

## ***RULES OF THE INDIAN FOREST SERVICE ASSOCIATION***

### ***I. NAME***

Name of the Association shall be the Indian Forest Service Association (here in after referred to as the Association).

### ***II. OBJECTS***

The objectives of the Association shall be:-

1. To safeguard and promote common interest of the members of the Association.
2. To develop an esprit do corps among its members.
3. To affiliate with a Federation or Confederation of Associations which are duly recognized by the Government of India under the relevant rules.
4. To promote forestry and its application in the interests of the community.
5. To institute and maintain a benevolent fund to assist a member and or his family.

### ***III. DEFINITION***

In these rules, unless the context otherwise requires:-

1. "Association" means the Indian Forest Service Association.
2. "General Body" means the General Body the Association and that of its branches as the case may be and shall consist of all the members.
3. "Branch" means the branch of the Association in the States and Union Territories.
4. "Central Committee" means the Central Committee of the Association.

5. "Executive Committee" means the Executive Committee of any branch.
6. "Member" means the member of the Indian Forest Service Association.
7. "Year" means the year beginning from October to September of the following year.

#### *IV. MEMBERSHIP*

1. All the members of the Indian Forest Service including those who have retained are eligible for the membership unless their names have been removed by any branch of the Association, as per procedure prescribed in rule IV 3 below.
2. The membership normally shall be for a period of one year unless disqualified in the specified manner.
3. The General Body of any branch may deprive any member of his membership for any specified period by a majority of two-third of the members present in the said meeting.

#### *V. CENTRAL COMMITTEES.*

1. The Central Committee of the Association shall be composed of :-
  - (a) President
  - (b) Secretary General
  - (c) Joint Secretary General
  - (d) Treasurer
  - (e) One representative from each Branch.
2. A member of the Central Committee other than branch representatives shall be elected by the General Body of the Association in its Annual General Meeting from amongst its member and shall hold office for a year or all till the election of his successor.
3. A member shall be eligible for re-election.

4. Any casual vacancy amongst members of the Central Committee arising from death, resignation, removal or otherwise, may be filled by co-option by the Central Committee and the member so co-opted shall hold office for the unexpired portion of the term of office of the member causing the vacancy.

**VI. POWER AND FUNCTIONS OF THE CENTRAL COMMITTEE**

1. Subject to the General control and directions of the General Body, the Central Committee shall be responsible for the management and administration of the affairs of the Association for the furtherance of its objects and shall have all the powers which may be necessary or expedient for the purpose.
2. Without prejudice to the generality of the powers conferred the Central Committee shall have the power:-
  - (a) to prepare and execute detailed plans and programmes for the furtherance of the objects of the Association.
  - (b) to receive have custody of and expend the funds of the Association and to manage the properties of the Association.
  - (c) to appoint and control such staff as may be required for efficient Management of the affairs of the Association and to regulate their recruitment and conditions of Service.
  - (d) to enter into agreements for and on behalf of the Association.
  - (e) to use and defend all legal proceedings on behalf of the Association.
  - (f) to coordinate the activities of the branches.
  - (g) to consider all Central questions i.e. questions affecting in general all matters of the Service or question involving any amendment to the service rules, or those specially declared central questions by a resolution of the Central Committee.
  - (h) to advise branches regarding questions on which advice may be sought by them.

*VII. OFFICE BEARES OF THE CENTRAL COMMITTEE*

1. Only the members of the Association shall be eligible for election as office bearers.
2. The President shall preside over any meeting and in his absence the members present shall elect a chairman for that meeting from amongst the members present.
3. The Secretary General shall be the Member Secretary of the Central Committee and shall be generally discharging all the powers and functions of the Central Committee subject to any direction the Central Committee may give from time to time.
4. Without prejudice to the generality of the powers of the Secretary General mentioned above the duties of the Secretary General of the Association shall include:-
  - (a) representing the Association either by himself or by any other office bearer on deputation on behalf of the Association.
  - (b) conducting all correspondence on behalf of the Association.
  - (c) preparing and circulating agenda for each meeting of the Association and Central Committee.
  - (d) recording minutes of discussion of the Association and Central Committee and circulating to all concerned.
  - (e) keeping in safe custody the records of the Association.
  - (f) engaging such staff as may be sanctioned by the Association for correspondence work and maintenance of accounts.
  - (g) taking necessary action for implementation of the resolution passed by the Association.
  - (h) dealing with the cases of financial assistance of members and their families and maintenance of the funds for this purpose.

5. Joint Secretary General shall assist the Secretary General in the discharge of his duties. In the absence of Secretary General for any reason what so ever, the Joint Secretary General shall perform all the duties of Secretary General and shall have all his powers. Nothing however shall prevent the Secretary General to delegate all or any of his powers in writing to the Joint Secretary General at any time.
6. Treasurer shall be responsible for realization of subscription from branches and to make arrangements for proper maintenance of Association funds accounts.

