

Constitution

(Amendments up to 27-03-2024 included)



ESTD. : 1994

SOCIAL SECURITY SCHEME OF GICEA

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THE GUJARAT INSTITUTE OF CIVIL ENGINEERS & ARCHITECTS

Nirman Bhavan, Opp. Law Garden, Ellisbridge, Ahmedabad - 380 006.

SOCIAL SECURITY SCHEME OF GICEA

(Regd. under Society Act, Guj/6077/Ahd. Dt. 8-5-97 &
Public Trust Act., 1950 - F/9746/AHD Dt. 10-11-2003)

Administrative Committee 2024-25

- | | | | |
|---|---------------------|---|---------------------|
| 1 | Bakul N. Desai | - | Chairman |
| 2 | Dr. Vatsal Patel | - | Immd. Past Chairman |
| 3 | Dr. Vinod J. Danani | - | Vice Chairman |
| 4 | Minesh D. Shah | - | Hon. Secretary |
| 5 | Jignesh B. Gandhi | - | Hon. Jt. Secretary |
| 6 | Akash Desai | - | Hon. Treasurer |
| 7 | Kaushal M. Shah | - | Hon. Jt. Tresurer |

Committee Member

Dipen N. Mehta	Tushar V. Patel
Sandip G. Shah	Vinit M. Patel

Co-Opt. Member

Haresh S. Parikh	Pulkit J. Patel	K. C. Patel
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Special Invitee Member

Ajendra N. Patel	Hargovanbhai J. Desai	Paresh N. Talati
Anand J. Tatu	Hasmukh N. Mehta	Prasant J. Shah
Apoorva N. Thakershy	Jayram M. Rabari	Priyavadan P. Shah
Ashok B. Patel	Kaushik J. Gajjar	Rajesh J. Rawal
Bhargav H. Desai	Mukesh N. Majeethia	Rajnikant C. Patel
C. L. Mehta	Mukesh V. Ghia	Rakesh N. Parekh
Chirag M. Patel	N. K. Patel	Suketu B. Modi
Darshan V. Fadia	Navnit Thakershy	Surhud A. Tatu
Dipak S. Patel	Nitesh J. Shah	Vishal K. Modi
Dr. Dhimant B. Vyas	Nitin D. Mehta	Yash M. Majeethia
Dr. Vikram M. Patel	Pankaj Thakershy	

Invitee Member

Bihag M. Angreji	Nigam H. Shah	Sudhir C. Broker
Mitesh H. Mistry	Pravin P. Patel	Dr. Ushma H. Shah
Narendra A. Patel		

FROM THE DESK OF HON. SECRETARY

Dear Members,

Social Security Scheme of GICEA was promoted for the members of GICEA in the year 1994, Now in 2009, we are 15 years of Age. With the guidance of elder members and active support of younger members our scheme has progressed and grown, steadily, Membershipwise and financially. We have become stronger. Members have developed deep faith in the scheme because of transparency and clear working.

Due to various factors some changes in constitution became inevitable. In special general meeting convened on 7-10-2004 and 28-12-2008 various amendments were proposed and approved by majority of members. We are glad to present you the amended constitution of Social Security Scheme of GICEA in which amendments upto 28-12-2008 have been incorporated.

I wish to thank senior members like Shri M. G. Doshi, our Past Chairman Shri Navneet Thakershy, Shri N. K. Patel, Shri Chirag Patel, as well as Shri Ramesh Anadkat, and Shri Kamlesh Modi who have put their efforts and guidance in shaping out the amendments.

I also sincerely thank our Chairman Shri Bharat Modi, and Shri Mukesh Majeethia, Hon. Secretary of GICEA for their valuable guidance.

Thanking you,

Dr. Vinod Danani
Hon. Vice Chairman

Minesh Shah
Hon. Secretary

Social Security Scheme of GICEA

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CONSTITUTION OF "Social Security Scheme of GICEA"

(A) Memorandum of Association

- (1) The Scheme will be called, as **"Social Security Scheme of GICEA"** (The words "GICEA" and/or "Institute referred, herein under in the text that follows shall mean **"The Gujarat Institute of Civil Engineers & Architects."** Further the word "Scheme" shall mean "Social Security Scheme of GICEA".)
- (2) The Registered office of the Scheme will be at Ahmedabad.

I. Aims & Objects of the Scheme

- (1) This Scheme is being Promoted/floated by **"The Gujarat Institute of Civil Engineers & Architects"** for the mutual benefit of its members and the family of the members. Every member of this Social Security Scheme will, mutually contribute and collect the amount so as to give it to the family of the deceased member. Under the Scheme, on death of any member, all other members will contribute certain amount which will be ultimately utilized for making the payment to the family members of the deceased member, so as to express the fellow feelings and extend help to the family of the deceased member, by way of mutuality, and therefore it is made clear that no donations of any person will be accepted under this Scheme, but only mutual contribution of the member(s) will be accepted.

(Constitutional amendments approved in Sp. General Meeting held on 9th October 2022)

This Scheme is being Promoted/floated by "The Gujarat Institute of Civil Engineers & Architects" for the mutual benefit of its members and the family of the members. Every member of this Social Security Scheme will, mutually contribute and collect the amount so as to give it to the family of the deceased member. Under the Scheme, on death of any member, all other members will contribute certain amount which will be ultimately utilized for making the payment to the family members of the deceased member, so as to express the fellow feelings and extend help to the family of the deceased member, by way of mutuality. This scheme may also accept any type of donations, in addition to mutual contribution of the member(s).

