



**INDIAN OIL CORPORATION LIMITED BONGAIGAON REFINERY
TRIBAL EMPLOYEES' WELFARE ASSOCIATION**

DTQ120B: PO: DHALIGAON: DIST.: CHIRANG, ASSAM
Registration no. RS/CRG/261/D/01 OF 2020-2021 (Societies act XXI of 1860)

CONSTITUTION

**INDIAN OIL CORPORATION LIMITED BONGAIGAON REFINERY
TRIBAL EMPLOYEES' WELFARE ASSOCIATION**

Erstwhile

"BONGAIGAON REFINERY AND PETROCHEMICALS LIMITED"

TRIBAL EMPLOYEES' WELFARE ASSOCIATION

1. Name: -

The association previously known as "Bongaigaon Refinery and Petrochemicals Limited Tribal Employees' Welfare Association" has now been legally renamed to "India Oil Corporation Limited Bongaigaon Refinery Tribal Employees' Welfare Association.

2. Location: -

The Association was located at Dhaligaon, District Kokrajhar, Assam – 783 385. It has now been updated the location at Dhaligaon, Chirang, BTR, Assam – 783 385.

3. Explanation: -

The term "Association" previously referred to the "Bongaigaon Refinery and Petrochemicals Limited Tribal Employees' Welfare Association." It now refers to the "Indian Oil Corporation Limited Bongaigaon Refinery Tribal Employees' Welfare Association."

A "Member" refers to an individual who is part of this Association.

4. Objective: -

- i) The association shall aid at protecting the interest of Scheduled Tribe employees of Indian Oil Corporation Limited Bongaigaon Refinery, formerly known as Bongaigaon Refinery and Petrochemicals Limited by way of maintaining a meaningful relation with the management of Indian Oil Corporation Limited, Bongaigaon Refinery and its predecessor Bongaigaon Refinery and Petrochemicals Limited in Dhaligaon.
- ii) To bring unity and Integration among the employee's belonging to Scheduled Tribe Community.

- iii) To bring to the notice of the management any grievances of the member of the Association and to make effort for relation of the same through discussion and negotiation with management.
- iv) To raise subscription from the members of the Association to run the association.
- v) The Association shall in no way be connected with any political activities and shall be restricted to welfare activities only.

5. Application for the Membership: -

- i) The Association shall have its jurisdiction within Indian Oil Corporation Limited, Bongaigaon Refinery, means erstwhile Bongaigaon Refinery and Petrochemicals Limited, Dhaligaon 783385 only.
- ii) The membership shall be opened to the Scheduled Tribes Employees Communities only.
- iii) The Trainees will also be considered for Membership to the Association during the period of their training.
- iv) Employees desiring to become Member of the Association shall duly fill in Membership form to be obtained from General Secretary of the Association.

6. Subscription: -

- i. The Association shall raise subscription from its members @Rs. 50/- each per month, which was @Rs. 5/- each per month subject to review in the Annual General Meeting and amendable with 2/3rd majority of the members present.
- ii. Subscription/ Donation shall be received by the Secretary/ Treasurer for which official receipt shall be issued accordingly.
- iii. Member who fails to pay his membership for a period of 3 consecutive months shall be liable to be terminated from the membership without assigning any reason. However, the General Secretary in such cases may exercise his discretion for re-enlistment of such a member after satisfying himself of the conduct of member concerned.

7. Expulsion: -

Any member acting or found to be acting against the interest of the Association, shall be called for Explanation in the first instance, continuation in the said act by a member shall be called for disciplinary action by a committee to be appointed for the purpose to take appropriate action. Any member expelled by the committee may however, appeal to the President of the Association for the revocation of the expulsion order who shall then refer the matter to the Executive Body for reconsideration and in which case the decision of the Executive Body shall be final.

8. Annual Conference and Election: -

- i) The Association shall hold an Annual Conference once in a year in which Office bearers of Association shall be Selected/ Elected by the members through Secret voting system. The chairman of the meeting shall have a casting vote in case of a tie/ lock.
- ii) Each member shall have only one vote.
- iii) In the event of any election to be held, an Election Committee shall be formed which shall be independent of the Executive Body for the purpose of running the Election. There shall be a Chairman, one Secretary and 2/3 other members to run the Election. The Election Committee shall bring out necessary nomination forms and the voting shall be through a Secret Ballot. Any other convenient arrangement which the Election Committee may desire to formulate may do so at their own.

9. Executive Committee: -

The Executive Committee shall be formed as follows: -

President	1 no
Vice President	2 no
General Secretary	1 no
Asstt. General Secretary	1 no
Organizing Secretary	2 no
Treasurer	1 no

Members: - There shall be one member from each department to the Executive committee.

10. Holding of Meeting: -

- i) The Executive Committee shall sit once in a Quarter or 4 times in a year.
- ii) 1/4th of members present shall constitute a quorum.
- iii) In case of lack of quorum, the Executive meeting shall be adjourned to a later date and shall be held without forming a quorum.
- iv) Emergent Meeting shall be convened within 24 hours' notice.
- v) The committee's term is for two years.

11. Proceeding: -

Proceeding of any meeting shall be dully recorded in the Proceeding Book to be maintained by the General Secretary and signed by the President.

12. Powers & Duties of Office Bearer: -

- ii) **The president** shall preside over the meetings and shall be the sole authority to exercise his power in maintaining discipline in the meetings presided over by him. He is to exercise financial power as delegated in the general meeting of Association.
- iii) **The Vice President** shall preside over the meetings and perform all duties of President in his absence.
- iv) **The General Secretary** shall be the Chief Executive Office Bearer of the Association. He will conduct correspondence for and on behalf of the Association with all concerned. He will sign papers, maintain important records, and perform all functions attached to the post. He will exercise financial powers as delegated in General Meeting of the Association.
- v) **The Asstt. General Secretary** is assisting the General Secretary and work under him. He will perform the duties of General Secretary in his absence.
- vi) **The Organizing Secretary** is to assist the General Secretary in Organization's matter.
- vii) **The treasurer** will be responsible for the funds of the Association. He will receive Subscriptions/ membership from Executive members and arrange for deposit of the same in the Bank Accounts, opened on behalf of Association. He will be responsible for proper and accurate maintenance of Accounts.
- viii) **Executive Members** re-orientated / nominated by each dept. will be responsible mainly for collection of Subscriptions/ donations from the members of his dept. concerned and hand over the amounts to the Treasurer in time.

13. Financial Matters: -

- i. The General Secretary shall be solely responsible for the upkeep of the Accounts of the Association and shall be Answerable to the members and in the General Body meeting. The treasurer shall keep Account clearly and up to date duly audited by appropriated/ nominated Auditor and shall present such audit accounts in the Annual General Body Meeting for approval and Acceptance.
- ii. The Association shall have a Bank Account with any Nationalized Bank. The General Secretary and the Treasurer shall operate the Bank Account Jointly.
- iii. The General Secretary shall have a contingency amount of Rs.50/- per month for any, to be carried out on behalf of Association for which no sanction from Executive shall be necessary.

14. Library & games: -

The Association shall have a Library of its own for the benefit of the members. The library shall have also some periodical and Newspapers.

15. Amendments: -

Any Clause or part of the Constitution is amendable but such Amended shall be carried out only in the Annual Conference by a 2/3^d majority.