

INDIAN BANK OFFICERS' ASSOCIATION DELHI

RULES AND BYELAWS

1. **Name** The name of the union shall be **INDIAN BANK OFFICERS' ASSOCIATION DELHI¹**
2. **Objects** The objects of the association shall be
- (a) To foster a spirit of co-operation and fraternity amongst the members of the association and ensure loyalty to the Bank. ¹
 - (b) To organize and unite all officers of Indian Bank at its Head Office, Corporate Office , Branches and other offices and to regulate their relationship with the Bank.
 - (c) To secure to the members fair conditions of life and service.
 - (d) To watch and promote the rights and privileges of all the members in all matters relating to their employment and non-employment.
 - (e) To redress grievances and to ameliorate, safeguard and protect the interests of the members by representations, negotiations and other constitutional and legal means including strike, with such notice as may be required by Law for the time being in force.
 - (f) To endeavor to settle disputes between Management of the Bank and officers amicably so that cessation of work may be avoided.
 - (g) To endeavor to render aid to the members during any strike brought with the sanction of the association or a lock-out.
 - (h) To endeavor to secure compensation for members in case of accidents, injuries, or death sustained while on duty or while acting in the interest of the Bank.

¹ Indian Bank Officers' Association Delhi is a Federation of Association consisting of State of Delhi, Rajasthan and Haryana. The Association was founded in 1984 as Indian Bank Officers' Organisation (North Zone) and subsequent to merger of Allahabad Bank into Indian Bank with signing of MoU between Associations renamed as Indian Bank Officers' Association Delhi

INDIAN BANK OFFICERS' ASSOCIATION DELHI

RULES AND BYELAWS

- (i) To endeavor to render relief to needy or distressed Members and or their dependents in cases unemployment sickness, death, accident, detention or conviction by Government for
- (j) To endeavor to provide legal assistance to members in respect of matters arising out of incidental to the conditions of their employment or non-employment.
- (k) To endeavor to obtain information in reference to Banking in India and outside.
- (l) To arrange for lectures and debates on Banking Mercantile Law, Economics and other kindred subjects and also on such other subjects which the members are interested in.
- (m) To edit and publish, if possible, a periodical, voicing amongst other matters, the grievances of the employees and containing matters of interest to them for circulating among the officers and other persons interested in Trade Union Movement.
- (n) To found, if possible, for the benefit of the members, clubs and to organize facilities for sports and recreation, entertainment etc.
- (o) To encourage thrift and co-operation and to promote co-operative societies for the benefit of members.
- (p) To raise and acquire such money or moneys by subscriptions, donations, or loans from members or others as may be determined necessary for the furtherance of the objects of the association.
- (q) To purchase, take on lease or in exchange, hire or otherwise acquire and hold and manage any immovable properties and any rights and privileges which the association may think necessary and convenient with reference to any of these objects and capable of being

INDIAN BANK OFFICERS' ASSOCIATION DELHI

RULES AND BYELAWS

used profitably.

- (r) To sell, to lease, exchange or mortgage or dispose off any of the properties for such consideration as the association thinks fit.
- (s) To draw, make, accept, endorse and negotiate cheques, promissory notes, bills of exchange and other negotiable instruments in pursuance of the objects of the association.
- (t) To co-operate, federate, and affiliate itself or to merge with association of labor, particularly those having similar objects in India and outside and to help the working class in accordance with the Indian Trade Unions Act, particularly those engaged in Banking profession.
- (u) To take such other steps as may be necessary to ameliorate the physical, social, economic and civic conditions of the members.
- (v) And generally to do all such other acts as may be considered necessary, incidental or conducive to the attainment of the above objects, or any of them, subject always to the provisions of Section 15 of the Indian Trade Unions Act, 1926 or to provisions of any other Law for the time being in force.

3. Membership

Any officer employed by the Indian Bank and who is not below the age of 18 years shall be eligible to become an ordinary member of the association provided he/she submits a written application to the association in the form appended seeking admission and agreeing to abide by the rules and bye-laws that may be made by the association from time to time. The term 'Officer' shall include probationers, officer-on- contract etc. appointed to work in the Bank even though not drawn into the permanent cadre. The Executive Committee shall be competent to accept or reject any application without assigning any reasons

INDIAN BANK OFFICERS' ASSOCIATION DELHI

RULES AND BYELAWS

therefore.

