

**CERTIFICATE OF  
REGISTRATION OF SOCIETIES  
(ACT XXI OF 1860)**

**No. 581 of 1980**

I hereby certify that the  
**"State Bank of India Schedule Caste/  
Scheduled Tribe Employees Welfare  
Association"**

has this day been registered under the Societies Registration Act  
XXI of 1860 and as amended by Punjab (Amendment) Act, 1957.

Given under my hand at Chandigarh this day of 12th May 1980,  
(One thousand nine hundred and eighty).

**Rs. 50 Fee**

SEAL

Sd/-

Executive Magistrate  
Deputy Commissioner-cum-Register of  
Firms and Societies,  
U.T. Chandigarh.

**MEMORANDUM OF THE STATE BANK OF INDIA  
SCHEDULED CASTE/SCHEDULED TRIBE EMPLOYEES  
WELFARE ASSOCIATION, (REGD.) CHANDIGARH.**

PLACE: CHANDIGARH.

DATED: 01.04.2023

**1. NAME OF THE ASSOCIATION:-**

STATE BANK OF INDIA SCHEDULED CASTE / SCHEDULED TRIBES  
EMPLOYEES WELFARE ASSOCIATION, CHANDIGARH CIRCLE,  
CHANDIGARH.

**2. REGISTRARED OFFICE & HEAD OFFICE:-**

The Registered Office of the Association shall be within the City of  
Chandigarh and at present House No. 3086/2, Sector-44-D, Chandigarh.  
The Head Office of the Association is SBI SC ST Employees Welfare  
Association, Ground Floor, Local Head Office, State Bank of India, Sector  
17, Chandigarh-160017.

**3. SUB-OFFICE:-**

The Association shall open its sub office i.e., module/regional office etc.  
within the area of operation or as per its requirement or need, decided by  
the Circle Executive Committee of the Association. The Association  
currently holds 8 sub offices at Jammu, Shimla, Bathinda, Ludhiana,  
Mohali, Patiala, Panchkula & Rohtak.

**4. AREA OF OPERATION:-**

The area of operation of the Association shall be corresponding to SBI  
Chandigarh Circle (LHO), presently Chandigarh (U.T.), Jammu & Kashmir  
(U.T.), Laddakh (U.T.), Haryana, Himachal Pradesh, and Punjab.

**5. AIMS AND OBJECTS-The aims and objectives of the Association shall be:-**

- a) To organise and unite the SC/ST employees of all cadres of the SBI under  
common fellowship and foster among them a spirit of brotherly-hood co-  
operation. The Association shall take such step for OBC also and after

enrolling them, shall take such step as necessary for implementation of reservation.

- b) To constitute & maintain a liaison between the SC/ST employees and the Authorities of the bank and to Strive for cordial relations between them or to defend SC/ST employees in domestic enquiries.
- c) To watch, promote, safeguard and furtherance the interest, rights & privileges of the SC/ST employees in all matters relating to employment, promotion, accommodation, service conditions etc.
- d) To get Reservation Policy implemented by all legal/constitutional means or to undertake such activities, except political calculated which help in the upliftment, welfare, and prosperity of SC/ST.
- e) To encourage the SC/ST employees to promote the interest of Bank by achieving its targets/goals.
- f) To federate, co-operate or affiliate it with or give affiliation to other Associations or unions with similar aims & Objectives and organize SC/ST employees of SBI or other Banks etc. at national level.
- g) To initiate, support and carry out measures to enhance the material, financial, educational, and social or other interests, except political, of SC/ST employees by all constitutional and legal means.
- h) To do such acts as will foster solidarity amongst the working people in General & Bank employees in particular and to develop & maintain cordial relation with other such Bank Associations/Unions.
- i) To arrange literacy, Scientific, charitable means for the diffusion of useful knowledge & to open School/ College/library/Training Centres for them and to launch any publication for this purpose.
- j) To enter into the negotiations or hold meetings or talks with Govt., National Commission for SC/ST, Parliamentary Committee for SC/ST or such other Commissions etc. and Management of SBI on behalf of SC/ST employees and get settled their grievances through negotiations with these forums.
- k) To celebrate the birth anniversary or Nirwan Diwas of Baba Saheb Dr. B.R. Ambedkar, collect his literature & other social reformers and preach/hold

seminar on their teachings amongst the masses.

- l) To defend the members irrespective of their class or caste or religion or cadre i.e. Supervising and Award staff in the legal proceedings and domestic enquiries.
- m) To undertake other activities or create or borrow such funds, which are intended for or conducive to attain of the above objects or any one thereof or help us in achieving the above objectives.

**Mandatory Conditions:**

- a) The income and property of the society/ Association shall be applied solely towards the promotion of the aims and objectives of the Association and no portion thereof shall be paid or transferred directly or indirectly by way of dividend, bonus or otherwise by way of profit to the members of the Association.
- b) No member of the Managing Committee of the Society/Association shall be appointed to any salaried officer of the Association, or any office of the Association paid by fees, that no remuneration shall be given by the Association to any member of the such Managing Committee except the re-payment of out-of-pocket expenses and interest on money lent or rent for the premises to the Association.
- c) The Society/ Association by its constitution is required to apply its profits, if any, or other income in promoting its aims and objectives.
- d) If, upon the winding up or dissolution of the Society/ Association there remains after satisfaction of the all its debts and liabilities property whatsoever, the same shall not be paid to or distributed among the members of the Association but given or transferred to some other charitable institution / Association having aims and objectives similar to be determined by the members of the Association at or before the time of dissolution of the Society.

**6 Name and address of the members of the Association who had been entrusted the first Management as required under section 2 of the Societies Registration Acts 1860, as applicable to the U.T. of Chandigarh are as follows: -**

Sr.No.	Name & post in Association	Address	Occupation
1	Sh. Jaswant Rai, President	SBI, Sector 17 Chandigarh.	Service
2	Sh. M.L. Madhla, V. President	Region III Chandigarh LHO.	Service
3	Sh. Rattan Singh, Secretary	Region II Chandigarh —do—	Service
4	Sh. Pala Ram, Assistant Secy.	Region IV Chandigarh —do—	Service
5	Sh. S.S. Lamba, Treasurer	Region IV Chandigarh —do—	Service
6	Sh. A.S. BSh. A.S. Banga, Organizing Secy.	SBI, Main Br. Chandigarh—17—	Service
7	Sh S.P. Singh, Assistant Treasurer	Region II, Chandigerh	Service
8	Sh. Chaman Lal Kochhar, Auditor	SBI Main Br. Chandigarh-17	Service
9	Sh. Om Parkash Indal, Executive Member	SBI Main Br. Chandigarh-17	Service
10	Sh. Jagmal Singh, Executive Member	SBI Main Br. Chandigarh-17	Service
11	Sh. Janak Singh, Executive Member	SBI Main Br. Chandigarh-17	Service
12	Sh. R.R. Chapa, Executive Member	Region I, Chandigarh, LHO	Service
13	Sh. Vinod Parshad, Executive Member	Region II, Chandigarh —do—	Service
Witness:			
14	Sh. Gulzar Singh, Executive Member	Region I, Chandigarh —do—	Service
15	Sh. Ajaib Singh, Executive Member	Region II, Chandigarh —do—	Service
Sd/- (RAM SAROOP)			
Place: - CHANDIGARH P.O.P.N.B.			
<b>7. - The name of the present office bears and members of the Circle Executive Committee of the</b>			

