

THE CANARA BANK RETIRED OFFICERS' ASSOCIATION (Regd)

RULES AND BYE LAWS

RULE I – NAME OF THE ASSOCIATION

The name of the Association shall be The Canara Bank Retired Officers' Association.

RULE II – REGISTERED OFFICE.

The Registered Office of the Association situated in Bangalore at 1 & 70, First Floor, 9 th Main, III Block, Jayanagar, Post Box 1162, Bangalore 560011, Karnataka
Telephone No. 080 – 26640003, Fax: 080- 26541655

RULE III – AIMS AND OBJECTIVES

The aims and objects of the Association shall be :

- a) To organize and unite the Retired Officers of Canara Bank.
- b) To secure the members fair conditions of life.
- c) To redress their grievances
- d) To ensure improvement in pensionary and other benefits to its members.
- e) To endeavour to settle disputes between management and members amicably.
- f) To endeavour to arrange with the management of the Bank for provision against sickness, retrenchment, infirmity, old-age and deaths.**
- g) To endeavour to provide legal assistance to members in respect of matters arising out of or incidental to their retiral packages.
- h) To endeavour to obtain information with reference to Banking Industries in India and outside.
- i) To take such other steps as may be necessary to ameliorate the social , economic and civic conditions of its members and the society at large.
- j) To cooperate, coordinate and affiliate with organizations particularly those having similar objects in India and outside.
- k) To maintain and promote amongst its members and in the service of banks the spirit of service to banks constituents and the public generally and of loyalty towards the institution and to take all steps to maintain standard of efficiency and upright conduct consistent with the tradition of the Bank.**
- l) To edit and publish a periodical, voicing, inter-alia the grievances of members/officers and containing matters of the Bank and other persons interested in the Banking Industry.
- m) To encourage thrift and cooperation and to promote Cooperative Societies for the benefit of members.
- n) To invest the money of the Association and the Units, not immediately required, in such investments as may, from time to time, be determined by the Central Committee , as the case may be.

- o) To raise and acquire such money or monies, by subscriptions, levies, donations or loans from members/other persons and/or agencies as may be determined by the Central Committee and as may be necessary for the furtherance of the objects of the Association.
- p) To draw, make, accept, endorse and negotiate cheques, promissory notes, bills of exchange, hundies and other Negotiable Instruments in pursuance of the objects of the Association.
- q) To acquire, dispose off, lease and let out any moveable, or immovable property in furtherance of the objects of the Association.
- r) To secure participation in the Management and to lay down a code of conduct for observance.
- s) To promote and foster the feeling of brotherhood amongst all members/officers of the Association with similar organizations relating to other Banks in India.
- t) To promote education, science, literature or fine arts etc., through effective participation or in collaboration with others or through sponsoring such institutions for furtherance of such causes.
- u) To enlist the cooperation and patronage of the employees of the bank, and
- v) Generally to do all such acts, matters and things as may be necessary, incidental or conducive to the attainment of the above objects or any of them.

RULE IV – DEFINITIONS

In these Rules and Byelaws unless there is anything repugnant to the subject or context:

- a) “The Association” means The Canara Bank Retired Officer’s Association.
- b) “Bank” means Canara Bank
- c) “Branch” means branch of Canara Bank.
- d) “President” means the President of the Association.
- e) “Vice President” means the Vice-President of the Association.
- f) “General Secretary” means the General Secretary of the Association.
- g) “Deputy General Secretary” means the Deputy General Secretary of the Association.
- h) “Asst.Gen . Secretary” means Asst General Secretary of the Association
- i) “Treasurer” means the Treasurer of the Association.
- j) “Deputy Treasurer” means the Deputy Treasurer of the Association.
- k) “Central Committee” means the Central Committee of the Association.
- l) “General Body” means the General Body of the Association constituted by the delegates to the General Body, office-bearers and Central Committee members elected by the delegates in the previous Biennial General Meeting or co-opted thereafter as provided by the Rules and Byelaws of the Association.
- m) “Delegate” means – members of the Association attending the General Body/ Biennial Conference of the Association.
- n) “General Meeting” means the General Meeting of the delegates, office-bearers and the Central Committee members elected by the delegates in the previous Biennial General Meeting or co-opted thereafter as provided by the Rules and Byelaws of the Association.
- o) “Extra Ordinary General Meeting” means Extra Ordinary General Body Meeting of the Association.