- (2) To initiate and/or to collaborate with the activity which is in the common interest of its members fraternity in general, and to promote the dialogue and interactions amongst such Association / Scheme(s) / Societies having similar objects, and to form Apex Body i.e. Association to Safe Guard the common interests of Scheme/Societies/ Association having like aims.
- (3) To extend and enlarge the activities so as to provide group insurance, medical assistance, medical check up, health-care, clubhouse, resort, retiring home, Tour, Shows, Health Club, Residential houses, Shelters, equipments, fixtures, furniture, tools, vehicles, library, seminars etc., for the benefits of the family members of the member of the scheme as well as to promote Sports Activities and also to arrange and impart suitable vocational training and such other activities.

(B) RULES & REGULATIONS

II Commencement Of The Scheme

- (1) Membership Registration will be open from 19/12/1994.

- (2) The Scheme shall have effect from the date 26/01/1995: i.e. for the members having registered up to 25/01/1995, the benefits and responsibilities will come in force with immediate effect from 26/01/1995 onwards. Further it is clarified that the clause. (IV) shall have effect from 27/01/1995 onwards.

III Categories of Membership

Individual Membership

Couple Membership (New Membership in this category discontinued from Date 1/4/1998)

IV Commencement of Membership

The membership will have effect and come in force after seven clear days from the date on which approval for enrolment as member is accorded by the Administrative Committee, which shall meet as provided under clause XIV. The applicant will be informed stating the date from which his membership has become effective or otherwise.

V Eligibility of Member (At the time of joining the scheme)

(Constitutional amendments approved in Sp. General Meeting held on 27th may 2001 & 14th September 2003.)

(a) Individual Membership :-

- (1) No members other than **Fellow Life Member and Patron Member category and spouse of such member** of GICEA **below the age of 55 years**, are eligible for membership in the Scheme.
- (2) Patron Member and Fellow Life Member of GICEA and spouse of such members below the age of 40 years.
- (3) Patron Member and Fellow Life Member of GICEA and spouse of such member who is in the **age group of 41 years and 55 years** and if the member has completed at least one year after obtaining

membership of GICEA, such members shall furnish a certificate about good-health obtained from their family doctor or a **registered medical practitioner whose minimum qualification is M.B.B.S.** in addition to his/her self declaration. **Only qualifying members** will be considered for membership of "SSS of GICEA".

- (4) Those Patron Member and Fellow Life Member of GICEA and spouse of such member **who have completed 5 years** or more, and who decide to join the scheme there after, will have to give their own assurance and self declaration about good health, besides the **certificate of a registered medical Practitioner whose minimum qualification is M.B.B.S.** **Only qualifying members** will be considered for membership of "SSS of GICEA".

- (4)(a) In case of GICEA members who apply for the membership of SSS after a lapse of more than 5 years they will become eligible for the benefits of the scheme after a lapse of one year from the date of approval of membership by the administrative committee. Patron / Fellow Life Member of GICEA & spouse of such member who is in the age group of 51 years to 55 years, will have to undergo a medical check up as prescribed and as detailed in the application form and only those qualifying will be considered for membership of "SSS of GICEA".

- (5)(a) A person seeking membership of SSS of GICEA and who is in the age group of 51 years to 55 years on the date of application will be eligible for fraternity benefit after completion of one year from the date on which membership is granted. The applicant will have to submit health declaration in the prescribed form alongwith the application.

- (6) Patron / Fellow Life Member of GICEA & spouse of

such member who is in the age group of 51 years to 55 years will have to make application for membership at least before 3 months of completion of 55 years, completed in all respects, so that Administrative Committee can grant membership within the prescribed age limit if otherwise found fit. If applicant happens to complete prescribed age before his/her application comes for consideration before the Administrative Committee, such applications will be considered time barred and not eligible for membership.

7. Representative of ASLM category of GICEA and/or their spouse who are taken up as member of "SSS of GICEA" before **31st August, 2003** shall continue their membership of "SSS of GICEA" fulfilling conditions of membership as prescribed from time to time". Now onwards (i.e., after 31/8/03), no member of GICEA other than in the category of Fellow Life Member / PM and their spouse, can be the member of "SSS of GICEA".

VI Admission Fees, Advance Fraternity Contributions, Annual Service Charges Etc.

- (a) Any eligible person(s) as per clause (v) above and willing to become a member of this Scheme will pay the fees as prescribed by the Administrative Committee from time to time.
- (b) **Contribution Towards Revolving Fund to Pay Fraternity Contribution (Non-refundable) :**

(Constitutional amendment approved in Sp. General Meeting held on 26th May 2002.)

Individual Member shall have to pay (Rs. 520/-) amount equal to 4 contributions as non-refundable security against Fraternity Contribution alongwith the admission fees.

(Constitutional amendments approved in Sp.

General Meeting held on 9th October 2022)

Contribution Towards Revolving Fund to Pay Fraternity Contribution (Non-refundable):

Individual Member shall have to pay (RS. 800/-) amount equal to 4 contributions as non-refundable security against Fraternity Contribution along with admission fees. Such amount shall be revised annually in accordance with revision in Fraternity Contribution as per provisions of Clause VII.

(c) Annual Service Charges :

(Constitutional amendments approved in Sp. General Meeting held on 26th May 2002)

Individual Member will pay **Rs. 90/-** and Couple Member will pay **Rs. 120/-** per annum as annual service charges every year or Life Compounding Fee of **Rs. 900/-** for Individual Member and **Rs. 1200/-** for Couple Member to meet with day to day expenses of the Scheme. Life compounding fee will be accepted only from those members who have deposited fixed amount as a refundable deposit against fraternity contribution as decided by the Administrative Committee from time to time. Those members who do not pay such deposit but who have already compounded annual service charge will be refunded their service charge deposit and they will have to pay annual service charge as may be in force from time to time.

