

**STATE BANK OF INDIA OFFICERS' ASSOCIATION
(BHUBANESWAR CIRCLE)**

BYE – LAWS

**State Bank of India Officers' Association,
Pt. Jawaharlal Nehru Marg, 1st Floor
C/o State Bank of India
BHUBANESWAR**

**BYE LAWS OF STATE BANK OF INDIA
OFFICERS' ASSOCIATION, ORISSA,
BHUBANESWAR CIRCLE**

NAME:

1. The name of the Association shall be "STATE BANK OF INDIA OFFICERS' ASSOCIATION: ORISSA (BHUBANESWAR CIRCLE)" Hereinafter referred to as "The Association".

OFFICE:

2. The registered office and the head quarters of the Association shall be at State Bank of India, Local Head Office, Pt. Jawaharlal Nehru Marg, 1st Floor, Bhubaneswar-751001.
3. The objects of the Association shall be :-
 - a) To organize the whole body of the supervising staff of the State Bank of India (hereinafter referred to as "The Bank"), and foster a spirit of solidarity, service, brotherhood, cooperation, comradeship and spirit corps among them;
 - b) To work for the equality of rights and privileges for all members of the Supervising staff of the Bank;
 - c) To protect and promote the interests of all members by legitimate and constitutional means;
 - d) To redress their grievances;
 - e) To endeavor to settle disputes with management amicably and constitutionally;
 - f) To secure improvement of the status and position of every member in service;
 - g) To arrange with the management for provision against sickness, accidents, infirmity, old age, and death and to make arrangements for such other benefits as may be required/obtainable;
 - h) To co-operate with organizations particularly those having similar object in India and abroad;
 - i) To take such other steps as may be necessary to ameliorate the social and economic conditions of the members;
 - j) To provide funds for the relief of the needy or distressed members or their dependants in case of unemployment, sickness, accident or death of such members;

- k) To provide funds for the compensation of all ordinary members of the Association whose interests have been damaged by the reason of their services to the Association and for the relief of members during trade disputes;
 - l) To provide legal assistance to ordinary members in respect of matters arising out of, or incidental to their employment;
 - m) To establish co-operative stores and credit societies, clubs, libraries, reading rooms, tutorial classes etc. for the benefit of the members with a view to promote and develop an understanding of the advantages and facilities of organized life;
 - n) To edit and publish periodical voicing grievances of the members about the various inequalities and disabilities under which the members toil the respect of their work and other conditions of service;
 - o) To draw, make, accept, endorse and negotiate cheques, promissory notes, bills of exchange, hundies and other negotiable instruments in pursuance of the object of the association;
 - p) To raise and establish separate funds as and when necessary, for the furtherance of the objects of the association;
 - q) To work as far as possible in cooperation with other trade unions of the country;
 - r) To federate with, affiliate, or be affiliated to any other Federation, Association, Union or Society in India and abroad, having similar aims and objects:
 - s) And generally to do all such other things as may be necessary, incidental or conducive to the attainment of the above objects or any of them.
4. For the attainment of the objectives, the Association may organize, centres, regions Zones and Units etc, wherever considered necessary.

MEMBERSHIP

5. Ordinary members:-

None but a Supervising Staff of the Bank shall be eligible to become a member of the Association.

6. Honorary members:-

Persons who are not eligible as ordinary members under the foregoing clause may be admitted as honorary members by a resolution of a general meeting of the Association for the purpose of being elected or co-opted to the Executive Committee subject to the provisions of Section 22 of the trade unions act 1926.

7. All applications for membership shall be placed before the executive committee of the Association which shall be competent to accept or reject any application with or without assigning any reasons therefor. Any applicant whose application has been rejected by the Executive Committee shall have the right to appeal to a general meeting of the Association.

8. Subscription:-

Every member shall pay an admission fee of Re.1/- and an annual subscription of Rs.1200/- payable in advance or in equal monthly installments through Check-Off facility on or before 31st December of each year.

- 8 (1) Honorary members may make any contribution towards the funds of the Association as they like.
- 8(2) Besides the usual rates of subscription, every member shall be liable to pay any special subscriptions, recurring or otherwise that may be sanctioned either by the Executive Committee or by the General Meeting of the Association from time to time and the Executive Committee shall have the right to increase or to reduce the usual rates of subscription in the interest of the Association.
9. Ordinary members, after retirement from the Bank's service shall not continue to be such members of the Association.
10. A member who fails or neglects to pay his subscription before 31st December shall be liable to have his/her name struck off from the Register of members. He/She may, however, be readmitted to membership on payment of all the arrears and subject to satisfactory explanation acceptable to the Executive Committee.

11. Register of members:

A register showing the names, addresses and descriptions of members shall be maintained at the Registered Office of the Association. The register shall be a consolidated record of membership of the Association including all its officers.

12. Cessation of membership:

Any member who has submitted his/her resignation in writing shall cease to be a member of the Association from the date his/her resignation is accepted by the Executive Committee.

13. The Executive Committee of the Association shall have the right to censure, suspend and remove from the Register the name of any member whose conduct, in their opinion, is contrary and detrimental to the interests of the Association and who has or is likely to bring the Association into disrepute, subject to ratification of such removal of the members in the next General Body Meeting. No members shall be removed from membership unless he/she has been given an opportunity to explain his/her position, provided that such member shall have the right to appeal to the General Body Meeting and be heard in person against such decision of the Executive Committee.

