

# **NORTH EAST REGION COMMONWEALTH PARLIAMENTARY ASSOCIATION**

(NERCPA)

CONSTITUTION



**NORTH EAST REGION COMMONWEALTH  
PARLIAMENTARY ASSOCIATION**

**SECRETARIAT**  
(2<sup>nd</sup> Edition-2010)

**Dispur, Guwahati, Assam**

## CONTENTS

TITLE	
Preamble	1
1. Aims	1
2. Patron	1
3. The Vice-Patrons	2
4. Branches of the Association	2
5. Suspension of Rights of Membership of a Branch	2
6. Abeyance of Branch Membership	2
7. Notice of Suspension of Rights or Abeyance of Membership of Branches and Right to appeal.	2
8. Termination of Membership	3
9. Rights of Branches	3
10. Financial obligation of Branches	3
11. General Assembly	3
12. The Officers of the Association	3
13. Headquarters	3
14. Chairman and Vice-Chairman	3
15. Election of the Chairman	3
16. Term of Office	3
17. Duties of Chairman	3
18. Composition	4
19. Quorum of the Meeting of the Executive Committee	4
20. Powers of Committee	4
21. Duties of the Committee	4
22. Secretariat	5
23. Annual Conference	6
24. Minutes	6
25. Amendment of Constitution	6
26. Dissolution of the Association	7

# **NORTH EAST REGION COMMONWEALTH PARLIAMENTARY ASSOCIATION**

## **CONSTITUTION**

### **PREAMBLE**

The Parliamentarians in the North East India, irrespective of race, religion or culture being united by community of interest, respect for the rule of law and individual rights and freedoms, and by pursuit of the positive ideals of parliamentary democracy, have established an association called the “North East Region Commonwealth Parliamentary Association”- (NERCPA)

#### **1. Aims**

The aims of the Association are to promote knowledge of the constitutional, legislative, economic social, and cultural aspects of parliamentary democracy with particular reference to the eight (8) North East States which are sub-branches of the Main CPA India Branch.

Without restricting the generality of Paragraph (1) the Association shall pursue its aims:-

- (a) By arranging North East Region Commonwealth Parliamentary conferences annually and other conferences, seminars, meetings, study tours;
- (b) By providing, facilities for the exchange of visits between Members of the Branches of the Association;
- (c) By publishing material relevant to the aims and activities of the Association, which shall include regular publication of a periodical devoted to Constitutional, legislatures; socio-cultural and economic affairs with particular reference to the North Eastern States;
- (d) By maintaining at the Secretariat of the Association a centre for the dissemination and exchange of information on parliamentary matters and on the evolution of socio cultural and political history of the eight(8) North East States.

#### **2. Patron**

The patron of the Association shall be the Speaker, Lok Sabha.

#### **3. The Vice-Patrons**

The following shall be the Vice-Patrons of the North East Region Commonwealth Parliamentary Association (NERCPA)

1. The Chief Minister of Assam
2. The Chief Minister of Nagaland
3. The Chief Minister of Meghalaya
4. The Chief Minister of Manipur
5. The Chief Minister of Arunachal Pradesh
6. The Chief Minister of Tripura
7. The Chief Minister of Mizoram
8. The Chief Minister of Sikkim.

**4. Branches of Association**

- (i) The Association shall be composed of Branches which have been formed within Legislatures of the North East States of India and
- (ii) It shall comprise Mps/ MIAs of Arunachal Pradesh, Assam, Nagaland, Manipur, Meghalaya, Mizoram, Sikkim, and Tripura as Members.

**5. Suspension of Rights of Membership of a Branch**

**The Executive Committee:**

- (a) May suspend the rights of membership of a Branch which has more than 12 months in arrears in paying its Annual membership Fee or meeting its other prescribed financial obligations to the Association;
- (b) Shall rescind such suspension on the payment by the branch of such arrear.
- (c) May rescind such suspension where it is satisfied that the branch is able and willing to meet its financial obligations and in rescinding such suspension may waive any or all the membership fees and other financial obligations of the branch outstanding at the time of its suspension;

**6. Abeyance of Branch membership**

- (i) The Executive Committee may place the membership of a Branch in abeyance where it is satisfied that the legislature in which the Branch is formed has ceased to function as a legislative body.
- (ii) The Executive Committee may re-instate the membership of the Branch which has been placed in abeyance, as and when satisfied.

**7. Notice of suspension of Rights or abeyance of membership of branches and Right to Appeal.**

- (i) Where the rights of membership of a Branch have been suspended and its membership has been placed in abeyance, the Secretary shall take all reasonable step to give written notice of the decision to the Branch.
- (ii) Where the rights of membership of a particular Branch have been suspended and its membership has been placed in abeyance, the Branch;
  - (a) May request the Executive Committee to review its decision and
  - (b) Shall have the right of appeal to the General Assembly against the decision of the Executive Committee.

**8. Termination of Membership**

A Branch may terminate its membership of the Association by written notice to the Secretary.

**9. Rights of Branches**

Each Branch shall be:

- (a) Included in a region of the Association and
- (b) Entitled to send a prescribed number of delegates and officials to each annual conference.

