



STATE BANK OF INDIA

OTHER BACKWARD CLASSES (OBCs) EMPLOYEES' WELFARE ASSOCIATION
(CHANDIGARH CIRCLE)
(Regd. No. 234 of 2015-16)
(Affiliated to National Union for Backward Classes, New Delhi)

BYE-LAWS

01. NAME OF THE ASSOCIATION

State Bank of India Other Backward Classes (OBCs) Employees' Welfare Association (Chandigarh Circle).

02. ADDRESS& REGISTERED OFFICE

#545, Urban Estate, Phase-2, Patiala.

03. AREA OF OPERATIONS

The area of operation of the Association shall be confined to State Bank of India, Chandigarh Circle. The Association shall be subject to the jurisdiction of Courts only at Patiala where the head quarter of the Association situated.

04. DEFINATIONS

The following expressions used in these Bye-Laws and Rules, unless the context otherwise provides, shall mean as under.

a)"**WELFARE ASSOCIATION**" means State Bank of India Other Backward Classes (OBCs) employees' Welfare Association.

b)"**MEMBERS**" means Officers/Award staff/Sub-staff/Watch & ward belonging to OBCs community working in State Bank of India who is on the present employment of the bank.

c)"**BANK**" means State Bank of India.

d)"**CENTRAL OFFICE BEARERS**" means President, Vice President, General Secretary, Deputy General Secretary, Asst. General Secretary & Treasurer

e)"**EXECUTIVE COMMITTEE MEMBERS**" means all Central Office Bearers and Zone Vice Presidents (AO).

f)"**ZONAL COMMITTEE**" means Zonal Vice President (AO), Zonal Secretary(AO),& Zonal Asst. Secretary(AO).

g)"**REGIONAL COMMITTEE**" means Regional Secretary, Asst. Regional Secretary(RBO)

05. OBJECTIVE OF THE ASSOCIATION

- 1) To organize and unite all employees belonging to Other Backward Classes working in State Bank of India for welfare activities.
- 2) To take up the grievances of the Other Back Ward Classes (OBCs) employees' with the Bank Management and Trade Unions.
- 4) To educate and help the members to avail the concession/benefits given to the OBCs by the Government of India/respective State Governments.
- 5) To work for upliftment of OBCs in the bank in particular and in the society, in general.
- 6) To co-ordinate/co-operate and affiliate with other organizations, particularly those having similar aims and objectives, working in India/abroad.
- 7) To try to redress grievances of the members.
- 8) To receive grants from Public Institutions/Government agencies and the public to run Schools/Collages, Hospitals and to conduct educational programmes, courses etc., welfare activities.
- 9) To take such other steps as may be necessary to ameliorate the social, economic and research programmes.
- 11) To edit and publish books, magazines, teaching aids and periodicals voicing amongst other matters, grievances of the OBCs and containing matters of interest to them for circulation amongst all members.
- 12) To acquire, hire, sell, lease whole or part of any building or property for the furtherance of the objects of the association.
- 13) To maintain and promote amongst members in the service of the Bank, spirit of service to the banks constituents and public generally and of loyalty towards the institutions, to take all steps to maintain a standard of efficiently and upright conduct consistent with the traditions of the bank.
- 14) To encourage thrift and co-operation and to promote co-operative societies for the benefit of the members.
- 15) To invest the money of the association not immediately required in such investments as may from time to time determined.
- 16) To raise such money or moneys by way of subscriptions, donations or loans from members/others and to borrow from any financial agency on the security of the property and assets of the association as may be necessary for the furtherance of the objects of the association.
- 17) To draw, make, accept, endorse and negotiate cheques, promissory notes, bill of exchange hundies and other negotiable instruments in pursuance of the objects of the association.

06. MEMBERSHIP

All Employees' who are permanently employed in State Bank of India belonging to OBCs community desirous of becoming a member shall submit an application in the prescribed form and pay the prescribed

admission fee and subscription. The member shall also give a letter of authorisation under **“CHECK OFF FACILITY”** for the deduction of further subscription from his/her salary payable by the bank every month.