(d) Miscellaneous Charges :

Any other charges, fees, contribution etc, duly resolved by the Administrative Committee and approved by the General Body, shall be paid by the member

(e) Accounts :

(Constitutional amendments approved in Sp. General Meeting held on 28th December 2008)

The admission fees, miscellaneous charges, etc. all accruals along with interest and income thereon, under different heads shall be credited in the respective income account. **The contributions to the Corpus Fund will be credited to the Corpus Fund maintained under the scheme. The accumulated balance of above will be treated as General Fund.**

(Constitutional amendments approved in Sp. General Meeting held on 9th October 2022)

All members Completing 25 years of active membership will continue to pay Corpus fund charges of Rs. 100 per call subject to revision as per VII(6) & VII(7).

(f) Non-refundable Fees :

Admission fees, Annual service charges Fraternity contribution Revolving fund as Corpus fund contribution once paid shall remain non-refundable, except for the provisions under clauses (X) (i).

(g) Change in the Fees :

The administrative Committee of the Scheme by way of passing necessary resolution at its meeting, is empowered to change the Admission fees and Annual Service charges.

VII Member's Fraternity Contribution

(Constitutional amendments approved in Sp. General Meeting held on 28th December 2008)

1. During April and October an individual member shall pay Fraternity Contribution of Rs. 240/- and a Couple Member shall pay Rs. 258/- per death after ascertaining total amount payable from the office

which **will be credited in Corpus Fund and from income of interest or if required from the Corpus Fund Rs. 120/- shall be paid to the nominee of the deceased member as per Clause (X)(ii) of the Scheme.** Hon. Secretary may send a letter reminding payment which has become due as a gesture of good will. However, non-issue of such letter or non-receipt will not be an excuse to demand waiver of penal clause.

(Constitutional amendments approved in Sp. General Meeting held on 9th October 2022)

During April and October an individual member shall pay Fraternity Contribution of Rs.200/- and a Couple Member shall pay Rs. 215/- per death after ascertaining total amount payable from the office which will be credited in Corpus Fund and from income of interest or if required from the Corpus Fund Rs.100/- shall be paid to the nominee of the deceased member as per Clause (X)(ii) of the Scheme. Such revision in fraternity contribution shall be applicable with effect from the date of approval of this amendment. Hon. Secretary may send a letter reminding payment which has become due as a gesture of good will. However, non-issue of such letter or non-receipt will not be an excuse to demand waiver of penal clause.

2. If a member pays his/her Fraternity contribution (as per clause VI1(1)), regularly from the date of joining the scheme, continuously for twenty five years, without interruption or disqualification maintaining the status of membership, he/she has not to pay any further Fraternity Contribution after that, remains a member of this scheme and shall avail the benefits of the scheme. **Fraternity Contribution on behalf of such member will be paid out of the interest or other income accumulated in the Corpus Fund maintained**

under the scheme as per clause Nos. VI(e), and VII(1).

(Constitutional amendments approved in Sp. General Meeting held on 9th October 2022)

- (a). The members who have contributed for 25 years, shall be exempted to pay contribution amount of Rs. 100/- per death, which is passed to the nominee of the deceased member however payment of Rs. 30/- in corpus fund for members completing 25 years shall remain in force.
 - (b). In case of default they need to pay only pending dues with 12% simple interest and on account of this default/delay the membership rights shall not be terminated.
 - (c). If a member fails to pay above due amount, such due amount to be deducted while passing fraternity amount to member's nominee after member's death.
- 3. Member will not be entitled to withdraw any amount
 - 4. Deleted
 - 5. It is expressly clarified that once the amount as per clause XXII(5) is paid out, **in the event of at the time of death** of a member. The Entire Balance amount along with Advance Fraternity Contribution paid by such member, **(except deposit balance towards F.C.) as per clause no VI(e) will be transferred in to common Corpus Fund of the scheme.** Further, it is expressly clarified that neither surviving member, nor family, nor nominee(s), nor successor, nor heir shall have any right or lien on common Corpus Fund.

(Constitutional amendments approved in Sp. General Meeting held on 9th October 2022)

Fraternity Contribution as per clause VII (I) shall be revised every year on 1st April as per methodology mentioned in Clause VII (7). Such escalation shall be applicable equally to both fraternity contribution and corpus fund.

(Constitutional amendments approved in Sp. General Meeting held on 9th October 2022)

Fraternity Contribution shall be revised for every year in the month of March. Thereby, impact of such revision on fraternity contribution to be collected from members and fraternity benefit payable to deceased members shall be applicable for calls processed from 1st April of respective year. First such revision shall take place immediately from the date of approval of this amendment and thereafter on 1st April of each year considering base value for fraternity contribution and benefit as mentioned in Clause VII (1).

The applicable fraternity contribution shall be revised with effect from 1st April each year to reflect the increase in wholesale price index between December of two years immediately preceding proposed revision and WPI rate applicable during December of previous year. Such revised contribution shall be rounded off to nearest one rupee.