**7 STATE BANK OF INDIA SCHEDULED CASTE/SCHEDULED TRIBE  
EMPLOYEES WELFARE ASSOCIATION,**

**CHANDIGARH are given below: -**

Sr. No.	Name	Designation	Address
1	Sh. Saudagar Singh	Circle President	RACPC, Chandigarh
2	Sh. Hoshlar Chand	Circle Senior Vice President	Mini Secretariate, Patiala
3	Sh. Virender Kumar	Circle Vice President	SARB, Panchkula
4	Sh. Parmod Indal	General Secretary	CCC, LHO, Chandigarh.
5	Ms. Baljit Kaur	Circle Finance Secretary	CCPC, Mohali
6	Sh. Vikramjit Singh	Circle Organizing Secretary	Airawat Shopping Complex, Patiala
7	Sh. Balwinder Kumar	DGS (HQ)	RBO Hoshiarpur
8	Sh. Jagtar Singh	DGS (HQ)	CSD, LHO, Chandigarh
9	Sh. Deepak Sodhi	AGS (HQ)	Spl. PBB, Sector 17, Chandigarh
10	Ms. Sumitra Rani	Assistant Finance Secretary	Banking Ombudsman, LHO
11	Sh. Babu Lal Pingal	Assistant Organizing Secretary	CAC, Hissar
12	Sh. Naresh Gehlot	Assistant Organizing Secretary	SAMB, Sec-8, Chandigarh
13	Ms. Ranjandeep Kaur	Circle Women Representative	CCRC, LHO, Chandigarh
14	Ms. Stanzin Dolkar	Circle Women Representative	Main Branch, Leh
15	Sh. Rajesh Kumar	President, Jammu	RACC, Jammu
16	Sh. Daya Ram	DGS, Jammu	Bishnah, Jammu
17	Sh. Parveen Kumar	President, Ludhiana	RBO 2, Ludhiana
18	Sh. Sant Lal	DGS, Ludhiana	RBO 1, Ludhiana
19	Sh. Jaspal Singh	President, Bathinda	GNDTP, Bathinda
20	Sh. Pal Kumar	DGS, Bhatinda	Admin Office, Bathinda
21	Sh. Simranjeet Singh	President, Mohali	LCPC, Chandigarh
22	Sh. Gurpal Singh	DGS, Mohali	RACC, Chandigarh
23	Sh. Pardeep Kumar	President, Panchkula	SM Area, Yamuna Nagar
24	Sh. Prem Pawar	DGS, Panchkula	CPPC, Panchkula
25	Sh. Jai Singh	President, Shimla	Akhara Bazar, Kullu
26	Sh. Anjan Keshav	DGS, Shimla	DP Road, Gagret
27	Sh. Vijay Kumar	President, Rohtak	Nathu Sri Chopta (50439)
28	Sh. Sushil Kumar Chauhan	DGS, Rohtak	RBO 1, Rohtak
29	Sh. Om Parkash Indal	Circle Legal Advisor	Retired

**Place: - CHANDIGARH**

**Dated: 22.10.2023**

# **RULES AND REGULATIONS 1 CONSTITUTION/BYE LAWS OF THE ASSOCIATION.**

## **NAME & INTRODUCTION:**

The name of the Association shall be the "STATE BANK OF INDIA SCHEDULED CASTE/SCHEDULED TRIBE EMPLOYEES WELFARE ASSOCIATION, CHANDIGARH CIRCLE" hereinafter referred to as "Association". It is non-political Association of all SC/ST Employees of SBI, Chandigarh Circle, irrespective of their cadre or rank in the Bank. The Abbreviation of the Association shall be "SBI SEWA". The word he shall be treated as she also in case the member or office bearer is female.

## **1. MEMBERSHIP AND SUBSCRIPTION:**

### **a) MEMBERSHIP: -**

- i. The membership of the Association shall be of three types (1) Ordinary Membership (2) Associate membership & (3) Honorary Membership. The ordinary membership shall be open to any Scheduled Caste/Scheduled Tribe employee of the State Bank of India, Chandigarh Circle, on payment of necessary fees and acceptance of its Memorandum and Constitution/Bye-Laws or General Rules/Sub rules subject to the approval of Circle Executive Committee. He will have to declare to accept all the decisions of the Circle Executive Committee of the Association made in the benefit of the members i.e. SC/ST Employees of the State Bank of India.
- ii. At the time of becoming a member of the Association, the employee will have to pay prescribed membership fee as well as subscriptions decided by Circle Executive Committee from time to time.
- iii. The Associate membership shall be open for other reserved class employees of SBI, Chandigarh Circle like OBC etc. & Honorary membership shall be open for person who believes in the ideology of Baba Sahib or helps SC/ST employees in particular and SC/ST masses in general but both such member shall not entitle to vote or hold any office of the Association except the Patron/Guardian/Legal Adviser / Spl. Invitee etc.
- iv. Membership Fee: -The member shall pay Rs. 100/- as admission fee or as decided by Circle Executive Committee from time to time.
- v. List of membership: - A list of the members of the Association containing their names, addresses etc., shall be maintained in the office of the Association, and shall be opened for the inspection to the office bearers and members during office hours or as per convenience of the members.

**b) SUBSCRIPTIONS:-**

- i) The member shall pay the monthly subscription as decided by Circle Executive Committee; presently monthly subscription is Rs.150/-, and Rs. 100/- & Rs.50/- for Officer, Award & Sub Staff respectively.
- ii) The member will have to pay the special subscription whenever deemed necessary or demanded by the association and he will not claim for any type of refund of his contributions given for the welfare of Scheduled Caste/Scheduled Tribe employees or otherwise. No welfare fund shall fall under this head.

**c) DONATIONS, GIFT & GRANT ETC.: -**

The Association shall not accept any type of donation, gift & grant from Govt. or Bank or Individual except for specific purpose as decided by the Circle Managing Committee or Circle Executive Committee.

**3. TERMINATION/SUSPENSION/CESSATION OF MEMBERSHIP:-**

A member shall be suspended/terminated/ceased from his membership on the following reasons:

- a) If a member has resigned on his own accord.
- b) The membership of an employee whether he/she is an ordinary member, or an office bearer shall be automatically discontinued on his/her entitlement/separation from the bank.
- c) If a member is found in violating the rules and regulations of the Association.
- d) If a member does not pay special subscription or monthly subscription continuously for three Months.
- e) If a member remains absent four consequent meetings without the permission or prior information to the Association.
- f) If a member convicted by the court of law for any criminal act i.e. on the ground of moral turpitude or declared insolvent etc.
- g) If a member violates code of conduct (annexure 1) or found involved or indulged in such activities, which are detrimental to the Association.
- h) The respective Module Executive Committee or General Secretary of the Association shall decide the above terminations/ suspension but aggrieved member has a right to appeal before the Circle Executive Committee within 3 months and CEC shall decide/dispose of the appeal/matter as early as possible.