Any members, whose subscription has not been paid for three months consequently from the date when the subscription falls due shall ipso facto, cease to be a member of the association. The executive Committee may however readmit such member on his/her paying arrears of subscription and such penalty as may be decided by the Committee. In addition to the subscription each member shall pay such further special contributions or such penalty as may be decided by Executive Committee. The membership fee may be appropriated as decided by the Executive Committee from time to time. Admission fee Rs.100/-, monthly subscription for Officer Rs.55/-, Clerical Rs.35/- & Sub-Staff Rs.20/-

07. EXECUTIVE COMMITTEE

i) The affairs, financial and otherwise of the management of the association, shall rest in the executive committee, consisting of the following whether elected in terms of bye-laws or co-opted.

- i. President (1)
- ii. Vice President (Senior) (1)
- iii. Vice President Women(1)
- iv. General Secretary (1)
- v. Deputy General Secretary (1)
- vi. Asst. General Secretary(3) (among one is sub staff)
- vii. Treasurer (1)
- ix. All Vice Presidents of the Zones (AO)

ii) It shall be the duty and responsibility of the Executive Committee to implement the programmes, policies and the directives of the federations.

iii) When the General Body is not in session and executive committee is of the opinion that it may not be feasible to convene a General Body to decide any matters of urgent nature which should ordinarily have been referred to General Body except the matter set out in bye-laws the executive committee shall have the discretion to take such action as may be necessary and report the same to the General body at the earliest possible opportunity.

iv) Any dispute in regard to the interpretation of these bye-laws shall be referred to the EC at the next meeting, who after hearing all the disputants shall decide the matter. The decision of the Executive Committee shall be final and binding.

v) The Executive Committee may issue clarifications for removal of any ambiguities from time to time and such clarification(s) shall be treated a part of these bye-laws. All such clarification shall be reported to the General Body at its next meeting.

vi) The Executive Committee shall meet once in 6 months on such day and such places as may be fixed by the General Secretary.

vii) A notice of 7 days shall be given to the member of Executive Committee for meeting. However, in emergency situation, the notice shall be issued with a shorter notice period, and the proceeding shall not be liable to challenge on this count. Notice for EC shall be given by General Secretary.

viii) The quorums for the Executive Committee meeting shall be ½ of the total its members.

ix) The number, nomenclature and the duties of the office bearers may, if and when deemed necessary, are changed from time to time by Executive Committee

x) The Executive Committee shall be vested with the powers to frame rules and issue guidelines under these bye-laws from time to time in regard to the administration, conduct and procedure of elections or any other matter mentioned in these bye-laws.

xi) The Executive Committee shall have power to accept the resignation of any members/Office bearers.

xii) The Executive Committee shall have power to require its members to pay special contribution for any specific or general purpose. All members shall pay such sums within the period fixed by Executive Committee.

xiii) The Executive Committee shall have the power to appoint sub-committee(s), to go into any matter requiring a detailed examination. Such sub-committee(s) shall function under the control of the Executive Committee and submit a report to the Executive Committee.

xiv) All decision of the Executive Committee shall be final and binding on the members.

08. FUNCTIONS OF THE EXECUTIVE BODY

I) PRESIDENT

He presides over all the meetings of the both General body and Executive Committee. He can cast his vote in the case of tie. He can supervise all the association work.

II) VICE PRESIDENT

He shall assist the president in discharging his function. In the absence of the president, he will perform the duties of the president as entrusted by the president.

III) GENERAL SECRETARY

He has to take on record all minutes of association and to convene both EC and General Body Meeting of the association with the permission of the president. A custodian of all records relating to the association and correspondent on behalf of association.

It shall be the duty of the General Secretary to attend all meetings of the association and to keep accurate minutes of the same. He/she shall have charge of the seal of the association which whenever used shall be authenticated by the signature of the General Secretary. In case of the absence of the General Secretary, his/her duties shall be discharged by Dy. General Secretary or any other office bearers as may be appointed by the Executive Committee.