The formula for determining the revised fraternity contribution shall be as follows:-

$$\text{New FC} = [\text{Existing FC} * \left[1 + \left\{ \frac{\text{WPI B} - \text{WPI A}}{\text{WPI A}} \right\} \right]]$$

Where,

New FC = Revised Fraternity contribution which shall be rounded off to nearest 1 Rupee

WPI A = December WPI value two year preceding

current revision

WPI B = December WPI value for year immediately preceding current year

“WPI” means the Wholesale Price Index for all commodities as published by the Office of Economic Adviser, Ministry of Commerce and Industry, GOI and shall include any index which substitutes the WPI, and any reference to WPI shall, unless the context otherwise requires, be construed as a reference to the latest monthly WPI published no later than 30 (thirty) days prior to the date of consideration hereunder.

Revised fraternity contribution to be considered for subsequent year shall be according to value derived as per above stated formula or increase of 2% whichever is higher.

Illustration (for reference only):

Assuming current fraternity contribution is INR 150 as on March 2022 and revision is due on 1st April 2022. WPI value for December 2021 is 418.97 ($143.3 * 1.873 * 1.561$) and WPI value for December 2020 is 366.64 ($125.4 * 1.873 * 1.561$). Revised contribution shall be:

$$\text{New FC} = [150 * \left\{ 1 + \left\{ \frac{418.97 - 366.64}{366.64} \right\} \right\}] :$$

$$= 171.41 \rightarrow \text{Rs. 171}$$

VIII Member's Disqualifications

1. Every member of the scheme shall pay his annual service charges as per clause (VI) (c), in advance, within the first quarter of each financial year beginning from 1st April onwards i.e. before 30th June every year, failing which he shall have to pay Rs.10/- per month or part thereof more for such

delay. However, Annual service charges for any year will have to be paid before the closing of such Financial year, failing which the membership will stand as terminated automatically without any Notice. However, the Administrative Committee is empowered to continue such member if it deems fit to do so within the period of one year from termination of membership after collection of dues and all other arrears.

2. If a member fails to pay his/her fraternity contribution within 30 days from 1st April / 1st October, he shall be treated as a defaulter and he shall pay an extra amount of RS. 10/- per call per month or part thereof. If non-payment continues beyond the period of 60 days i.e. beyond 30th June/ 31st December then written notice shall be issued to such members by Registered post and if such member does not pay the dues as demanded alongwith Rs. 40/- towards expenses and notice fee within 30 days of the receipt of such notices then his/her membership shall stand as terminated & discontinued. However, Administrative Committee is empowered to reinstate such members if it deems fit to do so within the period of one year from the date of termination of membership after collecting all the arrears including penalties at the rate of Rs. 10/- per call per month plus Rs. 40/- towards expenses and notice charges alongwith Rs. 500/- or 25% of the admission fee for his/her age on the day of deciding the issue whichever is less as reinstatement charges.

(Constitutional amendments approved in Sp. General Meeting held on 9th October 2022)

All defaulter members regardless of age bar who wish to get reinstated will have to obtain a medical fitness certificate from a M.D. Physician from a hospital nominated by the scheme. The decision

of the empowered committee of SSS to accept or reject the medical fitness certificate will be final and non negotiable. Those members whose medical fitness certificate is accepted will have to pay all outstanding call amount with 18% annual compound interest along with penalty. The penalty to be charged will be decided by the empowered committee. This is only a one time grace offer valid only upto 20/07/2019.

Note :1. Only members of SSS are eligible to attend the meeting.

2. Members desirous to have any clarification, explanation related to above amendments in the constitution are requested to send their queries to Hon. Secretary latest by 10/01/2019 to enable the office to satisfy their queries.

3. Meeting will be followed by lunch.

(Constitutional amendments approved in Sp. General Meeting held on 25th June 2023)

It is approved that penalty was postponed due to Covid-19 Pandemic for year 2020-21, 2021-22 and 2022-23 (Past facto approval)

IX Deleted

X Member's Rights & Benefits Under the Scheme

Constitutional amendments approved in Sp. General Meeting held on 28th December 2008)

- (i) When an Individual member or GICEA member out of Couple Member of scheme becomes permanently physically disabled such member shall have an option of voluntary retirement from the scheme and in the event he/she shall get the refund **after ascertaining of the entire balance of Fraternity Contribution** towards Corpus Fund

along with the interest and other income accumulated thereon and credited in Corpus Fund. In such case the membership shall stand as terminated.

- (ii) In the event of death of a member or any one person out of the Couple Member of the scheme 75% of the Fraternity benefit as per clause XXII (5) shall be paid to the nominee/surviving member of the Couple Member of the scheme within one month from the date of receiving the claim. The balance would be paid within six months after verification of actual admissible amount by Hon. Secretary.
- (iii) Each member, must nominate a person(s) for collection of the fraternity benefit, under this scheme as per clause (XXI)(1)
- (iv) If a member of GICEA & the spouse of such member, both are individual members of the scheme, in the event of unfortunate death of GICEA member, it will have no adverse effect to the individual membership obtained by the surviving spouse and even though such spouse member may not be necessarily the member of "GICEA" the individual membership in the scheme shall continue uninterrupted.
- (v) On the event of death of any one person of the couple membership (member or the spouse of the member) or both persons of Couple Member, the fraternity benefit will be paid as stated in clause X (i,ii,iii), only one time as per clause XXII(5). The membership shall stand as terminated and surviving member of the couple membership will not derive any further benefit under the scheme.

Alternately surviving member of the couple member can continue as individual member of the scheme by giving a written request waving his/her right to

receive Fraternity contribution and to continue to pay Fraternity contribution as an individual member. Under such circumstances, member will derive all benefits including fraternity contribution to his/her nominee in the event of his/her death.