**4. RENEWAL/READMISSION OF MEMBERSHIP:**

A member whose membership has been terminated because of the reasons expressed in provision (3) above can be reviewed/renewed on his written request with new grounds & full payment of arrears due from him and with other-term & conditions as decided by the Circle Executive Committee.



## **5. STRUCTURE/SETUP OF THE ASSOCIATION:**

The Association shall consist of following forums: -

- a) General Body:** - The general body shall be in the following hierarchy;
  - i) Circle General Body,
  - ii) Module General Body,
  - iii) Regional General Body,
  - iv) District /Local Unit General Body,
  - v) Delegate Body.
- b) Circle Managing Committee:** - Both Circle Executive Committee & Module Executive Committee jointly shall constitute the Circle Managing Committee. The CMC shall apex body in the matter of policy making and shall overriding effect on the decisions taken by the Executive Committee constituted under clause (c) below or otherwise. Note: -The Module Executive Committee and Regional Executive Committee jointly shall constitute the Module Managing Committee but it is left with the Module to form such committee:
- c) Executive Committee:** - The Executive Body shall be in the following hierarchy,
  - i) Circle Executive Committee,
  - ii) Module Executive Committee,
  - iii) Regional Executive Committee,
  - iv) District/Local Unit Executive Committee,

## **6. POWERS OF THE GENERAL BODY AT EVERY LEVEL:**

The Circle General Body is supreme authority of the Association and all decisions taken by the Circle General Body shall be final and binding on the Association at all levels. As shown in Clause No-5 in hierarchy, respective General Body has overriding effect to the below such bodies. The respective General body shall be final authority of the Association at its respective and do the below functions.

- a. The general body shall elect all the office bearers of the Association.
- b. The general body can removal/suspend any office bearer in case of any default.
- c. The general body can dissolve the respective Executive Committee and can hold the fresh election for the new officer bearer. In case of dissolution fresh elections may be held as early as possible.
- d. The general body shall control the funds of the Association and pass Balance Sheet & Audit reports.
- e. The general body shall decide all the matters referred to it by the majority or as per rule framed for this purpose, The General body may

delegate any of its power to any other body by a resolution.

- f. Delegate session shall be convened in the emergent need, when General body meeting could not be convened because of any reason but such session shall deal the specific agenda decided by CMC.
- g. The circle general body is only competent authority to amend or add or delete the provisions of the Memorandum/Byelaws/Constitution of the Association. Below body can recommend such proposal.

**7. MEETING / NOTICE QUORUM / REQUISITION / AGENDA / DECISION MAKING OF THE GENERAL BODY AT EVERY LEVEL & DELEGATES SESSION:**

- a) **Meeting:** - (i) The general body at circle level shall meet once in three years but the Circle Executive Committee can convene emergent meeting at any time in the form of Circle Conference/Council.
- ii. The general body at Module level shall meet once in two years but the Module Executive Committee can convene emergent meeting at any time in the form of Module Conference/council.
- iii. The general body at other level shall meet once in a year but the Executive Committee at respective level can convene emergent meetings at any time in the form of appropriate Conference/council.
- b) **Notice:** - (i) Notice for the General Body meeting shall constitute 1) Date of issue of Notice, 2) Date of meeting, 3) Time of meeting, 4) Place of meeting, 5) Agenda items, 6) Signature of the Authorised Signatory of the Association. (ii) Period: - For the triennial General Body meeting at Circle level, a months' notice issued by the General Secretary with the approval of the Circle Executive Committee. (iii) For the biannual general body at Module, with twenty-one days' notice shall be issued by respective Dy. General Secretary after the approval of Module Executive For the general body meeting at other level 7 to 15 days' notice shall be issued by the Authorized signatory (v) For emergent General Body meeting, respective Executive Committee shall decide the period, time & agenda for convening emergent meeting at any time.
- c) **Quorum:** - One third ( $1/3^{rd}$ ) of the total members of the general body Shall from the quorum the meeting. In case the quorum falls short then a fresh notice shall be issued and the members so present in the next meeting shall decide the matter and their decisions shall be final & binding.
- d) **Requisition:** - One fifth ( $1/5^{th}$ ) of the total members can request the President/General Secretary or like office bearer at the respective level to convene emergent meeting of the general body to discuss & decide a specific agenda/matter as desired by the requisitions. On receipt of letter of requisition, the President/ General Secretary or such office

bearer respective level shall act accordingly and if he/she fails to convene the meeting within two months, the requisitionists can issue a notice for such the meeting and decision, taken in such meeting if otherwise in order, shall be final and binding.

- e) **Agenda:** - The General Secretary or such office bearer respective level shall notify the agenda of the general body meeting. The respective Executive Committee shall decide the agenda, but any matter issue can be permitted by the presiding officer of the meeting.
- f) **Decision Making:** - The general body shall decide the agenda if any other issue/matter referred to it, by a majority of the member present and voting except the amendments in Memorandum/Constitution of the Association which shall take as per amendment clause envisaged in this constitution itself.
- g) **Chairman:** - The President at respective level, will be the Chairman of the meeting and he shall, preside over all General, Body meetings except that when any impeachment proceeding is pending in any meeting against him. The Circle President may preside over any meeting of general bodies.
- h) **Delegates session:** - The delegates shall represent the units in the delegate session, which shall meet to deal the matters of urgent nature. All the delegates constitute a mini general body and decisions taken by the delegates session shall be valid until and unless it is reversed by the Circle General Body itself. All the office bearers of the Association shall be delegate for the purpose of delegate session and Circle Executive Committee shall call it only at circle level. All above sub clause/rules shall be applicable while calling the delegate session.

## **8. EXECUTIVE COMMITTEES AND DESIGNATIONS ETC.**

### **THEREOF:**

The Executive Committee at every level will be elected by the respective General Body to manage, conduct & control the business of the Association and shall be comprised of: -

#### **At Circle Level**

The following Office Bearers & chief patron/patrons shall constitute Circle Executive Committee

- |    |                                  |     |
|----|----------------------------------|-----|
| 1. | Circle President                 | One |
| 2. | Senior Vice-President            | One |
| 3. | Circle Vice Presiden             | Two |
| 4. | General Secretary                | One |
| 5. | Dy. General Secretary (HQ)       | Two |
| 6. | Assistant General Secretary (HQ) | Two |

7.	Circle Finance Secretary	One
8.	Assistant Circle Finance Secretary	Two
9.	Circle Organizing Secretary	One
10.	Assistant Organizing Secretary	Two
11.	Circle Women Representative	Two
12.	Circle Legal Advisor	One
13.	Auditor	One

#### **At Module Level**

The following Office Bearers & patrons shall constitute Module Executive Committee.

14.	Module President	One
15.	Module Vice-President	One
16.	Dy. General Secretary/ Module Secretary	One
17.	Module Assistant General Secretary	One
18.	Module Finance Secretary	One
19.	Assistant Module Finance Secretary	One
20.	Module Organizing Secretary	One
21.	Module Women Representative	One
22.	Module Auditor	One

#### **At Regional Level**

The following Office Bearers shall constitute Regional Executive Committee.

