

CONSTITUTION OF THE
Jamia Administrative Staff Association (JASA)
JAMIA MILLIA ISLAMIA
Maulana Mohammad Ali Jouhar Marg, New Delhi – 110025



جامعہ
میلیہ
اسلامیہ

As adopted by the General Body at it's meeting held on December 30th 1971 and enforced w. e. f. January 1st 1972 with amendments approved by the General Body at its meeting held on July 22nd 1972,
As approved by the Executive Council of JMI vide its resolution No. 5 dated 29th October 1972

Compiled by:
Nasim Ahmad
General Secretary, JASA

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JAMIA ADMINISTRATIVE STAFF ASSOCIATIO







JAMIA MILLIA ISLAMIA

(A Central University by an Act of Parliament)
Maulana Mohammed Ali Jauhar Marg, New Delhi-110025
Tel. : 26981717 Extn.: 1898/1886 Mobile: 9868277109
E-mail : secretaryjasa@jmi.ac.in, nasimahmad69@yahoo.com

General Secretary
Nasim Ahmad

Office Bearers, JASA (2018-2020):

President: Syed Arif Akhtar Naqvi	
Vice President: Aetqad Ahmad	
General Secretary : Nasim Ahmad	
Joint Secretary: Anjum	
Cabinet Members	
Mabood Ahmad	
Moin Khan	
Mohd. Raziq Khan	

Mohd. Aslam Khan Mohd. Iqbal Khan	
Mohd. Wahid	
Wajahatullah Khan	
Niha Masarrat Khan	
Asim Raza Khan	
Sirajul Haq	

Constitution of the

Jamia Administrative Staff Association (JASA)

I. NAME

The name of the Association shall be the “**Jamia Administrative Staff Association**” hereinafter called ‘the Association’

II. OFFICE

The office of the Association shall be located in the Jamia Millia Islamia, Jamia Nagar, New Delhi

III. AIMS AND OBJECTS

The aims and objects of the Association shall be:

- (1) to promote harmony, unity and sense of co-operation amongst the members of the administrative staff of the Jamia;
- (2) to organize members of the administrative staff of the Jamia with a view to improve their terms of service and working conditions;
- (3) to develop in its members a sense of discipline and responsibility in discharge of their official duties and to strive to improve their efficiency;
- (4) to devise ways, and means for general betterment including improvement of qualifications and professional skill of its members;
- (5) to get legitimate grievances of its members redressed in disputes between them and the authorities of the Jamia;

- (6) to secure representation of its members in the various bodies of the Jamia and to safeguard their interest;
- (7) to promote a healthy and pleasant community life by organizing social, cultural and academic activities;
- (8) to raise special funds when necessary for the promotion of its aims and objects; and
- (9) to help its members in their individual legitimate difficulties and problems.

(IV) MEMBERSHIP

- (1) Any employee of the Jamia falling under the category of administrative staff may become a member of the Association, hereinafter called “**Regular Member**”.
- (2) The rate of subscription for regular members shall be fixed by the General Body from time to time, which shall normally be deducted from their salaries.
- (3) The cabinet may enroll any eminent person as an ‘**Honorary Member**’ of the Association who shall not be required to pay any subscription.

(V) TERMINATION OF MEMBERSHIP

- (1) A person shall cease to be a member of the Association as soon as he resigns or retires from the service of the Jamia.
- (2) The Cabinet shall recommend to the General Body, the termination of the membership of a member for causes detrimental to the Association. Such a member shall be served

with a notice giving him 15 days' time to explain his conduct. If his explanation is not considered satisfactory by the Cabinet a resolution recommending the termination of the membership shall be passed by the Cabinet by a 2/3 majority of the total members of the Cabinet and Shall be submitted to the General Body along with the explanation of the member concerned. The membership of such a member shall stand terminated if such recommendation is approved by the General Body by a simple majority of the members present in its meeting called for the purpose.

VI. GENERAL BODY

- (1) The General Body shall comprise of all the regular members of the Association.
- (2) The General Body shall:
 - i. be the supreme authority of the Association;
 - ii. elect the President, Vice President, General Secretary, Joint Secretary and the members of the Cabinet;
 - iii. approve of the annual budget;
 - iv. approve of the annual report including the audited accounts;
 - v. revise or amend the Constitution; and
 - vi. acquire and hold movable and immovable property.