XI Management of the Scheme

(a) Administrative Committee :-

The management control and supervision of this scheme and all acts necessary for carrying out the object of this scheme shall be vested in a body called Administrative Committee of the scheme.

(b) Office Bearers and Administrative Committee Member :-

The President of GICEA shall always be the Chairman of the Administrative Committee of the scheme by virtue of his post, and there shall not be any election for this post. The Chairman will lead the Administrative Committee. The Immediate Past Chairman of the Scheme will be the Ex-officio Member of the Administrative Committee.

(c) Body of the Administrative Committee :-

(Constitutional amendments approved in Sp. General Meeting held on 7th October 2004)

The balance of the Administrative Committee shall be of additional **Ten (10)** elected members, thus there will be total **Twelve (12)** members in Administrative Committee. Such Administrative Committee will elect following office bearers :

1. Vice Chairman
2. Hon. Secretary
3. Hon. Jt. Secretary
4. Hon. Treasurer

5. Hon. Jt. Treasurer

- (d) A member seeking election or candidature for the Administrative Committee should have completed minimum period of two years as member of the scheme.
- (e) *(Constitutional amendments approved in Sp. General Meeting held on 7th October 2004)*

The tenure of the elected **Ten (10)** members of the Administrative Committee shall be for four consecutive years. provided **Five** members shall retire every alternate year by rotation system upon completion of the term of their tenure of four years at the Administrative Committee. Such retiring member of the Administrative Committee will be eligible for re election. The member shall retire on the last day of the financial year i.e. 31st March on Completion of his term and new elected member shall automatically become member of the Administrative Committee on the first day of the new financial year i.e. 1st April.

- (f) *(Constitutional amendments approved in Sp. General Meeting held on 28th December 2008)*

The term of the all the Office Bearers shall be for one year but they shall be eligible for election for a further period of one year in succession. All Office Bearers can hold the office in a particular category for a maximum period of 2 years at a stretch. Such a person can continue as office bearer if he/she is elected to another office.

For all office Bearers who have held office continuously for 2 years, after break of 3 years he/she will be eligible to contest for the same office enjoyed by him for a term or terms not exceeding four years in aggregate including the

terms enjoyed by him previously.

(g) *(Constitutional amendments approved in Sp. General Meeting held on 7th October 2004)*

(i) Above ammenment in clause XI (c) & XI (e) will be implemented from election year i.e. 2006

(ii) Two members will be elected for the term of two years & Two members will be elected for the term of four years in next election year i.e. 2006.

(vi) From 2008, regular biannual election for five seats shall begin.

(h) Duties of Office Bearers

i. Chairman

ii. Hon. Treasurer

iii. Hon. Secretary

iv. Hon. Jt. Treasurer

(i) CHAIRMAN :

(a) Chairman shall be in overall control and supervision of the Scheme and he shall preside over all the meetings of the Scheme.

(b) Chairman and in his absence Vice Chairman shall carry out his functions.

(c) At all meetings Chairman can exercise a casting vote if it becomes necessary to do so.

(d) Chairman or under his instruction Hon. Secretary will convene meetings of Administrative Committee, General Body, Subcommittee etc.

(II) HON. TREASURER :

(a) The Treasurer shall keep the accounts and Hon. Secretary shall generally carry out the financial

management in such manner as the Administrative Committee may from time to time, by general or special resolutions direct. The Treasurer shall be in charge of the funds of the Scheme.

- (b) It shall be the duty of the Treasurer to maintain true and correct accounts of all the financial affairs and liabilities of the Scheme in consultation with the Hon. Secretary and under the direction and control of the Administrative Committee.
- (c) To preserve all the records pertaining to accounts, ledgers, cheques, statements, passbooks etc. and shall be kept at the registered office of the Scheme.
- (d) To collect fees and other moneys due to the Scheme.
- (e) To deposit in the name of the Scheme all moneys in an account with such a bank as the Administrative Committee may decide from time to time.
- (f) To disburse the funds of the Scheme under the direction of the Administrative Committee.
- (g) To fixed deposit life membership fees, corpus fund, permanent funds, money held with the Scheme as a deposit of other parties for a long duration, excess of collection, income in such securities as may be permissible under the Indian Trust Act with due approval of the Administrative Committee.
- (h) Keep record of all receipts disbursement in a satisfactory manner.
- (i) To prepare for presentation before the AGM a statement of financial affairs of the Scheme for the preceding financial year certified by the auditor appointed by the preceding AGM.
- (j) To get the account audited at least once every year.
- (k) To hand over all records to the incoming Treasurer.

Failure to do so may warrant disciplinary action from the Administrative Committee.

(iii) HON. SECRETARY :

It shall be the duty of the Hon. Secretary :

- (a) To keep true and correct minutes of the Administrative Committee meetings and of the Special and General Meeting of the Scheme.
- (b) To prepare agenda and get posted the notice for the meeting of the Administrative Committee and of the Special and General Meetings of the Scheme.
- (c) To manage to keep and preserve the administrative and technical records of the Scheme.
- (d) To arrange to keep a record of the properties and dead stock belonging to or in custody of the Scheme.
- (e) To attend and to keep record of the correspondence of the Scheme.
- (f) To maintain a register of all members of all classes of membership.
- (g) To prepare for presentation to the AGM report of the affairs of the Scheme and the activities of the Administrative Committee for the preceding year.
- (h) To notify any person holding membership of the Scheme, Administrative Committee or any other subcommittee when he has ceased to be a member.
- (i) To publish documents and other material which the Administrative Committee or the Chairman may direct him to do and to confirm to the requirements of law in regard to all such publications.
- (j) To hand over all records to incoming Secretary. Failure to do so may warrant disciplinary action from the Administrative Committee.