- p) "Financial Year" means the year commencing with first day of April and ending with 31 st day of March every Calendar Year.
- q) "Management" means Management of Canara Bank.
- r) "Member" means the Member of the Association whose name is found on the rolls of the Association.
- s) "Office" means office of Canara Bank.
- t) "Officer" means any officer of the Bank.
- u) "Prescribed" means prescribed under these rules as prescribed by the General Body or the Central Committee from time to time.
- v) "Quorum" means the quorum required for any meeting including Biennial or Extra-Ordinary Meeting as prescribed in these rules.
- w) "Office bearer of the Association" means an office-bearer of the Association.
- x) "Retired Officer" includes officers retired on superannuation, on voluntary retirement, on special voluntary scheme, compulsorily retired and by any other provisions under the Service Regulations of the Bank.
- y) "Year" means the financial year of the Association.

RULE V - MEMBERSHIP

- a) **Eligibility:**
Any retired officer of the Bank shall be eligible to become a member of the Association.
- b) **Admission of Member:**
Any retired officer desirous of becoming a member shall apply to the General Secretary in writing in such form as may be prescribed by the Central Committee and shall remit the membership fee of Rs 500/- (Rupees Five Hundred only) and Rs 300/- (Rupees Three Hundred only) as annual subscription. Provided he agrees to abide by the rules and byelaws that may be made by the Association from time to time.

The General Secretary may provisionally admit all the applicants for membership of the Association from time to time and place them before the following Central Committee all the applications to the membership of the Association or may reject the applications without assigning any reasons therefor. In the event of rejection of any application/s such decisions of the Central Committee shall be in 2/3 majority of the members present.
- c) **Membership Fees :**
There will be two categories of Membership namely:
 - (1) **Ordinary Membership** – Any Retired Officer of the Bank who wishes to become a Member of the Association shall pay to the Association a Membership fee of Rs 500/- (Rs five hundred only) and an Annual subscription of Rs300/- (Rs three hundred only) at the time of admission itself. The General Body may take a decision to revise the Subscription fee at its meeting by simple majority of Delegates attending such general body meeting.
 - (2) **Life Membership** – Any Retired Officer of the bank who wishes to become a member of the Association shall pay a Life Membership fee of Rs.4500/- (Rs Four thousand five hundred only) at the time of admission.

(i) Those who are already members as on 31.03.2010 shall have the option of converting their membership into Life Membership by paying the differential amount i.e., Rs3500/- minus the amount standing at their subscription account. This option has to be exercised on or before **31.03.2011** .

(Those members who do not wish to become Life member may continue to be ordinary members by paying Rs300/- (Rs Three hundred only) annually with effect from 01.04.2010.) (Any increase in subscription at a future date is not applicable to **existing Life Members**)

d) Cessation of Membership:

The membership shall cease

- d) by death
 - ii) by resignation in writing to the General Secretary who shall place the same before the next Central Committee Meeting for record and on acceptance by Central Committee.
 - iii) When he/she is removed by the Association from membership of the Association as provided herein after.

e. Removal from Membership:

If the Central Committee on consideration of a report received from the General Secretary on the acts of commission and omission on the part of any member including failure to remit subscription and levy, except officers of the Association comes to the conclusion that it is prejudicial to the interest of the Association to permit such individual to continue his membership of the Association, the Central Committee may resolve to expel or remove such a member from the Association by 2/3 majority of the members of the Central Committee present, before taking such decision, shall give an opportunity to the member concerned to submit his explanation. If the member so expelled or removed feels aggrieved, he shall have a right to appeal to the General Body at its General Meeting provided he gives notice in writing to the General Secretary within 30 days from the date of expulsion or removal of his intention to do so. A member who is so expelled or removed shall not be readmitted upto a period of 2 years from the date of expulsion or removal.

f. Register of Membership to be maintained at the Registered Office:

The Association shall maintain at its Registered Office, a register of members including office-bearers of the Association wherein the full name and address of the member shall be entered including any other particulars which the Central Committee deems necessary.