VII. CABINET

- (1) The Cabinet shall comprise of the General Secretary and ten representatives from the following constituencies.
 - i. Central Offices 3 representatives
 - ii. Faculties 3 representatives
 - iii. Building Department 1 representative
 - iv. Centres 1 representative
 - iii. Library 1 representative.
 - iv. Laboratory 1 representative.
- (2) The members of the Cabinet shall be elected for a term of two years.
- (3) The Cabinet shall:
 - i. consider the applications for membership of the Association;
 - ii. lay down general policies and frame rules in respect of day to day working of the Association;
 - iii. considered recommend the annual budget and report prepared by the Secretary;
 - iv. carry out the work and responsibilities assigned to it by the General Body;
 - v. manage and regulate assets and properties of the Association; and
 - vi. perform such other functions as are conducive to the aims and objects of the Association.

VIII. OFFICE BEARERS

Their term, functions and mode of election.

(1) **PRESIDENT**

The President shall:

- i. be elected by the General Body for a term of two years and shall not be a member of the Cabinet;
- ii. preside over the meetings of the General Body;
- iii. conduct and supervise the General elections himself or through his Nominee(s).

(2) **VICE PRESIDENT:** be elected by the General Body to the term of two years.

(3) **GENERAL SECRETARY**

The General Secretary shall:

- i. be elected by the General Body for a term of two years;
- ii. exercise general supervision and control over the affairs of the Association;
- iii. convene meetings of the Cabinet and General Body;
- iv. be the custodian of all the assets and properties of the Association;
- v. maintain all records of the Association;
- vi. communicate and negotiate on behalf of the Association;
- vii. prepare and present the annual budget and report before the annual meeting of

the General Body after the recommendation of the Cabinet;

- viii. operate the budget and maintain the accounts; and
- ix. perform such other functions as may be assigned to him by the Cabinet and the General Body.

(4) **JOINT SECRETARY**

The Joint Secretary shall:

- a. be elected by the General Body for a term of two years;
- b. act for the General Secretary in his absence; and
- c. perform such other functions as may be assigned to him by the Cabinet and/or General Secretary from time to time.

IX. RESIGNATIONS

Any member or office bearer of the Association may;

- i. resign his membership or office by addressing his letter of resignation to the General Secretary
- ii. In case of the Secretary, such letter shall be addressed to the President of the Association.
- iii. All such letters shall be placed before the Cabinet for its consideration.

X. FINANCIAL YEAR OF THE ASSOCIATION

For financial purposes, the year shall be reckoned from 1st January to 31st December.

XI. ELECTIONS

- (1) All elections shall be held by secret ballot.
- (2) General elections shall normally be held in the month of December.
- (3) All regular members of the Association shall have the right to vote.
- (4) If any constituency does not propose its representative or vacancy eventuates, the representative(s) of such constituency shall be elected by the members in the meeting of the General Body, where proposals shall be made and elections held.
- (5) All vacancies in the cabinet other than that of General Secretary shall be filled within one month of such vacancy.
- (6) The incoming Cabinet shall be deemed to have assumed office from the 1st January after the declaration of the election results.

XII. MEETINGS OF THE GENERAL BODY AND THE CABINET

- (1) The annual meeting of the General Body shall be held in the month of January and other meetings as and when required.
- (2) The ordinary and extraordinary General Body meetings shall require a notice of at least 7 days and 24 hours respectively.
- (3) The president shall preside over the General Body meeting and in his absence the General Body shall elect any of its members to preside.
- (4) The Cabinet shall meet as and when required at a notice of at least 24 hours.

- (5) The quorum for the meeting of the General Body and the Cabinet shall be 1/3 of their total membership.
- (6) The quorum of the General Body meetings called to consider the amendments in the Constitution shall be the simple majority of the Association.
- (7) Unless otherwise provided, all matters shall be decided by a simple majority vote at meetings of the General Body and the Cabinet. The President shall have a casting vote in case of a tie

XIII. REQUISITION OF MEETING

- (1) The General Secretary shall be bound to convene a meeting of the General Body if he receives a written request signed by at least one fourth of the total members of the Association and the meeting shall be convened within 7 days of the receipt of the request.
- (2) Request for such meeting shall specially mention the purpose of the requisition.
- (3) A meeting of the Cabinet shall be convened if the requisition is signed by at least 2/3 of the total members of the Cabinet and the meeting shall be convened within 3 days of the receipt of the request.