The General Secretary shall also keep a record of all the members of the association and their addresses send all notices of the various meetings as required. The General Secretary shall act and perform all such duties as are necessary for achieving the objects of the association and generally by exercise of control and supervision over the affairs of the association.

IV) DEPUTY GENERAL SECRETARY

The Deputy General Secretary shall assist the General Secretary in his work. He shall also perform such other duties as may be entrusted or delegated to him by the Executive committee.

V) ASST. GENERAL SECRETARY

The Assistant General Secretary shall assist the Deputy General Secretary, and to attend duties assigned to them by Deputy General Secretary/Executive Committee.

VII) TREASURER

He is responsible for all the financial transaction relating to the association. He has to maintain accounts properly along with vouchers. He has to prepare the budget and expenditure statement of the association with the guidance of the General Secretary or President.

The Treasurer shall receive all monies paid to the Association and be responsible for the deposit of same in bank, He/she shall properly account for the funds of the association and keep such books as may be directed. He/she shall present a full detailed account of receipts and payments to the EC and submit a copy of same to the Secretary for the records of the association.

FUNCTIONS OF ZONAL/REGIONAL COMMITTEES

I) VICE PRESIDENT

He shall in charge of the zone(AO), he shall attend the half yearly meetings of zone(AO) and Circle Office. (He shall be working in the zone, he transferred out of the zone, then another person will be co-opted who is working in the zone).

II) ZONAL SECRETARY(AO)

He shall assist the Vice President in discharging his duties, to attend the zone meeting and also perform such other duties as may be entrusted or delegated to him by Zone committee.

IV) ZONAL ASST. SECRETARY

He shall assist Vice President and Zonal Secretary, and to attend any duties assigned by them.

REGIONAL COMMITTEE

I) REGIONAL SECRETARY

He shall in charge of the region, he shall attend the meeting behalf of the region and assist the Zonal Secretary and zone committee.

II) ASST. REGIONAL SECRETARY

He shall assist the Regional Secretary, in case of the absence Regional Secretary his duties shall be discharge by the Asst. Regional Secretary.

09. QUORUM

The quorum shall be 2/3 of the total members for General Body meeting and 1/2 for Executive Committee Meeting.

10. AMENDMENTS

No amendments or alterations shall be made in the purpose of the association unless it is voted by 2/3 of the membership present.

11. FUNDS

The fund shall be spend only to the attainment of the objects of the association and no portion thereof shall be paid or transferred directly or indirectly to any of the members through any means.

The general fund of the association shall vest in the Executive Committee, Bank account shall be opened by the treasurer jointly with General Secretary/President.

All money received on account of association shall be deposited in the bank in the name of the association and no amount so received shall be utilized directly for payments, but all expenditure shall be met by withdrawing funds from the bank account.

The General Secretary may be permitted to have with him a sum not exceeding Rs.5000/- in cash for petty expenses.

No loans shall be raised on the security of the immovable property of the association unless the proposal is approved by 2/3 majority of the members.

The General Secretary shall be competent to authorize all items of expenditure on behalf of the Association and shall report to EC for ratification at the next meeting.

If zone needs the financial assistance from Central Office, shall be extended with the approval of Executive Committee, in case emergency needs, it shall be paid and take approval by immediate next Executive Committee Meeting.

12. GENERAL BODY

i) All the members shall form the General body of the Association.

ii) The General Body shall be the competent authority to take important decisions affecting policy matters.

iii) The General body shall ordinarily meet at least once in three years at such place and time as may be determined by the Executive Committee.

iv) The agenda for the General Body meeting shall include;

a) To receive and adopt triennial report and the statement of account of the association for the last completed accounting year(s).

b) To consider amendments to the bye-laws and other propositions given notice of by members or by the Executive Committee save as otherwise provided.

c) Any other subject with the permission of the chair.

v) An extraordinary meeting of the General Body shall be convened if a requisition therefor signed by at 250 members or 1/3rd of the total membership whichever is less is made, stating the purpose and the reasons for such a meeting.