A Member of the Association may on obtaining prior permission from the General Secretary in writing inspect the register of members and books of accounts at the Registered Office of the Association on such day and at such time as may be prescribed by the General Secretary.

RULE VI – MINUTE BOOK:

The Association shall maintain Minutes Books wherein shall be recorded the minutes of the Central Committee and the minutes of the Annual and Extra-Ordinary General Meetings of the Association.

RULE VII – MANAGEMENT OF THE AFFAIRS OF THE ASSOCIATION.

The management of the Association shall vest in:

- 1) General Body
- 2) Central Committee

1) General Body:

- a) General Body shall meet once in two years and the interval between two meetings shall not exceed 27 months . 45 days clear notice shall be given for every Biennial Meeting specifying the place, the date and the time of such meeting together with the Agenda for the same. However, non-receipt of the notice by the delegates or others shall not by itself void the proceedings of the Meeting.
- b) **The Agenda for the Biennial General Meeting shall be:**
 - i) To adopt the Biennial reports on the working of the Association.
 - ii) To adopt annual audited statements of accounts.
 - iii) To appoint auditors and to fix their remuneration.
 - iv) To elect the Office-bearers and the members of Central Committee and
 - v) To transact such other business as may be brought before it as provided by the Rules and Byelaws or with the permission of the Chair.

2) Extra-Ordinary General Meeting:

- a) The Central Committee suo-moto may on a written requisition from not less than 1/3 of the members on the rolls of the Association shall call an Extra-Ordinary General Meeting of the Association to transact any business set out by the requisitionists in the notice of requisition for the Extra-Ordinary General Meeting.
- b) If within 60 days of the receipt of the notice from the requisitionists, the General Secretary or the President fails to convene the Extra-Ordinary General Meeting as demanded, the requisitionists shall give notice of not less than 30 (Thirty) clear days of the proposed Extra-Ordinary General Meeting to all the delegates of previous General Body meeting and shall call and hold such meeting at such time and at such place as may be determined by the requisitionists and the proceedings of such meeting shall be binding on the Association. However, non-receipt of notice by any delegate or others by itself shall not void the proceedings of the meeting.

3) Quorum for General / Extra-Ordinary General Meeting:

2/3 of the number of delegates elected by the members, office-bearers and Central Committee members elected by the delegates in the previous Biennial General Meeting or co-opted thereafter shall constitute the Quorum of Biennial General Meeting. If within an hour of the time fixed for the meeting, no Quorum is present, the meeting shall stand adjourned to the following day at the same place and time and the agenda fixed for the original meeting shall be discussed and disposed of.

4) Business to be discussed at General / Extra-Ordinary General Meeting:

At General Meeting no business other than what is set out in the notice calling for the meeting shall be transacted except the following:

Any business or resolution of which written notice has been given by any delegate so as to reach the General Secretary at least seven days before the date fixed for the meeting provided that delegate who has given such notice is personally present at the meeting.

At the Extra-Ordinary General Meeting no business other than what is stated in the notice given by the requisitionists shall be transacted.

5) **Constitution of General Body:**

The General Body of the Association shall consist of the Central Committee Members including Office bearers and delegates duly nominated by the members, modality as decided by the Central Committee.

6) **Right to vote:**

Every delegate present at the meeting shall have one vote and all matters except for which special provision is made in the constitution shall be decided by simple majority. In case of equality of votes in any subject the President shall have the casting vote.

7) **Removal of Office-Bearers of the Association:**

Any Office-Bearer of the Association may be removed by passing a vote of no confidence by 2/3 majority of the General Body meeting provided that the Office-Bearer is given any adequate opportunity to defend his/her conduct. If the said Office-Bearer demands a personal hearing, he/she shall be given an opportunity to address the meeting on the subject matter of the show cause notice served on him. The General Body shall also take the views of the General Secretary before a final decision is taken on the subject.

8) **Constitution of Central Committee.**

Central Committee members to keep in touch with the members of their region/state and keep a track on the retirees from the bank from time to time and try to canvass and enroll their membership and /or seek the assistance of the General Secretary/ Deputy General Secretary/ Asst. General secretary or any other office bearer in the state/ region and bring to the of General Secretary/ President or DGS at Registered Office any such developments affecting the members and seek guidance to redress their grievance.