XIV. FUNDS

- (1) The funds of the Association shall be deposited with the Jamia and/or in any bank approved by the Cabinet. Money as and when required may be withdrawn from the Jamia/Bank with the signatures of the General Secretary.
- (2) Each year 5% of the total annual income shall be deposited in the Bank as Reserve Fund of the Association.
- (3) The Reserve Fund shall be utilized for such purposes as are proposed by the Cabinet and approved by the General Body by its 2/3 majority provided that the Fund shall not be utilized for recreational activities.
- (4) Special funds shall be utilized exclusively for the purposes for which they are raised.

XV. VOTE OF NO CONFIDENCE

- (1) The General Body shall have the power to bring a vote of no confidence against the Cabinet, the office bearers, excluding the President, or any particular member(s) of the Cabinet. The quorum of the meeting called for such purpose shall not be less than 2/3 of the total membership of the Association and the vote of no confidence shall be passed by a $\frac{3}{4}$ majority of the members present.
- (2) If the Cabinet is ousted from office, the President shall assume all the powers till new elections are held and the new Cabinet assumes office.

XVI. AMENDMENTS TO THE CONSTITUTION

- (1) A notice for motion to amend the Constitution shall be submitted to the General Secretary in writing by at least one-fourth of the total members of the Association. The General Secretary shall issue notice of the meeting to consider the motion within three days of the receipt of the motion and shall call a meeting of the General Body for this purpose not earlier than 7 days and not later than 15 days from the date of the circulation of the motion.
- (2) Amendments to the Constitution may be moved only at a meeting of the General Body called for the purpose and shall be passed by 2/3 majority of votes of the members present.

As adopted by the General Body at its meeting held on December 30th 1971 and enforced w. e. f. January 1st 1972 with amendments approved by the General Body at its meeting held on July 22nd 1972. As approved by the Executive Council of JMI vide its resolution No. 5 dated 29th October 1972.

AMENDMENT – 2005

(1) ELECTIONS BYE-LAWS

As specified in the constitution vide Para VIII-(1) (iii) the President of the Association shall conduct and supervise the General Elections himself or through his nominee(s) according to the following Bye-Laws with reference to Para XI of the Constitution regarding Elections.

1. The notice for holding the elections shall be circulated among the members of the Association at least 20 days before the date fixed for the elections and a complete list of voters shall be put on the notice board at the office of the Association.
2. Any objection to the list shall be considered and if necessary, corrections be made in the list within the next 3 days and a final list shall appear on the fourth day of the notice.
3. Proposals for candidates, with the signatures of a proposer, a seconder and the candidate's consent shall reach the president/nominees(s) within the next 4 days.
4. The names of the candidates shall be put on the notice board and three days' time shall be given for withdrawals if any.
5. Final list of candidates shall be put on the notice board within the next two days.
6. Counting of votes shall be done in the presence of the candidates and/or their agents.

Eligibility of the candidates for the election

All regular members of the Association who are the permanent employees of the Jamia shall be eligible for contest in the election.

(I) On the recommendations of the General Body of the Jamia Administrative Staff Association (JASA), the Majlis-e-Muntazimah (E.C.) held on 04.03.2005 has approved the following amendments to be made in the constitution of JASA as under:

- (1) "Scholarship for the JASA members' ward on need-cum-merit basis."
- (2) "the President and the Joint Secretary will be elected through General Election."

(II) On the recommendations of the General Body of the Jamia Administrative Staff Association (JASA), the Majlis-e-Muntazimah (E.C.) held on 24.01.2018 has approved the following amendments to be made in the constitution of JASA as under:

- (1) Creation of one post of Vice-President.
- (2) One post of Cabinet Member for Centres of JMI.
- (3) One post of Cabinet Member for Building & Construction Department of JMI

(III) On the recommendations of the General Body of the Jamia Administrative Staff Association (JASA), the Majlis-e-Muntazimah (E.C.) held on 02.05.2019 has approved the following amendments to be made in the constitution of JASA as under:

**Change of Designation of Secretary, JASA:
From Secretary to General Secretary, JASA**