- (k) To do all such things as the Administrative Committee may from time to time direct.

(iv) It shall be the duty of Hon. Jt. Treasurer

- a) To keep petty cash Accounts in order.
- b) To check and maintain the ledgers regularly.
- c) To monitor the F.C. collection & other fees & dues from the members.
- d) To monitor the Investments & Fixed Deposits and its renewals and to maintain its record in order.
- e) To communicate with the auditor appointed by the scheme & to provide necessary details & data.
- f) To monitor taxation return files.

XII FINANCIAL YEAR

The Official Financial Year of the scheme will be from **1st April** of a calendar year to **31st March** of next calendar year.

XIII VOTING RIGHTS

Any member (in case of couple member, any one of them) can exercise his/her voting right at any election, only if he/she has paid all the dues, arrears, fees, contributions, service charges and advances as stated under clause VI, VII, VIII as well as other demands as stipulated and decided by the Administrative Committee from time to time on or before the last date of filing the candidature form for the election.

XIV ELECTION

- 1. (a) During the election year latest by January end the Administrative Committee shall appoint the Board of Scrutineers consisting of three members inclusive of convenor from outside the Administrative Committee.
- (b) Notice with regards to election will be

published on the Notice Board of the Administrative Office of the Scheme and the Board of Scrutineers shall issue a notice to all the members of the Scheme.

2. *(Constitutional amendments approved in Sp. General Meeting held on 7th October 2004)*

Every member who is Member of GICEA & SSS of GICEA both and desire to be a candidate for the membership of Administrative Committee, will collect Candidature form against written demand, from the Administrative office of the Scheme.

3. Duly signed, proposed seconded and completed candidature form will be submitted through the office to the Board of Scrutineers who will check the Candidature form and finalise the names of the candidates and publish on the Notice Board of the Administrative office. Such list will be signed by all the three members on the Board of Scrutineers.
4. The board of scrutineers shall put up the names of the candidates whose candidature forms are found valid, on the notice board and ask them to intimate within 7 days if they wish to withdraw from the election. Notice shall specifically mention date and time up to which withdrawal application can be given. Applications received thereafter will be ignored.
5. Candidate will inform in writing the Board of Scrutineers within the specified time schedule about the withdrawal from the election. Withdrawal after the prescribed time limit will be invalid.
- 6.(a) The Board of Scrutineers will then prepare final list showing the names of the candidate members, willing to serve on the Administrative Committee if elected and publish the same on the Notice Board.
(b) The Board of Scrutineers will arrange for the voting

papers and issue to the member at the time of Election. Vote by proxy shall not be permitted. Member will be obliged to cast their vote personally only by ballot before the closing time of Election as notified.

7. To avoid inconvenience to the members, voters and to avoid unnecessary administrative burden as far as possible, the election will be held on the same day and at the same place where the election of the GICEA will be held.
8. The Board of Scrutineers shall arrange for counting of votes immediately after the closing time of election when they shall scrutinise the voting papers, rejecting those containing less or more votes than the number of seats contested. They will also reject voting papers those are defaced, tampered or interfered with unwarrantably or obliterated and they shall declare the result of the election. They will also prepare their report on election, have it signed by the scrutineers present and will present it to the Chairman. The board of scrutineers shall also inform the result to each candidate in writing stating the number of votes secured by him and whether he is declared elected. In the event of two or more candidates securing equal number of votes, the Board of Scrutineers shall decide the result by drawing lots. Thereafter, the ballot papers shall be sealed and kept in the custody for 30 days. Thereafter they shall be destroyed, provided there had been no complain from the candidate within 24 hours of closing time of the election.
9. The chairman shall submit the report of election at the Annual General Meeting.
10. The Administrative Committee may co-opt up to three additional members preferably from the

members on the Managing Committee of GICEA and invitee members to any extent over and above those elected as per rule. The invitee members shall have no voting rights. Hon. Secretary and Treasurer of GICEA shall be ex-officio members but they will have no voting right.

11. Any vacancy on the Administrative Committee occurring during the year shall be filled up by the Administrative Committee by Co-opting any member of the scheme. The person or persons thus selected or nominated by the Administrative Committee shall hold office till the time of the next election.
12. Any vacancy or irregularity in the election or appointment of any member shall not invalidate any acts or proceedings of the Administrative Committee.
13. The Administrative Committee shall propose by-laws, suggest modifications, deletion, addition consistent with the aims and objects of the scheme for the purpose of efficient management, supervision and control of this scheme as well as for society, associations conducted by or affiliated to the scheme. such bye-laws upon approval by the special general body meeting called for the specific purpose shall become effective.
14. The Administrative Committee have powers to appoint sub-committees from amongst members with powers to co-opt from members or a non-member for special purposes and entrust them with requisite powers. The chairman/vice-chairman and Hon. Secretary shall be ex-officio members of all sub-committees.
15. The Chairman shall be in overall control and supervision of the scheme and shall preside over all the meetings.