14. **Rights, Privileges and duties:**

Ordinary members shall enjoy all the rights and privileges of the association assured by these rules but no member shall be entitled to any benefit herein provided or hereafter provided unless he has paid all his subscriptions/contributions. Honorary members shall not be entitled to any of the privileges offered by the Association but shall have the right to vote.

- 14.1 It shall be the duty on every member of the Association to abide by the Bye-laws of the Association, to uphold, promote harmony and the spirit of common brotherhood amongst all the members of the Association; to strike towards excellence in all spheres of individual and collective activity so that the Association rises to higher levels of endeavor and achievement.

15. **Management:**

“The Management of the Association shall vest in an Executive Committee which shall consist of;

One President,
 One Vice-President,
 One General Secretary
 One Deputy General Secretary
 One Organizing Secretary
 One Secretary (Finance)
 One Assistant Secretary (Finance)
 Four Assistant General Secretaries
 Three Zonal Secretaries (Ex-Officio)
 And 9 other members

The increase in the number of Executive Committee Members and the Office Bearers and the changes in nomenclature of office bearers will come into effect immediately.

16. **Election:**

All the members of the Executive Committee excepting those in ex-officio capacity shall be elected in accordance with the provisions in clause-17, and they shall elect the office bearers from among them.

17. **Election-Methodology:**

The election to the Executive Committee/Regional Committee/District Committee/Unit Committee shall be by secret ballot, postal poll or otherwise and shall be conducted by the Election Committee. At centers where there is a concentration of 50 or more members, election by polling system may be considered.

The Executive Committee shall have the right to advise and guide the Election Committee regarding the modalities of the election to various committees but shall not interfere in any manner as soon as the process of Elections to various committees ensure.

17.1 **Election Committee :**

The Election Committee consisting of 3 to 7 members who will not be seeking elections shall be appointed by the Executive Committee and one of them should be elected by the Members as its Chairman. The Election Committee shall be in charge of the elections and its decisions in all matters connected with the election shall be final. The Secretarial assistance, funds etc as may be required by the Election Committee shall be made available to them from the office of the Association. In the event of resignation by the members of Election Committee, the Executive Committee shall have the power to appoint members to Election Committee in the vacated place.

17.2 **Eligibility:**

Every members of the Association, who has paid his subscription up-to-date and the date shall be determined by the Executive Committee, shall be eligible to seeks elections to the Executive Body Circle/Regional/District/Unit Committee for the ensuring term of two years. Provided that one member cannot be a member of more than one committee at the same time. For the purpose of election

to the Executive Committee/Regional Committee/District Committee/Unit Committee each member of the Association shall have the power to exercise as many votes as there may be vacancies subject. However, to the provision that not more than one vote may be recorded by a member in favour of a particular candidate. Candidates who secure the largest number of votes shall be held to have been duly elected to the Executive Committee/Regional Committee/District Committee/Unit Committee.

17.3 **Process:**

The starting point of the Election process to various committees shall be preparation of the voters list by the Executive Committee. The membership register shall be closed on a specified date as shall be determined by the Executive Committee. At least two months before the closure of the membership register, a notice shall be issued by the Executive Committee calling upon members who may be in arrears of subscription to pay the same and also calling upon officers who are not members to enroll themselves.

17.4 The address for sending intimations, notices, ballot papers shall be taken as the place of posting of the members as shown in the latest list of officers published by the Bank. In case of any changes subsequent to the publication of voters list, it shall be the duty of the concerned members to notify the change of their address to the Chairman of the Election Committee. A register shall be maintained to record intimations received about the changes in the addresses.

17.5 The Executive Committee shall fix the date of Election to various Committees and shall draw up the necessary schedules and the Election Committee shall conduct the election in accordance with the schedule.

17.6 **Election Schedule-** The Election Schedule drawn up by the Executive Committee shall provide for the following:

- a) Date for issuing notification by the Election Committee calling for nominations. -----
- b) Last date and time for filling Nominations. -----
- c) Date for scrutiny of Nominations. -----
- d) Date for Publication of the list of valid Nominations. -----

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| e) | Last date and time for withdrawal of Nominations. | ----- |
| f) | Date for publication of final list of nomination. | ----- |
| g) | Date for Commencement of dispatch of Ballot papers. | ----- |
| h) | Last date by which dispatch of Ballot Papers should be completed. | ----- |
| i) | Date for Pool at any centre. | ----- |
| j) | Last date and time for receipt of Ballot Covers from members, at the office of the Election Committee. | ----- |
| k) | Date of counting. | ----- |
| l) | Date of declaration of the Result. | ----- |
| m) | Date for the 1 st meeting of the New Committee. | ----- |
- 17.7 The Election Committee shall not be competent to alter, to modify the Election Schedule as drawn up, by the Executive Committee. Once the Notification calling for Nominations is issued the Executive Committee shall be competent to alter or modify the Schedule, or cancel or postpone the Election.
- 17.8 The dates for (b)(e) and (j) shall be determined taking into account the distances and communication facilities etc. The dates for (g) and (h) shall be fixed taking into account the volume of work. The date for (c) shall normally be the same as (b) or the following day after (b). The date for (d) shall be the day succeeding (c). The date for (f) shall be the day succeeding (e). The date for (i) shall be one or two days ahead of (j) or the same day as (j). The date for counting (k) shall be the day succeeding (j). The results shall be declared at the Annual General Meeting of the Association.

NOTIFICATION:

- 17.9 The notification announcing elections, to be issued by the Executive Committee and the Notification calling for Nominations to be issued by the Election Committee shall be on forms prescribed in Annexure I & II.