4. Honorary Members :

Person not actually engaged or employed in the industry or retired office bearers with which the association is connected may be admitted as honorary members of the association. The number of such honorary members shall not be more than half the number of members in the Executive Committee of the association or five (5) whichever is lower. Such honorary members shall not have any voting rights.

5. Subscriptions :

- (a) Every ordinary member shall pay subscription at the rate of Rs. 200/- p.m.
- (b) The Executive Committee shall have the right to levy special subscriptions and donations, recurring or otherwise.
- (c) The Executive Committee may require members to pay their subscription in advance up to 12 months. If any member ceases to be a member of the association within such period, no refund will be made out of such subscriptions collected.
- (d) Any member who fails to pay his/her subscription for three consecutive months shall cease to be a member and shall forfeit his claim to any benefit from the association from the date of his ceasing to be a member. The Executive Committee may restore the membership of such person if he/she pays his/her arrears of subscription.

6. Benefit to members :

- (a) With reference to the financial position of the association the Executive Committee shall decide from time to time the benefits to be given to the members. A member shall be entitled to the benefits of the Association only if he/she has been a member for at least six months and if he/she has paid his/her subscription and dues up-to-date.
- (b) A member of the association who is in arrears of

INDIAN BANK OFFICERS' ASSOCIATION DELHI

RULES AND BYELAWS

subscription or dues shall not be entitled to any benefits until all such arrears and dues have been paid and a period of at least two months has elapsed from the date of payment of such arrears the executive Committee shall be competent to waive operation of this rule if it deems necessary.

7. Removal of Membership :

Any office bearer or member of the association found working against the interests of the association or otherwise punished on a resolution to that effect passed at a meeting of the Executive Committee of the Association, provided the member concerned is given previous intimation of the action proposed to be taken against him. A member so punished shall have the right to appeal to the General Body.

8. Strike :

If a member goes on strike without the sanction of the association, he/she shall not be entitled to any benefits from the association from the date on which he/she has been on strike from work. This is in addition to any other penalty which may be imposed on him/her under the previous rule.

9. Financial Year :

The financial year of the association shall be from 1st of April to 31st March of Next Year

10. Registers Maintenance & Inspection :

A register of member, account books and other prescribed registers and books shall be kept at the Registered Office of the Association and properly maintained by the office-bearers responsible. The registers and books should be open to inspection by any office-bearer or member of the association at the Registered office on all working days when the Registered Office is open, with prior notice of three days to the General Secretary of the Association.

INDIAN BANK OFFICERS' ASSOCIATION DELHI

RULES AND BYELAWS

11. Management & Office (a) bearers :

²Central Executive Committee-Federal Unit

Post	Number
President,	1 Post
Working President	1 Post
Vice-Presidents	3 Post
General Secretary	1 Post
Joint General Secretary	1 Post
Deputy General Secretaries	2 Post
Asst General Secretaries	2 Post
Organizing Secretaries	2 Post
Treasurer	1 Post
Assistant Treasurer	1 Post
Executive Committee Members*	20 Post
Reservation : 1 Lady Officer Per Zone	5 Post
Total	40 Post

*All the Zonal Secretaries, Zonal Presidents, Asst Zonal Secretary, Treasurers shall be ex-officio Executive Committee Members (20 Nos) & In case such an Office Bearer is also a Federal Executive committee Member then the vacant post in lieu shall be filled by Zonal Vice President of that Unit.

The structure will be Federal² in nature with Central Executive Committee as the decision making body. The affairs of the association shall be conducted by a Central Executive Committee consisting of these Federal Office Bearers, i.e. A President, a Working President , 3 Vice-Presidents of the Units , a General Secretary, a Joint General Secretary , 2 Deputy General Secretaries, 2 Asst General Secretaries , 2 Organising Secretaries, a Treasurer , 2 Assistant Treasurers and Executive Committee Members to be elected from Units Executive Committee duly elected by the Annual General Body Meeting or at an Extra-Ordinary General Body Meeting specially called for the purpose. The maximum strength of Executive Committee shall not be more than 40 members including Principal Office Bearers. The Executive Committee Members shall be elected/ nominated from Units in following proportion. Executive Members - 1 Representative for each 40 member & 1 Lady Comrade per Zone should be included compulsorily in Federal Executive Committee.