- i) The Central Committee shall consist of the following duly elected by the General Body amongst the elected delegates present or not present (provided consent letters from delegates who are not present offering for election are produced)

- a) One President

- b) Two Vice Presidents
- c) One General Secretary
- d) Four Deputy General Secretaries.
- e) Nine Assistant General Secretaries
- f) One Treasurer
- g) One Deputy Treasurer
- h) Fifteen Central Committee Members
- i) Eight Regional secretaries
(Regional Secretaries elected will be ex-officio Central committee members)
- ii) The General Secretary of the Canara Bank Officers' Association and Secretary of the Canara Bank Officers' Welfare Fund appointed by the respective organization from time to time shall be ex-officio members of the Central Committee of the Association.
- iii) Three members from the primary members to be co-opted by the newly elected Central Committee Meeting subsequent to the Biennial General Meeting by not less than 3 / 4 majority of the Central Committee members present in the meeting, taking into consideration the additional qualifications, the need and usefulness of the members concerned.

9) Central Committee to meet once in six months.

The Central Committee will meet at least once in six months and in case of emergency at the direction of the President in consultation with the General Secretary be summoned to meet at such day and place and time as may be determined by the General Secretary in consultation with the President and dispose of all matters brought before it by the General Secretary and any other matter, the notice of which is given by a member of the Committee.

In either case, the General Secretary shall give to every member of Central Committee 30 (Thirty) days clear notice of the meeting.

10) Quorum for Central Committee

50 percent of members including Office-Bearers personally present shall constitute the Quorum for the Central Committee meeting. If within one hour of the time fixed for the meeting, no Quorum is present, the meeting shall stand adjourned to the next one hour at the same place and time and the agenda fixed for the original meeting shall be discussed and disposed off.

11) All matters to be decided by the majority of votes.

Every member shall have one vote. All matters brought before the Central Committee shall be decided by the Committee on the basis of simple majority except otherwise provided for in this Constitution. The President shall have one vote and in case of equality of votes, he shall have a casting vote.

12) The Central Committee to carry on the affairs of the Association.

Subject to these regulations and subject to the directions given by the General Body from time to time and the resolutions of the Central Committee passed from time to time the Central Committee shall carry on the affairs of the Association and shall have the power to do the following among other things.

a) Admission of membership

To accept or reject without assigning any reason therefor any application/s for membership made by any retired officer of the Bank as provided herein.

b) Authorisation to open Bank accounts.

To authorise opening of savings or current or other deposit accounts with any branch of Canara Bank in India, or with any other Bank scheduled or otherwise and to operate jointly on such accounts and to authorize to draw cheques or orders on such accounts or to endorse and negotiate cheques, drafts or orders drawn in favour of the Association or to sign all documents required by the Bank/s.

c) Authorisation to invest moneys.

To authorize investing the funds in fixed deposits or in government or other securities as may be determined by the Central Committee from time to time and to further authorize to sell, convert, or realize or otherwise to deal with the said approved securities or to receive interest on government securities from time to time or to receive interest accrued on the fixed deposits from time to time.

d) Authorisation to incur expenditure.

To incur expenses or to authorize any person or persons the Committee deems fit or to approve expenses incurred by any such person or persons in connection with the affairs of the Association.

e) Authorisation to borrow

To authorize to borrow amounts with or without security from Canara Bank in India or from any other Banks including scheduled banks, Co-Operative societies or other credit agencies and to execute all loan papers and other documents required , subject to the specific prior sanction from the General body for the reason and purpose placed before the General body.

Note: “A Report on such borrowing with full details of outstanding of loan, position by borrowing, including securities offered if any pledged shall be placed before the next General body”

f) Representing in Legal proceedings.

To authorise any person or persons as the Committee deems fit and proper to file, prosecute, conduct or defend any suit, claim or any other legal proceedings before any Authority, Tribunal (Judicial or Quasi Judicial) or before any court or to apply to the said authority, Tribunal (Judicial or Quasi Judicial) or before any court for the review of any order of judgment pronounced by it or to prefer appeal or revision to the higher courts including the High Court of judicature or the Supreme Court of India and to sign and verify all pleadings , to swear, to affidavit and to execute vakalats.

g) Vacancy in Central Committee to be filled by co-option.