NOMINATION:

- 17.10 Nominations shall be on the form prescribed in Annexure III.
- 17.11 All particulars required in the Nomination form shall be clearly and legibly filled in. It shall be dated and signed by the Proposer, Seconder and the Candidate, all of whom must be eligible to contest and vote in the Election.
- 17.12 All Nominations received before the prescribed time and date shall be opened at the meeting of the Election Committee. It is not necessary that all the members of the Committee shall be present at this meeting. 50% of the members in addition to the Chairman would constitute the Quorum of the meeting. The Chairman may in his discretion permit a few observers at the Meeting.
- 17.13 All Nominations received shall first be listed on the prescribed form (Annexure IV). Thereafter, each nomination shall be scrutinized by the members of the Committee. If any nomination is found not be in order and therefore rejected, an appropriate remark there against shall be written in the list and initialed by the Chairman. Thereafter a list of contesting candidates for each post shall be prepared and published as the list of valid nominations.
- 17.14 As and when withdrawals are received, appropriate entry shall be made against the name of the candidates in the list of valid nominations are initialed by the Chairman.
- 17.15 After the time for withdrawal closes, a final list of contesting candidates shall be prepared and published.

Ballot Paper:

- 17.16 Immediately after this, the work of Cyclostyling/Printing of Ballot papers shall be taken up and completed, so that the dispatch of Ballot papers could commence on Schedule.
- 17.17 The names of contesting candidates shall appear in alphabetical order. The name being written as is mentioned in the nomination form..
- 17.18 The number of Ballot papers to be cyclostyled/printed shall not exceed 11% of the total number of voters. As soon as the Ballot papers are received, the same shall be counted and made into sections of 50 each in the presence of at least two members in addition to the Chairman of the Committee. Thereafter, they shall be entered in the Ballot paper received and issued Register and kept in the joint custody of the Chairman and one of the members of the Committee and released for dispatch in batches.

- 17.19 The covers for dispatch of Ballot papers, Memorandum of instructions to the voters and declaration forms set out in Annexure V to IX shall be printed sufficiently in advance. The outer cover (Annexure V) with the name and address of each voter written thereon shall be ready and available on the day the final list of contesting candidates is published. The members of the committee shall scrutinize the covers to see that correct address is written and that there is only one cover for every member and that no name(s) has been omitted. They shall also make batches of covers for dispatch according to Schedule.
- 17.20 On the day on which the dispatch of ballot papers is to commence, Ballot papers shall be withdrawn after making necessary entry in the Ballot papers Received and issued Register. Each Ballot paper shall be signed in full across on the reverse side by the Chairman and dated. If contesting candidates so desire another member of the Election Committee locally stationed may also sign the Ballot papers. This procedure shall be adopted only in very extraordinary situations.
- 17.21 The duly authenticated Ballot paper, the Memorandum of instructions, the declaration form, the Ballot cover, the inner cover bearing the address of the Election Committee, shall all be put in the outer cover by the members of the Committee and got sealed by the Staff in their presence. After the batch is ready for dispatch the same shall be sent to the Post Office. One of the members of the Committee may accompany the staff taking the covers to the Post Office. The receipts issued by the Post Office should be checked with the dispatch register and filed.
- 17.22 A duplicate Ballot paper may be despatched to a voter only if the original is returned and there is sufficient time left for despatch and retransmission of the Ballot paper. No duplicate Ballot paper shall be issued on complaint of non-receipt of the original by a voter, as long as the Chairman is satisfied that the original has been despatched to the recorded address of the voter.
- 17.23 After the dispatch work is completed, the balance of Ballot paper shall be counted and agreed with the entry in the Register.
- 17.24 On receipt of the Ballot Paper, the voter shall read the Memorandum of instructions, carefully, he shall then mark the Ballot paper, put it in the Ballot cover, seal the cover, sign the declaration form , place the Ballot cover and the declaration form in the stamped and addressed cover (Annexure VI) , seal the cover and post it personally.
- 17.25 Arrangements shall be made at the Delivery Post Office at the Head Quarters of the Election Committee for collecting the Ballot paper covers received from the voters either by way of a post box or post bag. The post box/bag shall be regularly cleared and the covers received daily should be counted and recorded in a Register and deposited in a locked box in the office of the Election Committee. The key of the box shall be retained by the Chairman.

POLL

- 17.26 At Branches/Establishments where it is decided to hold Poll, a Returning Officer shall be appointed by the Chairman. If possible a member of the Committee shall be deputed to assist the Returning Officer. The Returning Officer shall be supplied with the list of Voters, sufficient number of declaration forms and Ballot papers. The polling booth should be preferably in the office of the Association at the Branch or in the Officers Lunch room or at a place as shall be determined by the Election Committee.
- 17.27 Every voter who calls at the booth should be required to sign the declaration form whereupon the Returning Officer shall issue to him a Ballot paper.

An enclosure shall be provided for voter to mark the Ballot paper. After the ballot paper is marked the voter shall deposit it in the ballot box placed in front of the Returning Officer.

- 17.28 At the close of the polling the Ballot box shall be locked and sealed by the Returning Officer. The member of the Election Committee detailed to assist the Returning Officer shall also paste a slip of paper across the opening of the box with his signature thereon. The Ballot box shall thereafter be handed over to the Chairman for safe custody, till the day for counting.