vi) The notice for any meeting of the General Body shall be issued by the General Secretary under the direction of the Executive Committee.

vii) A clear notice of one month in case of General body meeting and of 21 days in case of requisitioned extraordinary meeting shall be given to the members.

viii) The quorum for the General Body Meeting/Extraordinary General Body Meeting shall be a minimum of 250 or 1/3rd of the members whichever is less.

x) If there is no quorum the meeting shall be adjourned. The adjourned meeting shall be reconvened on the following days or within 7 days for the date of the original meeting. No quorum shall be necessary for meetings, which are held after an adjournment for want of quorum.

xi) All propositions/motions/resolutions moved at the General Body/Extraordinary General Body Meeting shall be decided by a simple majority except motions ensuring or expressing no confidence in or removal of all office bearers of the association which shall require a majority of at least 2/3rd of the members present and voting at the meeting.

13. ELECTIONS

i) Election to various posts shall be held triennially in the General body or as early as possible thereafter. The existing Office bearers and other committed members shall hold office till the next elections is held and the

results announced. The executive committee shall have power to hold elections after completion of three years, whenever it considers necessary.

ii) A member can contest for any post in the election to the Executive Committee of the association.

iii) Central Office bearers and all Zone Vice Presidents (AO) shall be elected by all the members of the Association.

iv) The Regional Secretaries shall be elected/nominated by respective area of the operation as decided by Executive Committee at the time of announcing election schedule.

v) An election committee shall be appointed by the Executive Committee from the members who are not contesting for any post. The election committee shall be in charge of conduction of election. The election committee shall conduct the election in accordance with the rules or guidelines or circular issued by the Association as provided in the Bye-Laws.

vi) The decision of the election committee shall be final in all matters relating to conduct of elections and shall be binding on all the members of the association.

vii) The election committee shall cease to function after the announcement of the final results of elections.

14. ACCOUNTING YEAR

The association accounting year shall be the year ending on 31st March.

15. CO-OPTION

Any vacancies caused by retirement, resignation, disqualification, death or removal of a member of the executive committee or vacancies caused by any other reasons whatsoever shall be filled by either co-option or election as may be deemed appropriate or expedient by the executive committee.

The executive committee if considers beneficial for the association in the furtherance of the cause of the members may, at its discretion, nominate, ordinary member of the association to the EC as member. However the number of such nominated members shall not be more than 3. Such members shall not have voting rights and shall cease to be the member(s) on the election of new EC or earlier if so decided by the EC.

16. REMOVAL OF MEMBERSHIP/OFFICE BEARERS & EXECUTIVE MEMBERS

Any member of the EC may be removed from such membership by the EC, if in the opinion of the committee, the member has acted contrary to the decision/discipline of the committee of which he is a member and/ or his conduct is likely to embarrass the association or cause damage to its images.

Any member against whom action under this bye-law is contemplated shall be given a fair opportunity to explain his position. The Executive Committee shall enquire into the matter and convey its decision. The decision of the EC in the matter shall be final and binding on the member till the matter is finally disposed of by the next immediate general body.

Any members of the EC who fails to attend three consecutive meetings of the committee without leave of absence or has not participated in functions/programmes or any other action programmes of the association unless specific exemption is obtained by him from Executive Committee shall ipso facto be deemed to have vacated his office.

17. DISOLUTION

The Association shall not be dissolved except by a motion passed by two third majority of members present at a General Body Meeting of the association, expressly convened for the purpose provided by the members

present shall constitute a majority of the total members on the roll of the association. The Funds of the association after meeting all the liabilities shall be disposed off in accordance with decision of the dissolution meeting.

18. INSPECTION OF BOOKS OF ACCOUNTS

i) The account books of the association shall be open at Head Office for inspection to any members.

ii) Any member wishing to inspect the books shall make an application in writing to the General Secretary specifying purpose for such inspection. The General Secretary shall inform the member within seven days.

Let us Unite, Work & Achieve
Our Motto - Social Justice for all