1.	Regional President	One
2.	Regional Vice President	One
3.	Regional Secretary	One
4.	Assistant Regional Secretary	One
5.	Regional Organizing Secretary	One
6.	Regional Finance Secretary	One
7.	Asst. Regional Finance Secretary	One
8.	Regional Women Representative	One
8.	Regional Auditor	One
9.	Executive Member All District/ Local Unit Level President/Secretary	

#### **AT District unit**

##### **Level the case may be:**

The following Office Bearers shall constitute District/unit Executive Committee.

1.	District/ Unit President	One
2.	District / Unit Vice-President	One
3.	District / Unit Secretary	One
4.	District / Unit Assistant Secretary	One
5.	District / Unit Finance Secretary	One
6.	Assistant District / Unit Finance Secretary	One
7.	Executive Member as per local strength	One out ten
8.	Delegates as per local strength	One out five

**TENURE MEETING / NOTICE / QUORUM / REQUISITION / AGENDA / DECISION MAKING OF THE EXECUTIVE COMMITTEE AT EVERY LEVEL AND CMC ALSO:**

- a) **Tenure of the Executive Committees:** - Tenure of the executive committees shall be three years from date of assuming the office, however respective general body or higher executive committee can dissolve the E.C. as when working of EC is found against the bye-laws or objectives / interests of the Association.
- b) **Meeting:** - The Circle Managing Committee shall meet at least once in a year, but Circle Executive Committee shall meet once in three month and Executive Committee at other level shall meet once in two month and other level once in month but emergent meeting of the above bodies can be convened at any time as and when need arises.
- c) **Notice time:** - Notice of the CMC/EC meetings shall constitute i) Date of issue, ii) Date of meeting, iii) Time of meeting, iv) Place of meeting, v) Agenda items, vi) Signature of the authorised signatory of the Association. Notice shall be issued/ list ten-days before the meetings.
- d) **Quorum:** - One half (1/2) of the total members of the CMC/Executive Committee shall form the quorum of meeting and in case the quorum falls short then a fresh notice shall be issued and the members so present in the next meeting shall be competent to decide the matter/agenda.
- e) **Requisition:** - One third (1/3<sup>rd</sup>) of the total members can request the President/General Secretary or such office bearer at the respective level to convene emergent meeting of the Executive body to discuss/ decide a specific agenda / matter as desired by the requisitionists. On receipt of requisition slip the President/ General Secretary or like office bearer respective level shall convene the meeting and if he/she convene the meeting one month the requisitionists can issue a notice for the meeting and decision taken in such meeting if otherwise in order shall be final binding.
- f) **Agenda and decision thereupon:** - The General Secretary shall issue the Agenda for Circle Executive Committee. Likewise such agenda shall be issued for the either level executive committee. All the matter/agenda shall be decided by the majority of the present except any proposal of amendment in bye-laws or Making sub-rule etc. which Shall be decided by majority of total members and 2/3<sup>rd</sup> of the present.

- g) **Chairman:** - The President at respective level, will be the Chairman of the meeting and he shall preside over CMC/Executive Committee meetings except that when any impeachment proceeding is pending in any meeting against him/her. The Circle president can preside over any of E.O. meetings.

**10. POWER AND FUNCTION OF THE CMC AND EXECUTIVE COMMITTEE AT EVERY LEVEL:**

The Circle Managing Committee (CMC) shall apex body in the policy matter and shall overriding effect on the decisions of Executive Committee/Sub Committee constituted under any clause of this constitution. The Circle Executive Committee shall be apex body in the matter of administration/supervision & control of the Association fund & staff and all decisions taken by the Circle Executive Committee shall be final and, binding on the Association. As shown in Clause No.5 in hierarchy, respective Executive Committee has overriding effect to the below such committees. The Circle Executive Committee shall have the right to admit member of any type, who may or may not be employees of the Bank or SC/ST but whose membership may be considered in the interest of the Association. The Circle Executive Committee shall have the power to appoint Chief Patron or other Patrons. However, the Module Managing Committee may appoint any Chief Patron or Patron for the module concerned with prior permission of the CEC.

- a) The circle executive committee shall the apex body in the matters of and shall control the entire functioning of the Association including supervision of the staff.
- b) The respective executive committee shall convene the general meeting and shall place the report of General Secretary or Dy. General Secretary, financial reports, and audit reports etc. as the case may be and other agenda for approval of the respective general body.
- c) The respective executive committee shall sue/file the court cases on the behalf of be Association. No case shall be instituted in any court without a resolution of the Circle Managing Committee or CEC.
- d) The respective executive committee shall have the control of funds/assets the Association.
- e) The respective executive committee shad make rules/ guidelines for the smooth functioning of the Association however such rules shall not

have overriding effect in the general rules framed by CMC.

- f) The respective executive committee shall be responsible for the implementation of the decisions of the general body and CMC.
- g) The respective Executive committee shall constitute sub-committee(s) if necessary for a specific purpose with powers & duties as deems fit and shall make all endeavours to achieve the objectives and goals of the Association.
- h) All the resignations shall be placed before the respective executive committee within a month for final decision. The respective executive committee shall fill up the vacancies in its executive body.
- i) The presiding officer along with the other members shall sign the proceedings minutes book of the meetings of the executive Committee.

## **11. ELECTIONS OF EXECUTIVE COMMITTEES / OFFICE BEARERS:**

The management of the Association shall be vested in the Executive Committees of the Association. The Executive Committee members shall be elected in the General Body meeting unanimously or by way of elections, direct or secret ballot. In case of secret ballot system the elections procedure shall be as under:

- a) **Time schedule for fresh elections:** - Applications/nominations shall be invited at the proper time i.e. 40 days before the new elections i.e. Ten days for filing nominations, three days for scrutiny of nominations, three days for filing of objections and three days time will be given to applicants for withdrawal. Thereafter the names of the all contesting members shall be declared before twenty one (21) days before the date of elections. All Sundays/ holidays shall be included in the above schedule. (Daytime 9.00AM to 5.00PM)
- b) **Procedure of the Elections:** - The Circle Executive Committee shall constitute an Election Committee for the purpose of elections with term and condition as laid down by the Circle Managing Committee. In said committee there shall be three officers (i) Returning Officer (ii) Election Officer (iii) Polling Officer. The Circle Executive Committee shall determine their functions and duties but, thereafter the election committee shall conduct the election independently.
- c) **Voter List:** - The election committee shall prepare and published the list of eligible voters before filing the nomination papers, at list a

week before the date nomination.

- d) **Mode of Election:** - The election shall be held for the respective Executive Committee and the person securing maximum vote shall be declared elected. After general election the respective Executive Committee shall fill any vacancy, if arises by any reason, by the majority and its decision shall be final.