COUNTING

- 17.29 On the day fixed for counting, the box shall be opened the covers counted and agreed with the entry in the Register. Thereafter, each cover shall be opened, declaration form scrutinized and if found in order, the Ballot cover shall be put in a Bin. If the declaration form is found to be not in order or is not enclosed, such covers shall be set apart. After all the covers are so opened and admissible Ballot covers Seggregated, the opening of Ballot Covers shall be commenced. The Ballot papers shall then be made into sections of 50/100 each. Ballot papers shall thereafter be scrutinized and if any of them are not in order they shall be removed, and set apart as rejected Ballot Papers.
- 17.30 All the Ballot papers, declaration forms, other record and Register shall then be packed up and sealed by the Chairman and retained in his custody for 3 months.

DECLARATION OF RESULTS.

- 17.31 The Chairman and the other members of the Committee shall sign the Result Sheet. The Chairman or his Authorised Representative shall announce the results on the day of completion of counting.

18. **VACANCIES & REMOVALS:**

All vacancies in any committee i.e. Executive/Regional/Unit or in the post of office bearers shall be filled by co-option by the concerned committee.

18.1 **REMOVAL**

Any office-bearer of the Association or a member of its Executive Committee can be removed by the General Meeting of the members by a majority of the 3/4th members present for committing fraud or having acted against the interest of the Association, provided the Office-bearer or the member to be removed is given adequate opportunity to explain his/her conduct

- 18.2 “In case of an emergency, or if the actions of any Regional/Unit Committee are prejudicial to the interest of members/Association or contrary or detrimental to the interest of the Association, or contrary to the directives” of the Executive Committee or for non compliance of rules and regulation of the Association, the Circle Executive Committee may supersede a Regional/Unit Committee, take over the functions of the Regional/Unit and, if necessary, appoint and ad-hoc Committee on its behalf in replacement of that Regional/Unit Committee and administer the funds of that Regional/ Unit Committee either by itself or through the ad-hoc Committee as the case may be.

Provided that, in such event, the Executive Committee shall cause elections to be conducted for that Regional/Unit within 6 months from the date of super session.”

19. **MEETING OF THE EXECUTIVE COMMITTEE:**

The Executive Committee shall meet at least once in three months on such dates and at such places as may be fixed by the General Secretary.

- 19.1 The quorum for a meeting of the Executive Committee shall be 10(Ten).
19.2 At least 7 days notice shall be given to members for an Executive Meeting and in case of emergency meeting one day notice shall be given.
19.3 Any member of the Executive Committee except ex-officio members who despite notice fails to attend three consecutive executive meetings without leave shall be deemed to have ceased to be a member of the Executive Committee. The Executive Committee shall have the right to re-instate such members.

- 19.4 The first meeting of the newly elected Executive Committee shall be convened by the out-going General Secretary within a fortnight from the date of the Annual General Meeting of the relative year, for the purpose of election of office-bearers.
- 19.5 “All the District Secretaries, and in their absence, Presidents would be invited to the Executive Committee meetings of the Association as per its convenience. They would be permanent invitees and would be invited to the Executive Committee by the General Secretary as and when necessary. They would be allowed to participate in the deliberations and will have no rights to vote.”

20. **Duties of Office Bearers of Executive Committee :**

- 20.1 **President:** The President shall normally preside over all meeting of the Executive Committee and General Body meeting and shall give guidance to the General Secretary in day to day affairs. He shall have the powers to call for special meetings of the executive committee and the General Body whenever he considers it necessary, at a notice of 15 days.

20.2 **Vice-President :**

The Vice-President shall generally assist the president in his functions and shall perform such other duties as may be entrusted or delegated to him by the Executive Committee and shall preside over all meetings of the executive committee and the general body in the absence of the President.

20.3 **General Secretary :**

The General Secretary shall perform all such duties as are necessary for conducting the affairs of the Association. He shall conduct all correspondence, convene all meetings and exercise General Supervision over the normal functioning of the Association. He shall be responsible for the preparation of an annual report and audited statement of accounts to be approved by the Executive Committee for being placed before the General Body each year. He shall be responsible for submitting the statements, returns and other documents as statutorily required to the concerned authorities.

20.4 **Deputy General Secretary :**

The Deputy General Secretary shall generally help the General Secretary in discharging the duties of the Association as per clause 20(3) of the By-Laws and Rules of the Association. In the absence of the General Secretary he will perform all the duties of the General Secretary.

20.5 Organising Secretary :

The Organising Secretary shall make periodical reports to the General Secretary on the state of membership position in the circle. He is responsible for formation of Unit Committees at the Branches. He shall take all steps to promote the image of the Association in the circle.

20.6 Assistant General Secretary :

The Assistant General Secretary shall generally assist the General Secretary in his functions and shall perform such other duties as may be entrusted to them by the Executive Committee.

20.7 SECRETARY (FINANCE):

The Treasurer shall receive all moneys payable to the Association by the members and others, shall issue receipts for all moneys received, shall disburse all moneys for and on behalf of the Association, shall keep accounts and shall prepare the Annual Statements of Accounts and shall be responsible for all properties/assets of the Association.

20.8 Assistant Secretary (Finance) :

The Assistant Treasurer shall generally assist the Treasurer in all his functions.

21. The management of the General Funds of the Association shall be administered by the Executive Committee who shall open account with any commercial bank or banks/Co-operative Banks/Societies to be operated by the Treasurer or the Assistant Treasurer jointly with either the President or the Vice-President or the Assistant General Secretary or the General Secretary. All moneys received on account of the Association shall be deposited in the Bank. On no account moneys received shall be utilized directly for meeting payments but all expenditures shall be met by withdrawing funds from the Bank. The General Secretary and the Treasurer may have with them cash not exceeding of Rs.100/- and Rs.50/- respectively for meeting day to day expenses.

22. General Body Meeting :

At least one General Body Meeting of the Association shall be held every year.