XV PROCEEDING OF THE ADMINISTRATIVE COMMITTEE

1. The Administrative Committee shall meet at least once in two months. At least five days clear notice of the meetings of the Administrative Committee shall be given to all the members thereof for ordinary meetings.
2.
 - (a) A quorum for meeting of the Administrative Committee shall consist of FIVE members.
 - (b) If the quorum is not present within 30 minutes from the time of the meeting the members present may adjourn the meeting next day or same day of the next week at the same place, notice of which need not to be given to the member.
 - (c) 24 hours notice will be issued for adjourned meeting if it is not fixed for the same time and the same place next day or on the same day in the next week that follows.
 - (d) Only the business on agenda will be transacted with or without quorum at the adjourned meeting.
3. All question before the Administrative Committee shall be decided by a majority of the members present and in case of equality of vote the presiding person at the meeting shall give a casting vote in addition to his own vote as a member.
4. The Chairman or in his absence, the Vice-Chairman or in absence of Vice-Chairman any of the office bearer appointed by the majority of the members present, shall preside at the meeting. He may give a casting vote in addition to his own vote as a member if required.
5. In case of emergencies, opinions of the 5.

The Administrative Committee may appoint a members of the Administrative Committee may be invited by a circular and decision shall be taken according to the majority of the votes stated on the circular.

XVI GENERAL BODY

(Constitutional amendments approved in Sp. General Meeting held on 28th December 2008)

1. (i) The annual general meeting of the scheme shall be held not later than 30th June every year but as far as possible on the same day and the same place where the annual general meeting of the GICEA will be held.
- (ii) The Hon. Secretary will issue notice and inform the members regarding Annual General Meeting.
- (iii) Annual General Meeting will transact the following business and it will be presided over by past chairman.
 - (a) To read and confirm the minutes of preceeding Annual General Meeting and Special General Meeting or Meetings thereafter if any.
 - (b) To receive and consider the report of Administrative Committee for preceding year, about the management and affairs of the scheme.
 - (c) To receive and consider the audited accounts of the financial affairs of the preceding year by the past Chairman.
 - (d) To give the reports of election of the members of the administrative Committee, if held.
 - (e) To appoint auditors and to fix their remuneration.

- (f) Any other agenda, as may be suggested from the chair.
2. For all the meeting of the general body, there shall be clear notice of at least 14 days exclusive of the day on which the notice is served or deemed to be served, but inclusive of the day of the meeting. In all cases the date, time and place of the meetings and the agenda showing the nature of the business shall be specified in the above notice.
3. The quorum for all general meeting shall be of at least 1/10th i.e 10% of the strength of members as on the day of meeting or 40 members whichever is less. If a quorum is not formed within 30 minutes the non-quorum meeting will be held after 30 minutes at the same place to transact the business on agenda.
- 4.(a) (i) Besides the Annual General Meeting, Special General Meeting may be convened by the Secretary at the instance of the Chairman or the Administrative Committee or upon the requisition by at least 1/10th of the total strength of the members or 40 members which ever is less.
- (a)(ii) The Special General Meeting shall be called for a specified purpose. The purpose shall be expressly specified in the agenda, which shall accompany the notice of the Special General Meeting. No other business than the one specified in Agenda can be transacted at such a meeting. However related issues and relevant decisions can be taken by the Body, in connection with all points on Agenda.
- (a)(iii) Requisition meeting will be convened by the Hon. Secretary within 21 days of notice. If the Hon. Secretary fails to take any action or fails to communicate the date of the meeting to the members asking for the requisition, these members shall themselves convene the meeting with a

minimum 1-week notice to the members in an appropriate manner. The chairman of the meeting will be elected by the members present. Agenda at such a meeting will be only as per requisition notice and in conformity with clause 4 (aii).

- 4.(a) (iv) If there is no quorum in the requisition meeting at the notified time, the meeting will stand cancelled.
- (b) The Extra Ordinary General Meeting shall be called for a specific purpose. The purpose shall be expressively specified in the agenda, which shall accompany the notice of such extra ordinary General Meeting. No other business, other than that specified in the agenda can be transacted at such meeting. However if extra ordinary general meeting once convened upon the requisition by members for a specific agenda, than such other Extra Ordinary General body meeting can not be reconvened requisitioned for the same agenda, during the time capsual period of clear six months from the date of such meeting.
- (c) The chairman or in his absence Vice Chairman shall preside at the meeting of the General Body. If the Chairman and Vice Chairman are absent the members present may elect any member to preside over the meeting.
5. All the records of the scheme including account shall be kept at the registered office.
6. It shall be the duty of Treasurer to maintain true and correct account of all the financial affairs and liabilities of the scheme in consultation with the Hon. Secretary and under the direction and control of the Administrative Committee.

XVII AUDIT

1. The account of the scheme will be audited within 30 days at the end of every accounting year by the

auditor appointed by the General Body of Members. Such audited report will be made available for inspection at the office and shall be read out at Annual General Meeting.

XVIII POWER TO MAKE CHANGE

1. The General Body can amend, vary or modify the constitution of the scheme by a resolution passed by three fourth (75%) majority of the total number of the present members at the meeting of the General Body, called for such specific purpose.

XIX GENERAL

1. All office-bearers shall continue to hold office till the appointment of the successors.
2. No members of the Administrative Committee and no office bearers shall be personally liable for anything done by them bonafidely during the course of their discharge of duty and office-bearers shall not be responsible for any fault, misappropriation, misconduct or neglect of the any of his colleagues or office staff or members.
3. The register of the members of both categories will be maintained and kept open for inspection during the office hours at the office, to all members.
4. The Administrative Committee may provide group insurance, medical assistance, medical checkup, a clubhouse, Shelter, equipment's fixtures, furniture, tools, vehicles, library, seminars, etc. for the benefits of the members and their family.
5. The Administrative Committee may appoint a Sub-Committee to look after various activities under the scheme. However, all these committee will work under the superintendence and control of the Administrative Committee.
6. The Administrative Committee shall have powers

to appoint office personnel like office executive, general secretary, House keeper, clerks, servants etc. as required, at such remuneration and terms as the Administrative Committee may consider proper. The Administrative Committee shall also have powers to discharge any employee.