³Zonal Unit Executive Committee

Post	Number
Zonal Secretary	1 Post
Asst Zonal Secretary	1 Post
Zonal President	1 Post
Zonal Vice President	1 Post
Zonal Treasurer	1 Post
2 Lady representatives -Compulsory	2 Post
Executive Committee Members	8 Posts
Total Posts	15 Posts

Zonal Unit Executive Committee³:-

Unit Executive Committee will consist of a Zonal Secretary, a Asst Zonal Secretary, a Zonal President, a Zonal Vice President, 1 Zonal Treasurer , 2 Lady representatives (Maximum) duly elected/nominated in the respective regional conferences and duly approved by the General Body. The Zonal Unit Level Executive Committee shall not have more than 15 members including Office Bearers.

The Zonal Unit Level Executive Committee shall work under the directions and supervision of Central Executive Committee. Any decision taken by Central Executive Committee shall be binding on the Unit Executive Committee.

INDIAN BANK OFFICERS' ASSOCIATION DELHI

RULES AND BYELAWS

Every Zonal Unit shall send to Central Executive Committee a statement of Income & Expenditure within 15 days of end of Financial Year i.e. within 15 day of 31st March of that particular Year.

- (b)** The elected members as above shall have the power to fill up the interim vacancies in the Executive Committee by co-option and the co-opted members shall hold until next election. None of the members of the Executive Committee shall be below the age of eighteen years.
- (c)** Any member of the Executive Committee who falls to attend three consecutive meetings of the Committee without prior permission shall be deemed to have vacated his position. The Committee shall however have the power to reinstate such member. Members of the Executive Committee situated outside the Head Quarters shall be deemed to have been exempted from attendance at Committee meetings & for purposes of the quorum. The quorum at meetings of the Committee shall be 1/3 the members situated at the Head Quarters.
- (d)** Any member who has completed at least one calendar year of his membership of Association can contest for any post declared by Executive Committee for election.

12. Meeting

: Meetings of the Executive Committee shall be held once in three months or as often as may be necessary in the opinion of the President. On receipt of a requisition from one third of the members of the Committee the President shall convene a special meeting of the Committee within ten days of the requisition.

The quorum for meeting of the Executive Committee shall be as prescribed under Rule 11(c). Three day's notice shall be given for a meeting of the Executive Committee ordinarily. However, urgent meetings of the Committee

INDIAN BANK OFFICERS' ASSOCIATION DELHI

RULES AND BYELAWS

may be called at twenty-four hours' notice. The notice should specify the subjects to be discussed.

FUNCTIONS OF OFFICE BEARERS

- 13. President** : The President shall be the executive head of the Association and his advice shall be taken in all matters pertaining to the administration of the Association. He shall preside over all meetings of the Association and have a casting vote only in the event of equality of votes. He is empowered to conduct negotiations along with the General Secretary and sign agreements on behalf of the Association which have the consent of the Executive Committee. The President shall have powers to call special meetings of the Executive Committee or the General Body. In cases of requiring immediate attention, he may adopt such measures as the circumstances may demand in consultation with the Executive Committee Members available at the time and report his action to the Executive Committee.
- 14. Vice President** : Vice Presidents shall assist the President and act for him in his absence. When there is more than one Vice President, the Executive Committee shall decide as to whom of them shall act for the President. When the President and Vice Presidents are not present to preside over any meetings of the Association the Meeting concerned shall elect a Chairman from among the members present.
- 15. General Secretary** : The General Secretary shall act and perform all such duties as are necessary for achieving the objects of the Association. He shall conduct all correspondence, convene all meetings, record and maintain minutes of the proceedings of all meetings and generally exercise control and supervision over the affairs of the Association. He shall prepare at the close of each year an annual report on the

INDIAN BANK OFFICERS' ASSOCIATION DELHI

RULES AND BYELAWS

working of the association for the year showing its activities, progress, financial conditions etc. the draft of the report shall be subject to the approval of the Executive Committee before presenting it to the General Body. In case of emergency requiring immediate action and in the absence of the President. He may adopt such measures as are absolutely necessary in consultation with the Executive Committee members available at the time. The General Secretary shall be responsible for submitting the statements and other documents required to be submitted by the Association under the Indian Trade Unions Act, 1926. He shall have the power to engage or relieve in consultation with the President and subject to the approval or confirmation of the Executive Committee, any assistants for organizing and clerical purposes he considers necessary, either at a fixed salary or on remuneration such persons as are necessary. All such assistants shall be under the control of the General Secretary. He shall conduct negotiations and also sign agreements on behalf of the association which have the consent of the Executive Committee, along with the President and/or the other office-bearer/s as directed by the Executive Committee.