- 22.1 The Annual General Body Meeting shall be held not later than the last day of March every year.

- 22.2 The Executive Committee shall be competent to defer the date of the Annual General Body Meeting in case of extreme inconvenience, but the Annual General Body Meeting shall have to be convened within 3 months after the last day of March of that year which would however, be subject to ratification by the Annual General Body Meeting.
- 22.3 The Annual General Body Meeting shall be convened every year to transact the following business:
- a) To adopt the Annual Report and audited statements of accounts of the Association for the preceding year.
 - b) To lay down policy and programme if any, of the Association.
 - c) To consider and adopt amendments to the constitution of the Association, notice of which has been given in writing to the General Secretary at least 30 days in advance;
 - d) To delineate the jurisdiction of the Regional Committees, whenever necessary;
 - e) To consider any other matter, notice of which has been given to the General Secretary at least 10 days in advance.

23. **Executive Committee :**

The outgoing General Secretary shall cause the first meeting of the Executive Committee to be held within 15 days from the date the Annual General Meeting of the relative year to elect the Office-bearers from amongst the members of the Executive Committee i.e., One President, one Vice-President, one General Secretary, One Deputy General Secretary, two Asst. General Secretaries, one Treasurer and one Assistant Treasurer. The Regional Secretaries shall also be regarded as Ex-officio members of the Executive Committee.

- 23.1 The Executive Committee shall be responsible for implementing the directives and decisions of the Annual General Meeting and for carrying on the normal functions and affairs of the Association and shall normally meet once in every month.

24. **Objects for which General Funds can be spent:**

The General funds of the Association, may subject to Section 15 of the Indian Trade Unions Act, be spent on activities/measures aimed at the attainment of the objectives of the Association and in furtherance thereof and generally for the following purposes :-

- 24.1 Payment of salaries, allowances and expenses of the Office-bearers and the employees of the Association;

- 24.2 Payment of Auditors fees;
- 24.3 Payment of establishment charges including rent, taxes etc.;
- 24.4 For presentation and/or defense in any legal proceedings to which the Association or any member thereof is a party;
- 24.5 To conduct trade union disputes on behalf of the Association or any member thereof;
- 24.6 Financial assistance to members or their dependants in case of death, old age, incapacitation, sickness, accident or unemployment;
- 24.7 Subscription to and publication of periodicals, journals etc.;
- 24.8 Any other object notified by the appropriate Government in the official Gazette, subject to any conditions laid down in such notifications;
- 24.9 The Executive Committee shall place with the Regional Committees such funds as may be necessary from time to time for the functioning of such committees.

25. **Accounting Year :**

The Accounting year of the Association shall be January to December.

26. **Audit:**

The accounts of the Association shall be audited annually by an Auditor appointed by the Executive Committee or the Executive Committee may also appoint any one of its ordinary member who is not an office bearer or member of the Executive Committee to scrutinize/audit the accounts of the Association.

27. **Inspection of Books:**

The books of accounts and the membership register of the Association shall be open for inspection of any member provided that a notice of 15 days in respect there of is given to the General Secretary at the place where it is maintained. The Treasurer or the Asst. Treasurer will make available the books of accounts to the member who given such a notice.

That the audited Books of Accounts of the Association for the year shall be kept open for inspection for a fixed period after it is approved by the Executive Committee and before it is placed in the Annual General Body and thereafter it shall stand closed for which notice shall be issued by the General Secretary.

That not more than 2 hours time in each working day shall be allowed for inspection.

That a member shall not have the right himself to make a copy of entry from such register and vouchers.

That the Treasurer/Asst. Treasurer shall extend all assistance in inspection of books by members”.

28. **Notice Period :**

A Notice of 30 days will be necessary to hold the Annual General Body Meeting and 15 days for Extraordinary General Body Meeting. The extraordinary meetings of the Executive Committee may be convened by the General Secretary with the consent of the President or the Vice-President in the absence of the President giving a clear notice of one day only. The General Secretary shall convene extraordinary General Body Meeting of the Association within a period of one month of the receipt of the signed requisition from not less than one third of the total members stating the purpose and the reasons for which the meeting has been sought to be convened. At least 7 days notice will be given to members in such cases. Before convening such extraordinary General Body Meeting the General Secretary will have to place the requisition before the Executive Committee.

In case of the General Secretary fails to comply with the requisition within a period of one month from the date thereof the members signing the requisition shall have the right to convene such an extraordinary General Meeting announcing the date, time and place of the meeting . Fifteen days notice shall be given to members in such cases.

29. **Quorum:**

The quorum for an ordinary General Body Meeting shall be 100 and for extraordinary general meeting shall be 75.

“The quorum for the Executive/Regional Committee(s) meeting shall be 10(Ten) & 7(Seven). The quorum for the Unit Committee shall be 5 (Five)”.

“The quorum for a requisitioned General Body Meeting shall be one third of the total members.” No quorum will be necessary to hold meeting adjourned for want of quorum.

30. **Unit Committees:**

“Provided that the branches/other establishments at any centre may be grouped under one unit if the majority of members of those branches/establishments make

an application to the Executive Committee and obtain its sanction for the purpose”.

At each office of the State Bank of India, the members of the Association where such members are more than 5 shall elect a Unit Committee and where number is 5 or less shall elect a Unit representative each two year but within 13 months from the elections to the Executive/Regional Committees. The Unit Committee shall consist of One President, One Secretary, One Treasurer and 2 other members of the Unit Committee where the number of member is 10 or less and where it exceeds 10 the Unit Committee shall consist of one President, One Vice-President, One Secretary, one Assistant Secretary, one Treasurer and 3 other members. The Unit representative/ unit committee shall also cause elections to be held each two years but within 13 months, from the election to the Executive/Regional Committees.