7. The Administrative Committee shall have power to open centres or sub-centers within the State of Gujarat on such term and Conditions as the Administrative Committee may decide from time to time.
8. The Chairman shall be in overall control and supervision of the scheme and he/she shall preside over all the meetings.
9. The Treasurer shall keep the accounts and Hon. Secretary generally carry on the financial management in such manner as the Administrative Committee may from time to time, by general or special resolutions direct. The Treasurer shall be in charge of the funds of the Scheme.
10. The funds credited in the account of the members, Corpus Fund and/or other surplus, will be invested as per the decision taken by the Administrative Committee. In that regard, quorum of such Administrative Committee meeting will be of minimum six persons. All the Funds of the Social Security Scheme of GICEA shall be deposited with Nationalised banks, Scheduled Banks, Postal Schemes, Bonds/ Debenture for State and Central Govt. Unit Trust of India having provision of guaranteed return and assurance of safety of principle, and as per the trust act.
11. (I) The Hon. Secretary or Treasurer will collect fraternity contribution from the members and will pay to the beneficiary of the deceased member as provided under clause VII (1).

12. (i) In case any dispute regarding interpretations and meaning of the clause or clauses of the Constitution or with respect / regarding to the question whether any provision of the constitution is being violated or not. the same will be referred to a panel of three Arbitrators. (ii) The panel shall consist of one Arbitrator from GICEA one from the Administrative Committee of the Scheme and one from the complainant. The arbitrator who is not a member of GICEA / Scheme should be a practising professional like Consultant/Architect / Engineer / IAS /MBA / CS / Advocate / Chartered Accountant / Retired Judge.

XX ACCOUNTS & AUDITS

1. A separate Bank Account shall be opened in any nationalised or scheduled Bank or in a postal bank and shall be operated jointly by Hon. Secretary and Chairman or Vice Chairman or Treasurer.
2. The Financial year of the Scheme shall be from the 1st April to 31st March
3. Audited account of the scheme passed by the Administrative Committee will be placed for approval in the General Body Meeting.

XXI NOMINEE

1. Every member shall specify his nominee and may specify an alternate nominee and may appoint only one principal nominee, or both jointly & equally to receive the benefits under this Scheme. The amount will be paid to alternate nominee if the principal nominee is not surviving. Nominee shall be an individual only. Same person can not be a nominee of more than three members.
2. In case of any or both nominee(s) being "Minor" the guardian of such nominee(s) must be cited their consent signatures must be obtained on the

records. Also the Birth date of the minor shall be declared.

On Payment of Rs.50/- fees towards administrative expenses, the members shall have right to change the nomination and / or replace the nominee at his own discretion.

XXII MISCELLANESOUS

1. Any Income derived from the property of this scheme shall be utilised only for the objects of this scheme, that is to say for the mutual benefit of member(s), and their families.
2. *(Constitutional amendments approved in Sp. General Meeting held on 28th December 2008)*

If the total disbursement in any year in terms of clauses / rules under the scheme is more then the Fraternity contribution of the members of the scheme, the Administrative Committee shall have rights to utilise corpus-fund for such deficiency.

3. It is absolutely made clear that the individual & Principal corpus fund under the scheme shall always bear a charge for meeting the obligation arising at any time of any nature under this scheme.
4. The beneficiary and / or nominee, will be liable to pay the Direct Taxes if any, which may be applicable from time to time as per the prevailing tax laws.
5. THE AMOUNT PAYABLE BY WAY OF FRATERNITY BENEFIT TO THE NOMINEES OF THE DECEASED MEMBER, WILL BE EQUIVALENT TO THE SUM OF RUPEES 100/- (ONE HUNDRED) MULTIPLIED BY THE NUMBER OF EFFECTIVE MEMBERS.
6. At any time Member(s) of scheme, or at later date during the process of disbursement of the benefit, the beneficiary i.e. nominee(s) of deceased

member may desire voluntarily and gracefully to give such collection of Fraternity benefit to the "Scheme" for utilising the same for supporting the objectives of the scheme. In such event the entire collection of the Fraternity contribution will be merged in the medical benevolent fund of the scheme.

7. The scheme member has right to forgo the benefits in favour of scheme or GICEA, and contribute the same to medical benevolent fund of the scheme or GICEA or may desire not to accept the benefits by way of Fraternity Contribution from the fellow members. Such right shall have to be exercised only in writing and in such cases/events the member shall appoint only Scheme or GICEA as nominee and Hon. Secretary (of S. S. Scheme of GICEA as may be the case) shall represent on behalf of Scheme or GICEA, and Hon. Secretary of Scheme shall represent on behalf of the member as well as on behalf of the scheme.
8. Administrative Committee may close the enrolment of new members or restrict expansion/extension and growth of the scheme or close the entire scheme in its totality, when they feel it appropriate to do so, after the due approval of General Body at Ordinary General Meeting/ extra ordinary General Meeting. Whatever funds and assets lying with scheme, at the time of closure of the scheme, such funds and assets shall be disbursed/disposed off/ distributed/ diluted/utilised/invested/disinvested/ transferred/ terminated/liquidated and/or donated by passing a suitable resolution with 3/4th i.e., 75% majority of the members present at the Ordinary General Body Meeting/or Extra Ordinary General Body Meeting called for this purpose, having quorum of at least 1/5 (one fifth) of the total strength of the members or 160 members whichever is less.