To fill up any vacancy in the Central Committee including Office-Bearers excluding those under Rule 8 (ii) caused due to any reason whatsoever by co-option from amongst the Central Committee members for the post of office bearers and in case of Central Committee members by co-opting any member from the rolls of the Association, whose subscription is up to date duly proposed and seconded by members of Central Committee /Office bearers.

h) Leave of Absence

Any Office-Bearer or member of Central Committee who absents himself without leave of absence granted by the President in writing and in the case of President the leave of absence granted by Vice President, consecutively for three meetings of the Central Committee shall cease to an Office-Bearer or a member of the Central Committee. The vacancy so caused shall be filled up by co-option as provided in these rules. Any emergency meeting called shall not be taken into account for this purpose.

i) Appointment of sub-committee

To constitute or appoint sub-committee/s consisting of one or more members for any special purpose with or without powers of co-option to the Chairman of the said sub-committee/s so constituted and to give the necessary direction to the Chairman and the members of the sub-committee/s.

j) Constitution of States, Zonal or Regional Units.

To constitute suo-moto or on a request received from members, State, Zonal or Regional units. While constituting the State, Zone or Region, the Central Committee may, if necessary group together one or more geographical States for the purpose.

k) **The Central Committee to carry on the affairs of the Association**

Principal office bearers namely President, General Secretary and Treasurer shall always be available to attend to their duties and shall not abstain from duties for not more than 90 days continuously and if the absence is for more than stipulated 90days and above, the office bearers should resign from the post failing which the Central Committee may serve 30 days notice in writing of their intention to remove from / his /her / their post and co-opt from among the Central Committee members.

RULE VIII – OFFICE-BEARERS OF THE ASSOCIATION: POWERS, FUNCTIONS AND TERM OF OFFICE.

1. THE PRESIDENT:

a) Powers of the President

The President shall preside over the meeting of the Central Committee and the Biennial or Extra-Ordinary Meeting of the Association. He shall have one vote and in case of equality of votes he shall have a casting vote.

b) President to get a special meeting of the Central Committee convened.

The President may whenever he deems necessary or on receipt of any written request signed by more than 50 percent of the members of the Central Committee and within 21 days of the receipt of such notice may require the General Secretary to call a special or an emergency meeting of the Central Committee.

In case the President fails to get such a meeting convened within 21 days of the receipt of the notice, the requisitionists after the expiry of the receipt of their notice by the President shall call a meeting of the Central Committee but after giving due notice thereof to all members of the Central Committee including the President. The proceedings of such meeting shall be binding on the Association

c) President to sign the minutes

The President shall sign the minutes of the Central Committee and of the Biennial and Extra Ordinary General Meeting of the Association.

d) President to Guide the General Secretary.

The President shall guide the General Secretary in carrying on the affairs of the Association.

e) Term of Office

The President shall hold office for a period of two years from the date of election as President or until a new President is elected in the next succeeding Biennial General Meeting.

f) **Resignation from Office**

The President may whenever he deems it necessary to do so, submit his resignation in writing addressed to the Vice-President, to the Central Committee.

g) **Cessation from office:**

The President shall cease to hold office:

- a) When he ceases to be a member of the Association.
- b) On his resignation or
- c) On his being removed from office provided herein above.

h) **Vice President to discharge the duties of the President.**

When the President is unable to discharge his duties, the Vice President shall discharge the duties of the President.

2) **THE VICE-PRESIDENTS**

a) Term of Office.

The Vice Presidents shall hold office for a period of two years from the date of election as Vice-President or until another Member is elected to that office in the next succeeding Biennial General Meeting.

b) In the absence of the President, the Vice President shall preside over the meeting.

In the absence of the President or when the President is unable to preside over any meeting of the Central Committee or the Biennial or the Extra Ordinary Meeting, the Vice-President shall preside over the same.

c) Vice President to assist the President.

