st March of the preceding year within subsequent twelve months he/she shall automatically cease to be a member. For revival of membership he will have to clear all pending dues in addition to the fresh entrance fee subject to the approval of the Executive Committee

13 ACCOUNTS AND AUDIT

The Executive Committee shall ensure that proper books of Accounts are kept with respect to all sums of money received and expended by the Association and the matters in respect of which the receipts and expenditure takes place. The accounting year of the Association shall be from 1st April to 31st March.

The books of account shall be kept at the Registered Office of the Association only and always be open to the inspection of any member of the Executive Committee by giving seven days notice to the Treasurer. The Accounts & Books of the Association shall also be open to the inspection of any member with the prior approval of the Executive Committee.

14 NOTICE OF RESIGNATION

Members wishing to discontinue their membership at the end of the current year must give in writing to the President/General Secretary on or before 31st March failing which they will be liable to pay the following years subscription.