**12. IMPEACMENTS/SUSPENSION/REMOVAL OF THE EXECUTIVE COMMITTEE MEMBER/OFFICE BEARER:**

- a) **Any member of the Executive Committee can be suspended/impeached/removed on the following grounds:**

- i) In-discipline i.e. such activities which may be detrimental to the interest of the Association,
  - ii) Moral Turpitude,
  - iii) Violation of Code of Conduct (annexure 1) or as framed by the CEC from time to time
  - iii) Violation of any provision of the Memorandum or bye-laws/Constitution of the Association.
  - iv) Mis-use of funds,
  - v) When he/she ceased to be a member of the Association.
  - vi) Any other issue decided by the Circle Executive Committee with 2/3<sup>rd</sup> majority.
- b) A sub-committee constituted by concerned Executive Committee shall investigate the charge(s). After Chargesheet and investigation if the allegation is proved than the Module Executive Committee shall pass the final order by giving him a last & final opportunity/show cause notice and then a member or office bearer can be expelled / removed. Such member/office bearer shall have a right of appeal before C.E.C. which shall decide the matter within three months from the date of appeal.

**13. FUNCTIONS (DUTIES AND POWER) OF THE OFFICE BEARER SEPRATELY:**

**CIRCLE LEVEL**

- (1) **Circle President:** - The Circle President shall be the head of the



Association and his decision shall be final.

- a) He shall preside over all the meetings of general body or Managing/Executive Committee and give ruling while presiding over any meeting, which shall be final. He shall sign the minutes of the meeting of Association that he presides over and exercise his right of vote in case of tie also.
- b) He shall be the appointing/disciplinary authority of the employees of the Association.
- c) He shall defend the legal proceedings for and against the Association and shall appear in such proceeding as and when requires. He or any office bearer authorized by him shall defend the members, irrespective of their cadre, in the domestic enquiries.
- d) He can delegate all or any of his powers to Sr. Vice President or any of the vice presidents.
- e) He can dissolve or remove or reconstitute any Module/Regional Executive Committee if he found the said Committee is working against the rules and regulations or interest of the Association, for this he shall have to obtain the approval of the Circle Executive Committee within a period of Six months.
- f) He shall check the accounts of the Association time to time and have the power to spend a sum of Rs. 15000/- at a time without previous sanction of the Managing Committee. He shall be the Signing Authority on all the expenditure bills.
- g) He shall supervise the work of the Module presidents and provide necessary guidance to them.
- h) He shall be the chief spokesman of the Association and shall hold press conference on its behalf.

**(2) Sr. Vice President: -**

- a) The Circle Sr. Vice President shall assist the President in all the matters and shall act in his place in his absence. He shall exercise all power of Circle President while acting in his place.
- b) He shall preside over the meetings in the absence of the president. He can give ruling also when he is presiding over the meeting, which shall be final.

- c) He shall carry through the function allocated to him by the President.
- d) He shall sign the expenditure bills of president if required so and have the power to spend a sum of Rs. 10000/- at a time without previous sanction of executive committee.

**(3) Vice-President: -**

- a) Vice Presidents shall assist the President & Sr. Vice President in all the matters and shall act in their place in their absence & exercise all power entrusted to them under these constitution/byelaws.
- b) He shall preside over the meetings in the absence of the President & Sr. Vice President i.e. in absence of both, the Chairman of the meeting shall be elected from amongst the Vice Presidents and in their absence any member of executive committee shall be elected for this purpose. He can give ruling also when he is presiding over the meeting, which shall be final.
- c) He shall carry through the function allocated to them by the Presidents.
- d) He has the power to spend a sum of Rs. 5000/- at a time without previous sanction of CEC.

**(4) General Secretary: -**

- a) The General Secretary shall be the head of executive and shall lead to the Association in all action undertaken by the Association. So, he shall be the spokesman of the Association also.
- b) The General Secretary shall be responsible for the entire functioning of the Association and correspondence on its behalf. He shall convene all meetings (GB/MC/EC) of the Association.
- c) He shall contract on behalf of Association and get co-operation from our Association or such or other Associations and shall be responsible for fulfilment of objectives of the Association.
- d) He can take service of any member/office bearers in the interest of the Association whenever he needs such services and in case of defiance, he shall initiate suitable action against him.
- e) He can check all the expenses vouchers and shall have the power to spend Rs. 25000/- at a without previous sanction of the Executive Committee and can keep the cash of Rs. 10000/- in hand for day today

expenses. He shall control/inspect the work of finance secretaries / DGSs etc.

- f) He shall inform the CMC or Executive Committee or General Body about the affairs of the Association in the appropriate meetings i.e. prepare & present the general secretary report.
- g) He shall control the staff, record and estate of the Association. He can seek any report from any of the office bearer of the Association and issue directions to any of below office bearers.
- h) He shall convene the emergent meeting of the Association in consultation with the President.
- i) He shall defend the proceedings for and against the Association and shall appear in such proceedings as end when requires. He or any office bearer authorized by him shall defend the members, irrespective of their cadre, in the domestic enquiries.
- j) He shall take any action, including suspension against any office bearer(s), who found involve in any activity, which is detrimental to the interest of the association. The charges will then be presented before the Central Managing Committee (CMC) for further decision.

**(5) Deputy General Secretary (H.Q.): -**

- a) The Deputy General Secretary shall maintain the minute's book of the Association and shall assist the General Secretary in all the matters and supervise the function & work of AGS.
- b) He shall act as General Secretary in his absence and use such powers vested or entrusted to him.
- c) He shall undertake responsibilities of such area of organisation, which does not fall under any module like LHO establishments etc. and represent them in the Association or Management.
- d) He can spend Rs. 2000/- without the previous sanction of the Circle Executive Committee.

**(6) Assistant General Secretary (H.Q.): -**

The Assistant Secretary shall maintain the minute's book of the Association and shall assist the General Secretary & DGS in all the matters. He shall act as Dy. General Secretary (H.Q.) in his absence and

discharge such duties as assigned by General Secretary/Dy. General Secretary (H.Q.).

**(7) Circle Finance Secretary: -**

- a) The Finance Secretary shall maintain regular accounts of all receipts and payments of the Association under separate heads as required by rules for submitting to the Registrar, U.T., Chandigarh
- b) He, with the help of other Finance Secretaries, shall make all types of collection and issue receipts duly signed and make payments with the of CEC or as per rules framed in this regard.
- c) He put up the income & expenditure report/details before the Circle Executive Committee for approval. He shall operate the Association's Bank account with Secretary.
- d) He can keep a sum Rs, 10000/- at a time in cash and can make expenses of Rs. 20000 without prior approval of the Managing Committee. He can seek help of Assistant Finance Secretary for the above.

**(8) Assistant & Finance Secretary: -**

- a) The Assistant Finance Secretary shall generally assist the Finance Secretary if the performance of his duties and responsibilities for the maintenance of record of any cash receipt or subscription from members or otherwise. He shall assist the Finance Secretary in the matters relating to any receipt and expenditure of funds.
- b) He shall discharge duties and function of Finance Secretary in his absence and also exercise such powers vested/entrusted to him by the Association.

**(9) Circle Organizing Secretary: -**

- a) He shall handle all Organizing matters particularly organizing meeting of the Association and arrange to publish its objectives, policy, achievements and other social activities.
- b) He shall arrange to publish/circulate any periodically Newspaper or Magazine to propagate the aims and objectives or other activities or policy decisions of the Association in the members.
- c) He shall direct and supervise the activities/functions of below organizing Secretaries.
- d) He shall have the power to spend Rs.5000/- at a time for Organizing

work without previous sanction of the CEC. He shall submit his quarterly report either to the President or GS.