The Vice-President shall assist the President in carrying on the affairs of the Association.

d) Resignation

The Vice President whenever he deems necessary to do so may submit his resignation in writing to the President, to the Central Committee.

e) Cessation of Office

The Vice President shall cease to hold Office:

- i) When he ceases to be a member of the Association or
- ii) On his resignation or

iii) On his being removed from Office as provided herein above.

3) THE GENERAL SECRETARY

a) **Term of Office.**

The General Secretary shall hold office for a period of two years from the date of his election or until another person is elected to that office in the next succeeding Biennial General Meeting.

b) **Resignation from Office.**

The General Secretary whenever he deems it necessary to do so, may submit his resignation in writing addressed to the President, the Central Committee.

c) **Cessation of Office.**

The General Secretary shall cease to hold office.

- i) When he ceases to be a member of the Association or
- ii) On his resignation or
- iii) On his being removed from office as provided herein above.

d) **Deputy General Secretary to discharge the duties of General Secretary.**

In the absence of the General Secretary or when the General Secretary is unable to discharge his duties, the Deputy General Secretary shall discharge the duties of the General Secretary.

e) **Functions and duties of the General Secretary:**

The General Secretary shall:

- i) Convene meeting of
 - 1) Central Committee
 - 2) The General Body both Biennial and Extra Ordinary.
- ii) Keep a watch on the funds of the Association.
- iii) Operate the Bank accounts jointly
- iv) Keep the accounts and get the accounts audited by the Auditors of the Association
- v) Get the annual audited statement of accounts prepared showing clearly every item of receipt and expenditure.
- vi) Make reports to the General Body on the working of the Association.
- vii) Submit statutory return from time to time or send statutory notices to the Registrar of Trade Unions under the Trade Unions Act, 1926.
- viii) Record the minutes of the Central Committee and also of the Biennial and Extra Ordinary General Meeting.
- ix) Attend to (i) the day-to-day administration of the Association and (ii) the correspondence, issuance of circulars, etc.

- x) Keep all the books relating to membership and account, etc., records and files of the Association.
- xi) Keep all the securities and documents of title to the property of the Association.
- xii) Do all other acts as may be generally necessary for implementing the resolutions of the Central Committee, the General Body and also for successfully carrying out the objects of the Association.

4) **DEPUTY GENERAL SECRETARIES**

a) **Term of Office**

The Deputy General Secretaries shall hold office for a period of two years from the date of election or until New Deputy General Secretaries are elected in the next succeeding Biennial General Meeting.

b) **Resignation from Office**

The Deputy General Secretary whenever he deems it necessary to do so may submit his resignation in writing to the President, to the Central Committee.

c) **Cessation of Office**

- i) When he ceases to be a member of the Association or
- ii) On his resignation or
- iii) On his being removed from office as provided herein above

d) **Functions of Deputy General Secretaries.**

- i) It shall be duty of the Deputy General Secretaries to assist the General Secretary in the discharge of his duties.
- ii) In the absence of the General Secretary or when the General Secretary is unable to discharge his duties, the Deputy General Secretary shall discharge the duties of the General Secretary.

5) **ASST GENERAL SECRETARIES**

- a) The Asst. General Secretaries shall hold office for a period of two years from the date of election or until New Deputy General Secretaries are elected in the next succeeding Biennial General Meeting.
- b) **Resignation from Office** :
 - i) The Asst. General Secretary whenever he deems it necessary to do so may submit his resignation in writing to the President, to the Central Committee.
- c) **Cessation of Office:**
 - i) When he ceases to be a member of the Association or

- ii) On his resignation or
- iii) On his being removed from office as provided herein above

d) Functions of Asst. General Secretaries.