30.A The Unit representative and unit committee shall ensure smooth performance of the following responsibilities:

- 1) Enrolment of members, maintenance of members’ list, record transfer of members to/from the unit under advice to the General Secretary, held Annual Meeting to review the affairs of the unit members and to recommend to the General Secretary,
- 2) The Unit committee shall not enter into correspondence with any affiliate/affiliated/federated organization without the express permission of the Executive Committee. The Unit Committee shall not issue any circular/circular letters concerning the policies/functioning of the Association.

31. **Regional Committees:**

For the present, there shall be three Zonal Committee names as Bhubaneswar Zonal Committee, Berhampur Zonal Committee, and Sambalpur Zonal Committee. The Executive Committee shall be competent to form any other region as may be necessary for the smooth functioning of the Association subject to ratification by the ensuing Annual General Body Meeting.

Consequent upon shifting of the Regions No.1 and IV of Berhampur (Module) to Jeypore and Bhawanipatna respectively the District Committees and the District Secretaries of those Districts be renamed as “Regional Committee and Regional Secretary” respectively. In future when even the Regional Manager’s Office(s) will be shifted to the District Head Quarters the District Committee (s) and District Secretaries be renamed accordingly.

32. **Functions of the Regional Committee:**

The functions of a Regional Committee will comprise of ;

Keeping contact with the members of the Regional and the Executive Committee and implementing the directives of the Executive Committee.

33. **The Affairs of the Regional Committee:**

“The affairs of the Regional Committee will be conducted by a committee consisting of the Regional President, the Regional Vice-President, the Regional Secretary, two Assistant Regional Secretaries, the Regional Treasurer and seven other members, to be elected triennially by the members of the Region, in accordance with the provisions of Rule 17”.

The manner and conduct of the election to the Regional Committees will be determined by the Executive Committee. The Annual Meeting of the Region shall be held every year not later than the last day of February. The Executive Committee shall be competent to defer or to advance the date of the Annual Regional Meeting of the Region subject to ratification by the Annual General Meeting of the Association. The Annual General Meeting of the Region shall be attended by at least one of the principal Office bearers of the Association or by a member of the Executive Committee or by any member of the Association authorized by the Executive Committee to attend the Annual General meeting of the Region.

34. **Annual General Body Meetings of the Region:**

For convening the Annual General Meeting of the Region or the Executive Meeting of the Region, the notice period applicable to convening of Annual General Body Meeting Executive Committee Meeting of the Association shall be applicable.

35. **Funds:**

The Regional Committee shall cause to be opened an account in the name of the Region with a branch of the State Bank of India which shall be operated by the President or the Secretary or the Treasurer, any two jointly.

36. **Function & Responsibilities:**

The Regional Committee shall ensure smooth performance of the following responsibilities and functions:

- 1) Enrolment of members and collection of subscriptions in accordance with the directions of the Executive Committee;
- 2) Maintenance of membership list, record of month wise collections of subscriptions, record of transfer of members to/from the Region under advice to the General Secretary;
- 3) Hold annual meetings in accordance with the provisions of the Bye-laws and rules of the Association or at the directions of the Executive Committee;
- 4) To review the affairs of the Region and to recommend to the Executive Committee of the Association;
- 5) To adopt statements of accounts of the Region which shall be sent to the Executive Committee of the Association, to elect office-bearers/Committee members of the Region and to consider any other matter not repugnant to the objects of the Association.

37. The Regional Committee shall not issue any Circular/Circular Letter for the information of the members on any subject about the affairs of the Association except however with the express permission of the Executive Committee of the Association.

37.1 The Regional Committee shall not enter into correspondence with any affiliate/affiliated/federated or any organizations on any matter concerning the Association or its membership without the express permission of the Executive Committee.

38. For attending the Executive Meeting of the Association the Regional Secretary, in the event of his inability, shall have the authority to nominate any other member/office bearer of the Regional Committee on his behalf.

39. **Dissolution:**

The Association shall not be dissolved except by a motion adopted by 2/3rd majority of the members present in a General Meeting of the Association expressly convened for the purpose, provided the members present shall constitute a majority of total members on the roll of the Association. The funds of the Association, after meeting of the liabilities shall be disposed off in accordance with the decision reached at the resolution meeting.

40. The Association shall always abide by the code of discipline in industry.

41. **Clause 41: Interpretation and Removal of Ambiguities:**

The Circle Executive Committee may frame rules not repugnant to the objects and provisions of the bye-laws for carrying on the functions of the Association and for all such matters not provided for in these laws. The Executive Committee may issue clarifications for removal of ambiguities and such clarification shall be final.

Clause 42-Dispute:

Any dispute in regard to the interpretation of these bye-laws, or to any action by any committees/Body/functionary constituted under these bye-laws/rules of any dispute between an office bearer and the Association or between a member and the Association or between any committee or any dispute relating to the conduct of the affairs of the Association shall be submitted to arbitration. For this purpose the Executive Committee shall constitute a panel or Arbitrators and lay down the procedure for reference of dispute(s) for arbitration.”

42.1 Subject to the aforesaid provision any dispute between an office bearer of any committee and the Association or vice versa, shall be subject to the territorial jurisdiction of any civil court in which the registered office of the Association is established”.