**(10) Assistant Organizing Secretary: -**

The Assistant Organizing Secretary shall generally assist the Organizing Secretary in all Organizing matters, particularly organizing of meetings of the Association and publishing its social activities. He shall propagate the aims and objectives of the Association. He shall act as organizing secretary in his absence and exercise such powers entrusted to him by the Association.

**(11) Legal Adviser: -**

He shall advise the Association in the legal matters. He shall also attend the court cases if so authorized by the Circle executive Committee. He can vote in the CMC/CEC on the legal matters only.

**(12) Auditor:**

The Auditor shall audit all the accounts of the Association and shall submit the audit report to the Circle Executive Committee annually or as and when required by the Committee. He shall supervise the work of below auditors and can vote in the CMC/CEC on the financial matter only.

### **MODULE LEVEL**

**(13) Module President: -**

- a) Module President shall preside over the meeting of the Module General Body & Module executive Committee. He can exercise his right to vote in the case of tie also.
- b) He shall appoint any one as Dy. Gen. Secretary or Assistant General Secretary in their absence, with the approval of MEC.
- c) He shall carry through the functions allocated to him by the Circle President.
- d) He shall sign the minutes of the meetings presided over by him and give final ruling also.
- e) He shall check the accounts of the Module concerned from time to time and has the power to spend a sum of Rs. 5000/- at a time without previous sanction of MEC and sign the expenditure bills.
- f) He shall recommend the dissolution of the MEC to the CEC when the MEC is found working against the and regulations of the Association and

if recommendation is accepted than appoint the Module concerned with the approval of CEC till the general election takes place as per rules.

- g) He shall supervise the function or issue instruction the Regional/Distt. Presidents.

**(14) Module Vice-President: -**

- a) Module Vice-President shall assist the Module President in all the matters and shall carry through the function allocated to him by the M-President or Circle President.
- b) He shall preside over the meetings in the absence of Module president & act as M/president in his absence and in the absence of both any Executive member shall be elected for this purpose.
- c) He can give ruling also when he is presiding over the meeting, which shall be final or binding.
- d) He has the power to spend a sum of Rs. 1000/- at a time without previous sanction of MEC.

**(15) Dy. General Secretary: -**

- a) The Dy. General Secretary of every module shall assist the General Secretary in the matters.
- b) He shall be responsible for smooth functioning of the Association in the Module and shall make correspondence on its behalf. He shall be executive head & spokesman of module concerned.
- c) He shall convene all the meetings of general body/MEC and other special meetings as asked by the General Secretary. He can seek help of organizing secretary, AGS and regional/Distt. Secretaries for convening the meeting and shall make necessary arrangements thereto.
- d) He shall prepare the Annual report of the module and submit to the general body/general secretary.
- e) He shall have control over the staff and funds of the Association in the Module concerned and shall be responsible to the MEC and General Secretary for his work. He shall also exercise such entrusted to him by the MEC/General Secretary.
- f) He shall convene meeting consultation with the module president concerned and the General Secretary. He shall maintain records of the Associations related to the concerned Module.
- g) He shall have the power to spend/ keep at a time a sum of Rs. 5000/-

without previous sanction of MEC. He shall check the vouchers or call for monthly receipt and expenditure from the Finance Secretary of the Module concerned. He shall supervise the functions of AGS, Org. Secretary, Distt. Secretary and can put up his report to the MEC/General Secretary for the necessary action.

- h) He shall act in accordance with the resolution passed by the CEC/CMC.

**(16) Assistant General Secretary (Module): -**

The Assistant General Secretary shall maintain the minute's book of the Association and shall assist the Dy. General Secretary in all the matters. He shall act as Dy. General Secretary in his absence. He shall discharge such duties/responsibilities assigned by Dy. General Secretary.

**(17) Module Finance Secretary: -**

- a) The Module Finance secretary shall maintain regular accounts of all receipts and payments of the Association under separate heads as required by rules to be submitted to the Registrar of Society.
- b) He with the help of Assistant Finance Secretaries shall make all types of collection. He shall make the payments after the approval of President/Dy. General Secretary or after sanction of MEC.
- c) He shall put the income & expenditure detail before the Module executive Committee for approval. He shall operate the Association's Bank account with Module President & Dy. General Secretary. He can keep a sum of Rs. 2500/- at a time in cash and can make expenses of Rs.2500/- without prior approval of the module executive Committee.
- d) He shall seek help of Assistant Finance Secretary and can assign him other responsibilities.

**(18) Assistant Finance Secretary: -**

The Assistant Module Finance Secretary shall generally assist the Module Finance Secretary in the performance of his duties and responsible for the maintenance of the A/Cs of membership fee & subscriptions. The Assistant Finance Secretary shall assist the Finance Secretary in all the matters and maintain records of the Association relating to any expenditure/receipts allotted to him. He shall also exercise such powers vested/entrusted by the Association. He shall discharge duties and function of Module Finance Secretary in his absence.

**(19) Module Organizing Secretary: -**

He shall handle all Organizing matters particularly organizing meeting of the Association and publish its other social activities. He shall publish/circulate all policy decisions and other activities. He shall propagate the aims and objectives of the Association. He shall extend all co-operations to the Circle Organizing Secretary and follow his instructions & do such job assigned to him.

**(20) Module Auditor: -**

The Auditor shall audit all the accounts of the Association pertaining to module concerned and shall submit his annual or special audit report to the Dy. General Secretary, Module Executive Committee, Circle Auditor and General Secretary as & when required by them.

**REGIONAL LEVEL**

**(21) Regional President: -**

- a) Regional President shall preside over the meeting of the general body of region concerned & regional executive committee. He shall exercise his right to vote in case of tie also.
- b) He shall appoint, with the approval of REC. Assistant Regional Secretary as Regional Secretary in his absence in any meeting or as when required and entrust any function to him.
- c) He shall carry through the functions allocated to them by the Circle/Module President.
- d) He shall sign the minutes of the meetings presided over by him and give final ruling also.
- e) He shall check the accounts of the region concerned from time to time and has the power to spend a sum of Rs.1500/- at a time without previous sanction of REC and sign the expenditure bills the Module concerned and can seek the special audit report of the accounts.
- f) He shall recommend the dissolution of the REC to the MEC when the REC is found working against the rules and regulations of the Association and if recommendation is accepted then appoint the new REC of the Module concerned with the approval of MEC and the new REC will function till the general election takes place.



**(22) Regional Vice President:-**

- a) Vice Presidents shall assist the Regional President in all the matters and shall act in his place in his absence shall carry through the function allocated to him/her by the Regional President.
- b) He shall preside over the meetings in the absence of regional president and in absence of both, Executive committee shall elect any member of E.C. as Regional president for this purpose.
- c) He shall sign the minutes of the meeting he presides over and give ruling also, which shall be final.
- d) He has the power to spend a sum of Rs. 1000/- at a time without previous sanction of REC.