#### ***VIII MEETING OF THE GENERAL BODY OF THE ASSOCIATION***

1. The Annual Meeting of the General Body shall be called by the President of the General Body shall be called by the President of the Central Committee in the month of September or October every year after giving at least twenty one days notice of the date, time, place and the general nature of business to be discussed at such meeting and shall transact the following business:-
  - (a) Election of the members of the Central Committee excluding branch representative.
  - (b) Consideration of Annual Report
  - (c) Consideration of audited account for the out going year
  - (d) Appointment of auditor
  - (e) Other business on the agenda, and
  - (f) Such other items as may be brought forward with the permission of the presiding officer
2. On or before the fourteenth day succeeding the day on which the Annual Meeting of General Body is held, a list shall be filed with the Registrar of Societies, Delhi, of the names addressed and occupations of the members of the Central Committee.

3. The President of the Association on his own accord may if or, required to do so by requisition in writing signed by not less than thirty members of the Association shall call an extra-ordinary meeting of the General Body after giving a notice of at least fourteen days.
4. Thirty members of the Association shall form a quorum for any meeting of the General Body but for an adjourned meeting only the members present will form the quorum.
5. No business other than the business, included in the notice covering the meeting or such business of which notice has been given to the Secretary General at least 7 days before the date of the meeting shall be discussed the meeting, except with the permission of the chair.
6. Every question shall be decided by General Body by a majority of those present. Every member of General Body shall have one Vote and in case of equality of votes the chair shall have a second or casting vote.

**IX. MEETING OF THE CENTRAL COMMITTEE**

1. For a meeting of the Central Committee at least seven days' notice shall be required.
2. 5 members will form a quorum for the meeting but for an adjourned meeting only three members will form the quorum.

**X. BRANCHES**

1. The Central Committee may constitute or cause to be constituted one or more branches for any State or Union Territory.
2. Subject to the provision of any rules made by the Central Committee each branch shall elect its Executive Committee consisting of a President, Vice-President, a Secretary, a Joint Secretary and a Treasurer and notify the election to the Secretary General.
3. Each branch may within its area of jurisdiction engage in any activity conducive to the attainment of the objects of the Association, consistent with the rules made by the Central Committee. Each such Branch shall arrange its own programmes, and frame its own rules of business and generally conduct its activities in accordance with the directions and suggestions, if any, of the Central Committee.

1. Pr.
2. V.P.
3. Secy.
4. J. Secy.
5. Treasr.

**XI. REFERENCE BY BRANCHES**

1. Any question to be taken up with the Government of India shall be referred by the branches to the Central Committee.
2. In respect of other matter branches may refer to the Association any central question on which it recommends action together with a statement of action proposed and grounds for taking such action.
3. If a branch is in doubt whether the question is a Central question or not the point shall be referred to the Central Committee whose decision shall be final.

**XII. ACTION BY ASSOCIATION ON A REFERENCE BY BRANCH**

1. If the Central Committee decides that action shall be taken it shall further decide whether:
  - (a) the Central Committee shall itself take action by addressing the Government of India direct or
  - (b) advise branch about the line for further action.
2. If the Central Committee decides not to take any action it may:
  - (a) suggest to the branch not to take any action if it would either not be proper or be detrimental to the interests of the Service as a whole.
  - (b) leave it to the individual branch to take such action as it may consider advisable.
3. If the Association decides to take action itself it may request branch to render such assistance as it may require.
4. The branch shall report to the Secretary General any action taken by it under sub-clause (1)(b) and the result of such action.

*XII. FEE AND SUBSCRIPTION*

1. The Annual subscription to be collected by the branch from its members shall be Rs. 25/- out of which Rs. 10/- shall be remitted to the Treasurer of the Central Committee and Rs. 15/- retained by the branch.
2. The annual subscription shall be payable in advance at the commencement of the year.
3. The Association or any of its branch may appeal for and collect donations from members.
4. Admission of a member shall not be effective until the annual subscription, if any, payable by him for such admission shall have been paid.
5. All income shall be deposited in a Bank or Post Office except for the cash kept with the Treasurer of the Central Committee Branch to meet the day-to-day expenses.

*XIV GENERAL*

1. The headquarter of the Association shall be at New Delhi.
2. The Association of shall function through Central Committee and Executive Committees of the branches.
3. The accounts of the Association shall be audited by the auditor appointed by the General Body.
4. The rules of the Association shall be altered except by a resolution passed by a two-third majority of the members present at the Annual Meeting of General Body or at any extra-ordinary meeting thereof convened for the purpose.



5. If upon the resolution of the Association there shall remain after the satisfaction of its debts and liabilities any property whatsoever the same shall be disposed in the manner to be determined by three fifths of the members present.

***(INDIAN FOREST SERVICE ASSOCIATION HAS REGISTRATION  
NO.9821/78 UNDER ACT NO.XXI OF 1860)***