- 1) It shall be duty of the Asst. General Secretaries to assist the General Secretary/ Dy Secretary in the discharge of their duties
- 2) To coordinate between the Central Committee Members/ members on issue of common interest in consultation with the General Secretary/ Deputy General Secretary
- 3) Organise meetings of members at periodical intervals in consultation with the Central Committee Members available locally, for the purpose of interaction and follow up.
- 4) The Asst. General secretary shall do such other work as may be assigned by the General Secretary/ Deputy General Secretary

6) THE TREASURER

a) Term of Office

The Treasurer shall hold office for a period of two years from the date of election or until a new person is elected in the next succeeding Biennial General Meeting.

b) Resignation from Office

The Treasurer whenever he deems it necessary to do so may submit his resignation in writing to the President, to the Central Committee.

c) Cessation of Office

The Treasurer shall cease to hold office:

- i) When he ceases to be a member of the Association or
- ii) On his resignation or
- iii) On his being removed from office as provided herein

d) Deputy Treasurer to discharge the duties of the Treasurer

In the absence of the Treasurer or when the Treasurer is unable to discharge his duties the Deputy Treasurer shall discharge the duties of the Treasurer.

e) Powers and Functions.

The Treasurer shall be responsible :

- i) For all the funds of the Association.

ii) To keep or cause to be kept true and correct accounts of all the receipts and expenditure.

iii) To keep all the receipts , vouchers, and files of the Association so far as they relate to the Association.

iv) He shall not have powers to draw money from the Bank without first having cheques signed by the General Secretary or Deputy General Secretary.

f) **Not to keep more than Rs 10000/- at a time.**

The Treasurer shall at no time keep with him imprest cash of more than Rupees Ten Thousand. He shall remit all the amount received on any account whatsoever to the Bank to the credit of the Association.

g) **Responsible for the preparation of annual statement of receipt and expenditure.**

The Treasurer shall be responsible to prepare Audited Statement of Accounts of the Association together with the Report.

7) **THE DEPUTY TREASURER**

a) **Term of Office.**

The Deputy Treasurer shall hold the office for a period of two years from the date of his election or until another person is elected to that office in the next succeeding Biennial General Meeting.

b) **Resignation.**

The Deputy Treasurer whenever he deems it necessary to do so may submit his resignation in writing to the President, to the Central Committee.

c) **Cessation of Office.**

The Deputy Treasurer shall cease to hold Office:

- i) When he ceases to be a member of the Association or
- ii) On his resignation or
- iii) On his being removed from office as provided herein above

d) **Functions of the Deputy Treasurer.**

i) It shall be the duty of the Deputy Treasurer to assist the Treasurer in the discharge of his duties.

ii) In the absence of the Treasurer or when the Treasurer is unable to discharge his duties, the Deputy Treasurer shall discharge the duties of the Treasurer.

iii) The Deputy Treasurer shall do such work as may be assigned to him by the Central Committee or by the General Secretary or by the Treasurer.

8) THE MEMBERS OF THE CENTRAL COMMITTEE.

a) Term of Office:

The members of the Central Committee shall hold office for a period of two years from the date of their election to that office or until other persons are elected to their office in the next succeeding Biennial General Meeting of the Association.

b) Resignation:

Any member of the Central Committee whenever he deems it necessary to do so may submit his resignation in writing to the President, to the Central Committee.

c) Filling up of vacancy:

The Central Committee may fill up any vacancy of members of the Central Committee by co-option.

d) Co-opted members to hold office for the rest of the term.

The persons so co-opted shall hold office for the rest of the years or until other persons are elected to the office, in the succeeding Biennial General Meeting.

e) Cessation of Office:

Any member of the Central Committee shall cease to hold office:

- i) When he ceases to be a member of the Association or
- ii) On his resignation or
- iii) On his being removed from office as provided herein.

RULE IX – FUNDS OF THE ASSOCIATION.

a) Source

The funds of the Association shall consist of:

- i) Admission Free and subscription received from the members.
- ii) Donations and borrowings.

b) Amount to be deposited in Bank.

All the amount received from time to time on any account whatsoever, shall be deposited with Canara Bank or with any other bank scheduled or otherwise in the name of the Association.

c) Operation of Bank Accounts.

The account so opened shall be jointly operated by the Treasurer or Deputy Treasurer along with General Secretary or Deputy General Secretary.

d) Authorized persons not to keep more than Rs 10000/-

The General Secretary or the Treasurer shall at no time keep with him more than Rs 10000/- for current expenses.

e) Amount should be spent only for fulfilling objects of the Association.