Clause -43 District Committees :-

For the present there shall be 13 District Committees in the pattern of Government decision. The Executive Committee shall be competent to form any other district as may be necessary for the smooth functioning of the Association subject to ratification by the ensuring Annual General Body Meeting.

43.1 **Functions of the District Committees:**

The function of the district committees shall comprises of :

Keeping contact with the members of the district, Regional Committee, Executive Committee.

43.2 **The Affairs of the District Committees;**

The affairs of the District Committee will be conducted by a Committee consisting of the District President, the District Vice-president, the District

Secretary, the District Treasurer and two other members of the district in accordance with the provision of clause-17 and sub-clauses there under. The Annual General Meeting of the district shall be held in the month of January every year. The Executive Committee shall be competent to defer or to advance the date of the Annual General Meeting of the district subject to ratification by the Annual General Meeting of the Association. The Annual General Meeting of the district shall be attended by at least one of the Principal Office-Bearers of the Association or by member of the Executive Committee or by any member of the Association authorized by the Executive Committee to attend the Annual General Meeting of the district.

43.3 **Annual General Body Meeting of the District:**

For convening the Annual General Meeting of the District or the Executive Meeting of the District the notice period applicable to convening of Annual General Body Meeting/Executive Committee meeting of the Association shall be applicable.

43.4 **Funds :**

The District Committee shall cause to be opened an account in the name of the District with a branch of the State Bank of India which shall be operated by the President or the Secretary or the treasurer, any two jointly. Funds required to carry on day-to-day work of committee shall be provided by the executive committee.

44 **Functions and Responsibilities:**

The District Committee shall ensure smooth performance of the following responsibilities and functions:

- (1) Enrolment of members and collection of subscriptions in accordance with the directions of the Executive Committee;
- (2) Maintenance of membership list, record of month wise collections of subscriptions, record of transfer of members to/from the district under advice to the General Secretary.
- (3) Hold annual meetings in accordance with the provisions of the Bye-laws and rules of the Association or at the directions of the Executive Committee.
- (4) To review the affairs of the district and to recommend to the Executive Committee of the Association.
- (5) To adopt statements of accounts of the district which shall be sent to the Executive Committee of the Association to elect office-bearers/committee

members of the district and to consider any other matter not repugnant to the object of the Association:

- (6) The District Committee shall not issue any Circular/Circular Letter for the information of the members on any subject about the affairs of the Association except however with the Express permission of the Executive of the Association.
- (7) The District Committee shall not enter into correspondence with any affiliate/affiliated/federated or any organizations on any matter concerning the Association or its membership without the express permission of the Executive Committee.
- (8) For attending the Regional Executive Meeting of the Association the District Secretary, in the event of his inability shall have the authority to nominate any other member/office bearer of the District Committee on his behalf. Resolved that the following sentence be added to Clause 16 under Heading "Election".

"The term of office of the Executive Committee, Zonal Committees, Regional Committees, District Committees and Unit Committees shall be for a period of 3 years."

"Resolved that with effect from the first January 1982, the clause No.8 under heading subscription be amended".

"Every member shall pay an admission fee of Rs.1/- and an annual subscription of Rs.1200/- in advance or in equal monthly installments on or before the 31st December of each year.

ANNEXURE-I

**NOTIFICATION ANNOUNCING THE ELECTION
S.B.I. OFFICERS' ASSOCIATION.**

No.....

Place.....

Date:

Elections-1981

Pursuant to the Resolution adopted by the Executive Committee at its meeting held on.....it is notified that the elections to the under noted Committees.

- 1. Executive Committee
- 2. Regional Committee
- 3. District Committee

Schedule

- a) Date for issuing notification by the Election.....
- b) Committee calling for nominations.....
- c) Last date and time for filing nominations:.....
- d) Date for scrutiny of nominations:.....
- e) Date for publication of the list of valid-Nominations.....
- f) Last date and time for withdrawal of nominations.....
- g) Date for publication of final list of nominations.....
- h) Date for commencement of dispatch of Ballot papers.....
- i) Last date by which despatch of Ballot papers should be completed.....
- j) Date for poll at any centre.....
- k) Last date and time for receipt of Ballot covers from members at the office of the Election Committee.....
- l) Date of counting.....
- m) Date for declaration of the Results.....
- n) Date for the 1st meeting of the new Committee:.....

2. Attention of the members is invited to the extant provision of the Bye laws in terms of which the Register of Members will be closed on All those who wish to enroll themselves should do so before that date. Members who are in arrear of subscription are requested to clear the same before the closure of the membership register. Voter Lists will be prepared

3. from the Membership Register and only those who have paid the Subscription up to will be included in the voters list.

4. The Executive Committee has constituted an Election Committee comprising:

	Name	Address
1.
2.
3.
4.

5. The Election Committee will shortly issue notice calling for nominations in accordance with the schedule.

6. Notices, Intimations, Ballot papers etc. in connection with the elections, will be sent to the members at the place of their postings as shown in the Staff List issued by the Bank for the Month/quarter ended..... . Any change in the address, should be intimated by the concerned members to the Election Committee.

GENERAL SECRETARY

ANNEXURE-II

NOTIFICATION CALLING FOR NOMINATION
S.B.I OFFICERS' ASSOCIATION,
OFFICE OF THE CHAIRMAN, ELECTION COMMITTEE

No.....

Place.....

Date:.....

NOTICE

Pursuant to the Resolution of the Executive Committee and the Circular No..... of issued by the Association notice is hereby given that those who wish to contest in the Elections, should file their nominations in the form enclosed in person or by post so as to reach the undersigned before----- P.M. on----- .

Chairman
Election Committee.