**(23) Regional Secretary:-**

- a) The Regional Secretary assist the Dy. General Secretary in all the matters. He shall be responsible for functioning of the Association in the region concerned and shall correspond of its behalf. He shall maintain records of the Associations related to the concerned region.
- b) He can convene the meetings of REC and other special meetings as asked by General Secretary. He can seek help of Distt. Secretaries for convening the meeting end shall make necessary arrangements related thereto.
- c) He shall prepare report of the Region and submit to the Dy. General Secretary. He shall control over the staff and funds of the Association in the Region concerned and shall be responsible to the REC end Dy. General Secretary/General Secretary for his work. He shall also exercise such powers vested/entrusted in him by the REC/Dy. General Secretary/General Secretary.
- d) He shall convene all meeting in consultation with the Regional president concerned. He can check the vouchers of the Regional concerned and shall have the power to spend/ keep at a time a sum of Rs.2000/- or can spend without previous sanction of NEC.
- e) He shall call for monthly report of receipts and expenditure from the Regional Finance Secretary. He shall supervise the functions of ARS/regional organizing secretary or Distt. Secretaries and can put up his report to the REC and to the General Secretary for the necessary action.
- f) He shall act in accordance with the resolution passed by the

CMC/CEC/PEC/REC.

**(24) Assistant Regional Secretary: -**

The Assistant Regional Secretary shall maintain the minute's book of the Association and shall assist the Regional Secretary in the all matters. He shall act as Regional Secretary in his absence and discharge such duties & function entrusted to him like Distt. Secretary if no district unit is formed.

**(25) Regional Organizing Secretary: -**

He shall assist the Circle, or module organizing secretary in discharging their duties and shall handle all Organizing matters particularly organizing the meetings of the Association and publishing its other social activities. He shall publish/circulate all policy decisions and other activities among the members. He shall propagate the aims and objectives of the Association.

**(26) Regional Finance Secretary: -**

- a) The Regional Finance Secretary shall maintain regular accounts of all receipts and payments of the Association under separate heads as required by rules to be submitted to the Registrar of society.
- b) He, with the help of Assistant Regional Finance Secretary, shall make all types of collection. He shall make the payments after the approval of RI President or R/Secretary get passed from REC.
- c) He shall put up the income & expenditure detail before the Executive Committee of concerned Region for approval and for this purpose he can seek help of Assistant Finance Secretary.
- d) He shall operate the Association's Bank account with Regional President/ Regional Secretary and can keep a sum of Rs. 1000/- at a time in cash and can make expenses of Rs.1000 without prior approval of the REC. He shall extend his all co-operation to the Circle or Module finance secretacy.

**(27) Assistant Regional Finance Secretary: -**

The Assistant Regional Finance Secretary shall generally assist the Regional Finance Secretary in the performance of duties and responsible for maintenance of the A/Cs of membership fee & subscriptions. He shall assist the Finance Secretary in all the matters and maintain records of the Association relating to any expenditure receipts. He Shall discharge duties and function of regional Finance

Secretary in his absence.

**(28) Regional Auditor: -**

The Auditor shall audit all the accounts of the Association and shall submit the report to the Regional Executive Committee annually or as & when required by the Committee. He shall assist the Circle or Module Auditors and special audit report as & when required by them or by GS.

**(29) Executive Member: -**

All Distt. Presidents & Secretaries of the regional shall be ex-officio Executive Member of the Regional Executive Committee and help the office bearers & shall have the equal right in the REC.

**DISTRICT / UNIT LEVEL**

**(30) District/Unit President as the case may be: -**

- a) Distt. /Unit president shall preside over all meetings in a district or unit. He can exercise his rights to vote in case of tie also. He shall sign the minutes of the meeting he presides over.
- b) He can spend a sum of Rs. 500/- at a time without previous sanction executive committee.
- c) He shall give final ruling also and shall appoint anyone to act as Distt. Secretary in the absence of Distt.

Secretary. He can check account of concerned Distt. /Unit.

- d) He can recommend the dissolution of the Distt. /Unit executive to the REC when the same is found working against the rules and regulations of the Association and if recommendation is accepted than he shall appoint the new executive of the Distt./unit concerned the approval of REC and the new Executive Committee will function till the general election takes place.
- e) He shall assist the Circle/Module/regional president and act in accordance their directions.

**(31) District / Unit Vice-President: -**

- a) Vice Presidents shall the Distt. President all the matters shall act in their place in his absence.  
He shall through the function allocated to him/her by the President
- b) Vice-President preside over the meetings in the absence of Module president and in absence of both any Executive Committee shall elect

any one (EC) for this purpose.

- c) He shall sign the minutes of the meeting he is presiding over and he can give final ruling also.
- d) Vice-President can spend sum of Rs. 100/- at a time without previous sanction of EC.

**(32) The Distt. / Unit Secretary: -**

- a) The Distt. / Unit Secretary shall assist the Regional Secretary in the matters.
- b) The Distt. Secretary shall be responsible for functioning of the Association in the concerned district/unit and shall correspond on behalf. He shall be responsible for implementation check off facility and the policy decisions of Association & resolution passed by the CEC/CMC.
- c) He shall convene all the meetings of general body, executive committee and other special meetings. He shall do such function as asked by the Regional Secretary, Dy. General secretary.
- d) He shall maintain records of the Associations related to the concerned District. He shall prepare the Annual report of the district/unit and submit to the Regional Secretary/Dy. General Secretary.
- e) He shall have control over the staff and funds of the Association in the district concerned and shall be responsible to the executive committee and Dy. General Secretary for the work. He shall also exercise such powers vested/entrusted in him by the Association.
- f) He can check the vouchers of the district/unit concerned and shall have the power to spend/ keep at a time a sum of Rs. 350/- without previous sanction of executive committee.
- g) He shall call for monthly receipts and expenditure from the Distt. Finance Secretary. He shall supervise the functions of Org. Secretary. Assistant Distt. Secretary and can put up his report to the executive committee and to the Regional/ Dy. General Secretary for the necessary action.

**(33) District Unit Assistant Secretary: -**

The Assistant Distt./Unit Secretary shall maintain the minute's book of the Association and shall assist the Distt./unit Secretary in the all matters. He shall act as Distt./unit Secretary in his absence

**(34) District / Unit Finance Secretary: -**

- a) The Distt. / Local Unit Finance Secretary shall maintain regular accounts of all receipts and payments of the Association under separate heads as required by rules to be submitted to the Registrar. He can seek help of Assistant Distt. / Local Unit Finance Secretary in all the matters.
- b) The Distt./Unit finance secretary with the help of Assistant Distt./unit Finance Secretary shall make all types of collection. He shall make the payments after the approval of Distt./unit President or Secretary. He shall put up the income & expenditure detail before the Distt. Executive Committee for approval. He shall report all financial transactions to Circle finance Secretary.
- c) He shall operate the Association's Bank account with Distt./unit President/Secretary.
- d) He can keep a sum of Rs. 300/- at a time in cash and can make expenses of Rs. 150/- without prior approval of DEC.

