

CONSTITUTION OF THE STAFF WELFARE ASSOCIATION 2024
GOVT. ZIRTIRI RESIDENTIAL SCIENCE COLLEGE

1. **NAME** : The Association shall be named “Staff Welfare Association, Govt. Zirtiri Residential Science College.”
2. **OBJECTIVE** : The Association has been formed to provide necessary support and assistance to its members in times of good and bad.
3. **MEMBERSHIP** : All confirmed/Regularized employees of Govt. Zirtiri Residential Science College as well as Temporary/Muster roll Employees can become members of the association with a payment of Rs.50 as membership fee.
4. **ADMINISTRATIVE SET UP AND COMPOSITION:** The following committees shall be created to carry out the functions of the Association. The committees shall consist of the following members:
 - i. **Office Bearers** : Chairman, Secretary and Treasurer.
 - ii. **Executive Committee:** In addition to the office bearers, at least 5 more members shall be appointed as Executive Committee Members, by the O.B meeting.
 - iii. **General Body Meeting:** Shall include all members of Staff Welfare Association, Govt. Zirtiri Residential Science College
5. **FUNCTIONS AND DUTIES OF OFFICE BEARERS:**
 - i. **Chairman:** Shall function as the head of the Association and shall make necessary decisions in consultation with the Secretary and Treasurer, if and when any emergency or contingency arises.
 - ii. **Secretary:** Shall maintain a proper record of all the activities of the Association and discharge the functions of the Chairman in his absence.
 - iii. **Treasurer:** Shall maintain a proper Financial Accounts/Documents of the Association.
6. **ELECTION:**
 - i. The duration of one Association term shall be two(2) years. Elections of Office Bearers shall be conducted biennially during the month of March, and charge shall be handed over to the new Office Bearers within the next month, i.e. April.
 - ii. No Office Bearer shall hold the same post for more than two (consecutive) terms.
7. **FUND CONTRIBUTION:**
 1. Monthly Contribution shall be collected from all members by the Treasurer before the 10th day of each month. The rate of contribution shall be as follows:
 - A. **REGULAR EMPLOYEES**
 - i. Principal and all regular Group ‘A’ officers = Rs.200
 - ii. Group ‘B’ and ‘C’ staff = Rs.100
 - iii. Group ‘D’ staff = Rs.50
 - B. **TEMPORARY EMPLOYEES**
 - i. Contract Lecturer = Rs.100
 - ii. Part time/Guest Lecturer = Rs.50
 - iii. Muster roll/Casual Employees = Rs.40
 2. Special contribution may be collected with the consent of the Executive Committee, if necessary.

8. FUND ACCOUNTING SYSTEM:

- i. The collected funds of the Association shall be deposited at the bank under a Saving Bank Account with a cheque system. A joint Account shall be opened in the name of the Chairman and Treasurer. The pass book shall be kept with the Treasurer.
- ii. The Treasurer may maintain some cash at hand not exceeding Rs.10,000.
- iii. The funds of the Association shall be maintained properly in an Account Register.
- iv. The Funds of the Association shall be audited biennially during the month of March. Two Auditors shall be appointed by the Office Bearers.

9. WELFARE ENTITLEMENT:

A. CONDOLENCE:

- i. If a member passes away, a condolence money of Rs.50,000 shall be given to the bereaved family.
- ii. If the Spouse of a member passes away, a condolence money of Rs.10,000 shall be given to the bereaved family.
- iii. If a genuine offspring(child) of a member passes away, a condolence money of Rs. 10,000 shall be given to the bereaved family.
- iv. If either parent of a member passes away, condolence money of Rs. 10,000 shall be given to the bereaved family.
- v. A funeral wreath, not exceeding Rs. 1000 shall also be placed on the coffin of those who are entitled to receive the condolence money from Association.
- vi. Condolence meeting shall be conducted at the first convenient time and necessary arrangements shall be made in consultation with the bereaved family.

B. FELICITATION:

A Member will be given a wedding present worth Rs. 5000 at the time of his/her marriage.

C. FAREWELL:

- i. If anyone who has been a member of the Association for at least one year, goes into retirement he/she shall be given a farewell gift of Rs.10,000 and a citation. A farewell dinner shall also be organized in consultation with the Principal of the College.
- ii. If anyone who has been a member for more than one year, has been transferred to another place or work, he/she shall be given a farewell gift of Rs.2000 and a citation, along with a farewell tea-party.

- 10. AMENDMENT:** The constitution of the Staff Welfare Association (SWA) may be amended by the General Body Meeting from time to time.