- 16. Secretaries** : The Secretaries shall look after the association al work in their respective Units as directed by the Executive Committee from time to time. The Joint Secretaries shall assist the General Secretary in his work and shall act for him in his absence. Nothing in this rule shall be deemed to confer on any other person, the power and right to exercise the powers of the General Secretary, so long as the General Secretary is himself able to perform them.

INDIAN BANK OFFICERS' ASSOCIATION DELHI

RULES AND BYELAWS

- 17. Treasurer & Joint Treasurers :** The Treasurer and Assistant Treasurer shall receive all money payable to the association by the members and others issue receipts for moneys received shall disburse all payments for and on account of the association, keep accounts and have custody and be responsible for all properties and valuables of the association.

GENERAL BODY MEETING :

- 18. (i)** There shall be a General Body meeting once in three years to transact the following business :
- (a)** To adopt the report of the work done by the Association and consider the audited statements of the previous years and report of the Auditor thereon.
 - (b)** Election to various posts to be conducted in the General Body.
 - (c)** To transact such other business as may be brought forward after notice in the prescribed manner. Such meetings shall be held at centers as the Executive Committee may decide.
 - (d)** The President/Working President may call a special meeting of the members of the association whenever he thinks it necessary, and shall do so on a requisition signed by one fifth of the total number of members of the association , within two months on receipt of such requisition. Such meeting shall also be called upon requisition by three fourth of the Executive Committee within two months of such requisition.
 - (e)** Members desiring to move any resolutions or amendments to the bye-laws at the General Body meeting shall give 10 days' clear notice to the General Secretary.

INDIAN BANK OFFICERS' ASSOCIATION DELHI

RULES AND BYELAWS

(f) The non-receipt by any member of the notice convening any ordinary or extra-ordinary general body meeting or copies of the resolutions and rules to be moved in the meeting shall not invalidate the proceedings of the meeting.

(g) The quorum for a meeting of the General Body of the Association shall be one fifth of the members of the Association or twenty five whichever is less. No quorum shall be necessary for a meeting adjourned for want of quorum.

15 days notice shall be given for the General Body Meeting. The Notice such given shall specify the objects of the meeting.

19. Funds

The funds will be primarily collected by subscription.

General Funds of the association shall be deposited in the name of the Association in Bank approved by the Executive Committee. The accounts with such Banks shall be operated by the office bearers authorized by the Executive Committee in this behalf. The Treasurer and the General Secretary shall be authorized to retain up to Rs.10, 000/- (Rs. Ten Thousand only) for meeting current items of expenditure. Items of expenditure exceeding Rs. 10,000/- (Rs. Ten Thousand shall have the approval of Executive Committee.

20. Amendment

Any amendment, changes to byelaws can be done by way of special meeting and amendment passed through majority of members attending and voting. Such a meeting shall need a notice of 15 days.

21. Audit

: The accounts of the Association shall be audited once a year by an Auditor possessing the qualification prescribed under the Trade Unions Act. The responsibility shall be upon the Executive Committee to see that the

INDIAN BANK OFFICERS' ASSOCIATION DELHI
RULES AND BYELAWS

Accounts are so audited.

- 22. Dissolution** : The association shall not be dissolved except by a vote of 2/3 members present at a General Body Meeting specially convened for this purpose. The funds and assets of the Association after meeting all liabilities shall be disposed off in accordance with the decision of the dissolution meeting.
- 23. Union Elections** : The Executive Committee shall form and adopt the Model Election Rules. The elections shall be held once in Three years. The member and the Office Bearers and the Executive Committee members so elected shall continue to hold Office until next election.