ANNEXURE-III

FORM OF NOMINATION
ELECTIONS 1981
NOMINATION

I _____, member of the S.B.I. Officers' Association _____ hereby propose the candidature of Shri _____ member of the said Association(_____) for the post of the Executive member of the _____ .

(Specify the name of the committee i.e.)

(Circle Executive Committee/Cuttack Regional Committee/Sambalpur Regional Committee/Berhampur Regional Committee, if for the district Committee, name the district).

Signature _____

Name and _____

Address _____

Date _____

Place of work _____

SECONDING

I _____ member of the S.B.I. Officers' Association _____ Second the above proposal.

Signature _____
Name and Address _____

Place of work _____

Date _____

NOMINEE'S CONSENT

I _____ member of the S.B.I. Officers' Association _____ do hereby give my consent to the above nomination.

Signature _____
Name and Address _____

Date: _____

Place of Work _____

Note:- (a) Separate Nomination Form should be used for each Committee
(b) All particulars should be written in clear and legible handwriting or typed.

ANNEXURE – IV

LIST OF NOMINATIONS RECEIVED

SL.NO.	POST	CANDIDATE	PROPOSER	SECONDER	ACCEPTED REJECTED	REMARKS	INITIALS
1	2	3	4	5	6	7	8

ANNEXURE-V

OUTER COVER (20 cms & 14 cms.)

REGISTERED

To

(Members name and Address)

From

Chairman,
Election Committee
S.B.I. Officers' Association.

ANNEXURE IV-B

**S.B.I. OFFICERS' ASSOCIATION
OFFICE OF THE CHAIRMAN, ELECTION COMMITTEE**

No. _____

Place _____

Date _____

List of Contesting Candidates

The following is the final list of contesting Candidates:

Posts	Name of Candidate(s)
-----	-----
-----	-----
-----	-----
-----	-----
-----	-----

2. The dispatch of Ballot Papers will commence on _____

3. The Poll will be held at the under mentioned Centers, on the dates mentioned there against:

Centre:	Date of Poll	Branches/Establishments which are covered by the centre.	Name of the Returning Officer.

**CHAIRMAN
ELECTION COMMITTEE**

RETURN COVER (15 CMS X 12 CMS.)

**Postage
Stamp.**

To

**Chairman,
Election Committee,
SBI Officers' Association,**

From

(Membership No. _____)

BALLOT COVER (12 cms. X 8 cms.)

Confidential

Ballot Paper

ANNEXURE-VIII

DECLARATION

Membership No. _____

Place _____

Date _____

ELECTIONS

I _____ hereby declare that I am a member of the S.B.I. Officers' Association (_____ Circle) and am eligible to vote in the Elections.

Signature _____

Name _____

Branch/Office _____

ANNEXURE-IX

MEMORANDUM OF INSTRUCTIONS

Please read these instructions carefully before marking the Ballot Paper.

1. Please check whether you have received the full set of Ballot Papers, Ballot cover and stamped Returned cover.
2. Please check whether the Ballot paper bears the authentication of the chairman of the election committee.
3. Please sign the Declaration Form.
4. Please mark (X) in ink against the name and serial number of the candidate in the cage allotted in whose favour you wish to cast your Votes.
5. If you put (X) mark against more number of candidates, than indicated, your vote will become invalid.
6. Please write your name and address in the place prescribed.
7. After marking the Ballot paper, please place it inside the Ballot Cover and close the Cover. Place the closed Ballot cover and the Declaration form in the Return cover, close it and post it yourself. Do not hand over the cover or the Ballot paper to any body else. Your vote is Confidential.
8. Your vote will be rejected, if the declaration form does not accompany the Ballot cover.
9. Use only the covers and declaration forms sent by the Election Committee.
10. Casting your vote is a very important function in Democracy. Please perform it with due solemnity.

Thank you for your co-operation.

Place: _____

Date: _____

CHAIRMAN
ELECTION COMMITTEE.

ANNEXURE-X

REGISTER OF CHANGES IN ADDRESS

DATE OF RECEIPT	MEMBERSHIP NO.	CHANGED ADDRESS	REMARKS ORAL INTIMATION OR LETTER	INITIALS

ANNEXURE-XI

BALLOT PAPERS RECEIVED AND ISSUED REGISTER

DATE	PARTICULARS	RECEIVED	ISSUED	BALANCE	INITIALS
16.1.81	Received from Printer	1,000		1,000	
20.1.81	Issued for despatch		150	850	
21.1.81	Issued to Sri In lieu of Damaged ballot Paper returned By him.		1	849	
22.1.81	Issued to Returning Officer.		125	724	
22.1.81	Returned by the Returning Officer	25		749	

ANNEXURE-XII

BALLOT COVERS RECEIVED REGISTER

DATE	NO. OF COVERS RECEIVED	INITIALS	TOTAL RECEIVED	INITIALS
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ANNEXURE-XIII

S.B.I OFFICERS' ASSOCIATION
OFFICE OF THE CHAIRMAN, ELECTION
COMMITTEE.

No. _____

Place _____

Date _____

VALID NOMINATIONS

The Candidature of the following persons for the posts mentioned against their names has been accepted, nominations filed on their behalf having been found valid.

2. Any candidate wishing to withdraw his candidature should intimate in writing to the undersigned before _____ p.m. on _____ .

3. The final list of contesting candidates, will be published on _____ .

Chairman,
Election Committee.

POST (1)	NAME OF THE CANDIDATE (2)	PLACE OF POSTING (3)
-------------	---------------------------------	-------------------------

END.