The funds of the Association shall be spent for fulfilling the objects of the Association and to meet any expenses incidental thereto. The Funds of the Association may be spent for the purposes such as:

- i) the payment of salaries, allowances to officers of the Association.
- ii) The payment of expenses for the administration of affairs of the Association and audit of the accounts of the Association.
- iii) Legal expenses incurred for securing or protecting any rights of the Association as such or any rights arising out of employment relations.
- iv) The conduct of trade disputes on behalf of the Association or any member thereof.
- v) The Compensation to members for loss arising out of trade disputes.
- vi) Allowances to members or their dependents on account of death, sickness, accidents or unemployment of such members.
- vii) The provision of education, social, cultural or religious benefits for members or for the dependents of members.
- viii) For upkeep and publishing of periodicals for members and issuing of circulars.
- ix) The payment in furtherance of any of the objects of the Association for which the general funds of the Association may be spent, by way of contribution to any cause intended to benefit retired bank officers in general provided that the expenditure in respect of such

contributions in excess of the combined total of gross income which has upto that time accrued to the general funds of the Association during that year and of the balance at the credit of the funds at the commencement of the year.

- x) Funds of the Association invested in “TERM DEPOSITS” other than RD /CD /Monthly investment plan should be renewed on maturity and the same should not be prematurely closed/ on maturity should not be taken to General/ Welfare fund or no loan should be raised on the security of “Term Deposits” unless majority of the delegates present at the General body(Biennial Conference) vote for an amendment to that effect, where 30 days clear notice is given for such amendments to members. However, premature closure to earn higher rate of interest is permitted. Interest earned on the “Term Deposits” can be made available to the Association functions. Office bearers have got no right to raise loans or close before maturity or on maturity or use them on maturity, unless authorized by the General body.

RULE X – AUDITORS

- a) The Auditors appointed by the Biennial General Meeting shall hold office for a period of two years from the date of their appointment or until fresh appointment is made in the next succeeding Biennial General Meeting.
- b) Remuneration:

The Auditors so appointed may be paid such reasonable remuneration as may be determined by the said Biennial General Meeting.

RULE XI - ACCOUNTS

- a) **Financial Year:**

The financial year of the Association shall be the financial year, that is, from April to March.

- b) **Keeping of Accounts:**

The Association shall keep true and faithful accounts of all the amounts however received or borrowed or collected from time to time and also of all amounts howsoever spent from time to time. It shall be the duty of the General Secretary and the Treasurer to maintain the books of accounts in such manner as may be determined by the Central Committee and also to keep all receipts, vouchers, etc, regularly in a manner determined by the Central Committee.

- c) **Auditing of Accounts**

The Accounts of the Association shall be got audited every year by qualified Auditors appointed by Biennial General Body in accordance with the Rules framed under Trade Unions Act 1926.

d) **Audited Statements have to be kept before the General Body.**

The General Secretary and the Treasurer shall place before the Biennial General Body annual statements of accounts relating to the financial year that just ended together with their report.

RULE XII - BENEFIT TO MEMBERS.

Every member including the office bearer of the Association who is not in arrears of his subscription shall be entitled to receive such benefits as the Central Committee may decide from time to time to confer on the members.

RULE XIII- POWER TO FRAME RULES.

The Association shall have the power to frame rules for the purposes and proper conduct of its affairs. Such rules may be framed by the Central Committee, provided nothing contained therein shall be repugnant to the clauses already contained in this Constitution. Any amendments to the Constitution contrary to the existing provisions be made with the prior approval of the General Body. However, in so far as subscriptions, levies, and other collections, as enumerated in these Rules and Byelaws is concerned, the Central Committee will have the powers to amend, alter, replace, rescind or add to the existing provisions, subject to the condition that the same has to be ratified at the immediate next General Body.

RULE XIV - DISSOLUTION OF THE ASSOCIATION.

a) The Association shall not be dissolved except by the vote of majority of not less than $\frac{3}{4}$ of the delegates present at the General Meeting specially called for this purpose provided that the total number of votes cast is not less than $\frac{2}{3}$ of the total number of delegates elected.

b) Disposal of surplus funds.

The Surplus funds left with the Association after meeting all its liabilities shall be disposed off in accordance with the directions given by the Dissolution Meeting specially called for the purpose of dissolving the Association.