**10. Financial Obligations of Branches**

- (1) Each Branch shall be liable to pay by April each year the prescribed membership fee of Rs. 1Lakh for creating a corpus fund and to fulfill other prescribed financial obligations of its membership.
- (2) A Branch shall not incur financial obligations during a period in which:
  - (a) Its rights of membership have been suspended or
  - (b) Its membership has been placed in abeyance.
- (3) A branch which terminates its membership of the Association shall be liable to pay the prescribed membership fee for the year in which its termination is duly notified and any other financial obligations which are then due to the Association.

**11. General Assembly**

- (1) The General Assembly shall have ultimate authority to determine the policy and of management of the Association.
- (2) Without restricting the generality of paragraph(1) the General Assembly shall determine :
  - (a) The annual membership fee and other financial obligations of the members of Association.
  - (b) The inclusion of any new branch.
- (3) The following shall be entitled to attend the General Assembly as delegates:
  - (a) Officers of the Association;
  - (b) Delegates and officers of each branch to the Annual Conference at which the meeting of the General Assembly is held.
- (4) Other persons may be invited by the Association to attend the General Assembly as observers.

**12. THE OFFICERS OF THE ASSOCIATION**

**13. Headquarters**

The Headquarters of the Association shall be at Dispur, Guwahati, Assam.

**14. Chairman & Vice Chairman**

There shall be a Chairman and a Vice Chairman from Hon'ble Speaker or Dy. Speakers.

**15. Election of the Chairman**

The Chairman shall be elected on a nomination by the Executive Committee from amongst the Speakers of North East Region by rotation while the Vice –Chairman be elected either from amongst the Speakers or Deputy Speakers.

**16. Term of Office**

The term of Office of the chairman and the Vice-Chairman shall be two-years.

**17. Duties of Chairman**

- (i) The Chairman shall be the Executive head of the Association.
- (ii) The Chairman shall preside over all the meetings of the Executive Committee.

- (iii) The Chairman shall be the official spokesman of the Association on all matters affecting the policy of the Association.
- (iv) The Chairman shall co-ordinate the work of and provide policy guidance to the Sub-Committees of the Executive Committee.

**18. Composition**

There shall be an Executive Committee consisting of members as follows:

- (i) The Chairman, Vice – Chairman and the Treasurer of the Association.
- (ii) The Speakers/Deputy Speakers of eight States Legislature in North East India.
- (iii) Secretary of the Association.
- (iv) The Secretaries of eight States legislature in North East India.
- (v) Director, NERIPSTR

**19. Quorum of the Meeting of the Executive Committee**

- (i) The Executive Committee shall meet at least twice in a calendar year.
- (ii) The quorum for the Executive Committee shall be of one-third of the total members.

**20. Powers of the Committee**

- (1) The Executive Committee shall be vested with the control and management of the activities and business of the Association and may, exercise all powers and do such acts as may be exercised or done by the Association, except such powers or acts as are expressly required to be exercised or done only by the Annual Conference.
- (2) The Executive Committee shall in particular have the power:
  - (a) To manage and control the revenues, expenditures, credits ,investments and property of the Association;
  - (b) To authorize members of branches or Officials as necessary to execute financial and other instruments;
  - (c) To authorities the issue of publications of the Association;
  - (d) To prescribe the terms and conditions of service of the Secretariat;
  - (e) To determine the size and composition, both permanent and temporary, of the establishment of the Secretariat from time to time.
  - (f) To appoint or terminate the services of the staff;
  - (g) To delegate as necessary authority to act on its behalf;
  - (h) To constitute Sub-Committees and its discretion to appoint the members thereof. Sub- Committees may include members of Branches who are not members of the Executive Committee;
  - (i) To do all other acts which may be necessary to give effect to the aims of the Association.
- (3) Any authority granted by the Executive Committee to any person shall be confirmed in writing by the Secretary.

**21. Duties of Committee**

The Executive Committee shall:

- (a) Submit to each Annual Conference a full report on the activities and business of the Association to date and plans for future years;

- (b) Submit to the Annual Conference a statement of accounts and balance sheet certifies by the Association's auditors for the previous financial year and for any earlier period in regard to which a statement of account and balance sheet has not been submitted.
- (c) Present to the Annual Conference a budget of revenues and expenditures for the next financial year and a projection of the finances of the Association for ensuing years;
- (d) Appoint a Finance Sub-Committee which shall have the necessary authority to examine and report on the financial affairs of the Association. It shall consist of the Treasurer and not more than seven persons who are members of Branches of the Association who have appropriate financial experience;
- (e) Prepare the agenda for the Annual Conferences and make other necessary arrangement in regard to such Conference in consultation with the Branches hosting such Conferences;
- (f) In exercising its powers under clause 19(2), take into account the need, wherever practicable, to maintain regional balance among the officers, Sub-Committee and staff of the Association.

## **22. Secretariat**

- (1) There shall be a Secretariat of the Association consisting of:
  - (a) a Secretary who shall be appointed by the Executive Committee. He shall be the Chief Executive Officer of the Association and shall be Head of the Secretariat;
  - (b) a Deputy Secretary who shall be appointed by the Executive Committee;
  - (c) Such other staff as may be appointed by the Secretary, subject to the general directions of the Executive Committee, the establishment of the Secretariat and the availability of funds for the purpose within the approved budget.
- (2) Subject to the direction of the Annual Conference or the Executive Committee as the case may be, the Secretary shall manage the day-to-day affairs of the Secretariat and of the Association.

He or She shall be answerable for the day-to-day administration of the Association, subject to policy directives and guidelines given to him or her by the Annual Conference through the Executive Committee and the Chairman of the Executive Committee. In particular, the Secretary:-

- (a) Shall act as Secretary to all meetings of plenary conference, General Assemblies, Executive Committee and Sub-Committees.
- (b) Shall be responsible for the implementation of decisions made by the General Assembly and the Executive Committees:
- (c) Shall administer the staff of the Association at the Headquarters Secretariat and enforce staff discipline in accordance with the Association's general conditions of service and subject to the provisions of the Constitution, individual staff contracts and such directives as the Executive Committee may give him or her from time to time.
- (d) Shall maintain records of all meetings of the Association, inventories of the Association's property, assets and accountable documents and

- (e) Shall undertake such other duties as may be assigned to him or her by the General Assembly, the Executive Committee or the Chairman of the Executive Committee from time to time.
- (3) In the event of a vacancy in the office of Secretary, the Deputy Secretary shall act as the Secretary until the vacancy is filled by the Executive Committee. In the event of the Office of the Deputy Secretary then being vacant, the Executive Committee shall appoint an acting Deputy Secretary until the vacancy is filled by the Executive Committee.
- (4) The services of the staff of the Association may be terminated as follows:
  - (a) In the case of the Secretary by the Executive Committee.
  - (b) In the case of the Deputy Secretary, by the Executive Committee.
  - (c) In any other case, by the Secretary.(See-Schedule I & II)

**23. Annual Conference**

- (1) The Annual Conference shall be held every year.
- (2) The Annual Conference shall have ultimate authority to determine the policy and management of the Association.
- (3) Without restricting the powers under Para 11(3) supra, the following shall be entitled to attend the Annual Conference.
  - (a) Officers of the Association.
  - (b) Secretary of the Association.
  - (c) Speakers and Deputy Speakers of Member States Legislature.
  - (d) All the M.Ps of the North East States.
  - (e) Secretaries of the member State Legislatures.
- (4) The Speaker of the Legislative Assembly at which Annual Conference is held shall be the Chairman of the Conference.

**24. Minutes**

- (1) It shall be the duty of the Secretary to keep in books maintained for the purpose, the minutes of all meetings of the Annual Conference /Executive Committee and of other Committees and Sub-Committee of the Association.
- (2) An entry in the relevant minutes book of the declaration by the Chairman of the result of any vote at any meeting shall be conclusive evidence of result of such a vote.

**25. Amendment of Constitution**

The Constitution may be amended at the Annual Conference but not otherwise. No amendment shall be valid unless at least two third of the members present and entitled to vote at such conference vote in favour of such amendment.

An amendment to the constitution may be proposed only by a Branch or by the Executive Committee and if proposed by a Branch, must be notified to the Secretary sixty days prior to the General Assembly at which it is to be submitted and whether proposed by a Branch or by the Executive Committee, the proposed amendment shall be communicated by the Secretary to every Branch not less than forty-five days before the said General Assembly.



Provided that no such amendment shall be made which would have the effect of causing the Association to cease to be a charity of law.

**26. Dissolution of Association**

In the event of the dissolution of the Association any surplus funds/its properties shall be given or transferred to such other charitable body having objects similar to the Association as the Association shall in general nominate at a meeting summoned to consider the same at or before the time of dissolution or in default thereof to such charity as shall be determined by the Annual Conference.

**SCHEDULE-I**  
**(Rule 21)**

**Secretary (1)**

|  
|

**Deputy Secretary (1)**

|  
|

**Senior Assistant (1)**

|  
|

**Steno Grade-II (1)**

|  
|

**Peon/Chowkidar (2)**

|  
|

**Driver (1)**

## **SCHEDULE-II**

<b>Sl. No</b>	<b>Name of the post</b>	<b>Scale of Pay</b>
1.	Secretary (1)	Rs. 4450-150-5200-(B)-175-5900-200-6500/-
2.	Deputy Secretary (1)	Rs. 3275-100-3575-125-4200-EB-125-4450-150-5050/-
3.	Senior Assistant (1)	Rs. 1475-40-1635-50-2035-EB-60-2395-80-2875-100-3575-125-3825/-
4.	Steno Grade-II (1)	Rs. 1475-40-1635-50-2035-EB-60-2395-80-2875-100-3575-125-3825/-
5.	Peon/Chowkidar (2)	Rs. 900-15-1005-20-1105-EB-1125-30-1435/-
6.	Driver (1)	Rs. 975-15-1005-20-1205-EB-20-1225-30-1435-40-1635-50-1935/-