**(35) Assistant Distt./Unit Finance Secretary: -**

Assistant Distt./Unit Finance Secretary shall generally assist the Distt./unit Finance Secretary in the performance of his duties and responsible for the maintenance of accounts of membership fee & subscription etc. He shall assist the Distt./unit Finance Secretary in all the matters and maintain records of the Association relating to any expenditure/receipts. He shall discharge duties and function of Distt./unit Finance Secretary in his absence.

**(36) Executive Member & Delegate: -**

- a) Executive member shall be elected as per strength of the members and one Executive member shall be elected after ten members but not more than five in any Distt./Local unit. They shall have equal right of votes and help the office bearers in discharging their duties.
- b) Delegate shall be elected after five members and shall participate in the meeting of Distt./local Unit as special invitee and represent the units in the delegate session. All Office bearers of the Association shall be delegate for the purpose of delegate session.

**14. FUNDS : ITS KEEPING, MANAGEMENT, AUDIT AND INVESTMENT/APPLICATION:**

Funds mean all receipts/collections either in cash or kind made on behalf of Association by any member or Office bearer or otherwise from

members or Non-members by way of subscription/membership or special collection like levy, donation, gift or grant etc.

- a) **Keeping of funds:** - All funds shall be kept in the accounts and all accounts shall be opened name of the Association in any Public Sector Bank selected by the concerned executive committee and will be operated by the (1) President, (2) General Secretary/Dy. General Secretary/Regional/Distt. Secretary as the case may be and (3) Finance Secretary but withdrawal shall be made by joint signatures of any two.
- b) **Management of funds:** - The funds shall be kept in any Public Sector Bank by opening an account in the name of the Association and the concerned general body & executive committee shall manage & control the funds as per this clause. The CEC shall control the funds and can operate all its A/Cs.
- c) **Audit:** - All accounts of the Association shall be audited by Auditors of the Association or Chartered Accountant selected for this purpose. Such Audit Report shall be kept in the meetings of the Association.
- d) **Investment of funds:** - the Association shall invest its funds in the govt. securities or in FDR's if the funds are found surplus. The Association shall open its own Office or transit house for members as soon as possible by application of funds. Modules shall also invest its fund (for offices) accordingly.
- e) **Application of the funds of the Association:** - The funds of the Association shall be applied to achieve its aim and objectives and for achieving the same if need arises shall undertake legal or constitutional course or defend any legal proceedings to which Association or any members thereof is a party when such prosecution or defence is undertaken for the purpose of securing or protecting any rights of the members of the Association or any rights arising out of the relation of any member with the employees or dispute on behalf the Association or any member thereof or compensation to a member for any loss arising of dispute with Bank or upkeep of a periodical publication for the purpose of discussing questions affecting members of the Association or payment in furtherance of any of its objects and contribution to any cause intended to benefit the Association as decided upon by the organization to which the Association might be affiliated.

**15. COLLECTION & DISTRIBUTION OF FUNDS:**

**Collection of Funds:** - The funds shall be collected from members or non-

members by way of memberships, subscriptions, levy, or donation etc. The Association may seek financial aids or loan also from the management of SBI, State / Central Govt. to achieve its objectives or goals if need arises so. The below given distribution shall be applicable to the funds collected by Check Off not otherwise. Collections made by any unit for any purpose shall be accounted for through the main account at Head Office so that every collection should be accounted for in the financial statement or balance sheet.

**Distribution of Funds:** - The funds collected by Check Off shall be distributed as under or as per requirement decided by CEC:

a) Circle level	50%	b) Module level	20%
c) Regional Level	15%	d) Distt./Unit level	15%

All the fund shall be kept in the account opened with Bank by a resolution of the appropriate executive committee but the Circle Executive Committee shall have the right to close or change the operation any of the accounts or operate itself any of the accounts of the Association as when need arises.

#### **16. GENERAL RULE OR SUB RULES:**

##### **a) General Rules: -**

- i) The rules framed by the Circle Managing Committee of the Association for the purpose of its meeting, decisions making and business shall be called general rules and shall be binding on all Executive Committees at every level.
- ii) 'Any left out matter shall be discussed and decided in the next coming meeting first and the agenda of the meeting shall be decided thereafter but emergent, matter be taken at priority.
- iii) The Association can be affiliated and/ or give affiliation to other such Association at every level.
- iv) CMC shall be competent authority to decide all residue/new matter and its decision shall be final.
- v) Since our Association is comprised of well-educated class of our SC/ST brethren so it is expected that office bearers shall discharge their duties & function with utmost sincerity a honesty and their devotion & integrity should be exemplary. They make every endeavour to make this forum as beet one.

- b) **Sub Rules:** - The respective Executive Committee shall make sub-rule for the smooth functioning of the Association by the majority. The so made rules shall not have overriding effect on the provisions of constitution/bye laws/general rules and CMC has right to review such rules. TA, Boarding charges and out of pocket expenses are subject matter of every unit of our Association so is left to them to decide the same, however Rs. 1000/- (minimum) is fixed for night stay and Rs. 1000/- for day expenses along with TA.

**17. ANNUAL ACCOUNTS, ASSETS & LIABILITIES STATEMENT OF THE ASSOCIATION:**

The annual accounts duly audited and certified by the Auditors of the Association or Chartered Accountant along with the list of Assets & liabilities and list of office bearers & members shall be submitted to the Registrar of Firms & Societies, U.T., Chandigarh, in the month of April every year.

**18. MISALLIANCES PROVISIONS:**

- a) **Appointment of Chief Patron or Other Patron:** - The Circle Executive Committee shall appoint the Chief Patron and other Patrons, but Module Executive Committee can also appoint any Module chief patron or other patrons. However, following shall be the patrons of our Association by virtue of their office: -
- i) The Chairman, National or State Commissions for SC, ST, OBC, Safai Karamchari.
  - ii) The local MP of U.T., Chandigarh or any such dignitary decided by CEC.
  - iii) The Directors of above Commission those who fall under our area of operation.
  - iv) All ex-presidents & ex-General secretaries after retirement.
  - v) All the chairpersons or heads of state SC/ST/OBC financial cooperations or Social department.
- b) **Settlement of Dispute:** - All the disputes arising out any elections, business or management or otherwise shall be settled mutually by referring to the Arbitrator appointed by the Association or by mutual consent of the parties. So no member shall invoke the jurisdiction of the Court without availing this provision and disciplinary action shall be taken for violation of this provision. If any member wants to move in the Court of law then he shall apply for permission to Chief Arbitrator



appointed by the Association who will examine the matter and act accordingly and his decision shall be final however the jurisdiction shall be Chandigarh, Union Territory, for or against any court case or dispute.

- c) **Appointment of Chief Arbitrator or other Arbitrators:** - The Circle Executive Committee shall appoint a senior member amongst from the Sr. Officer as Chief Arbitrator for settlement of dispute between member and member or member and management or between management and management. CEC shall also appoint other Arbitrators for the above purposes but not more than four who may help the Chief Arbitrator or act independently as the case may be. The Chief Arbitrator shall resume his office immediately after his appointment and shall act in accordance with rules & procedure of Arbitrator Act.
- d) **Advisory Committee:** - The Circle/Module Executive Committee shall appoint the Advisory committees for the specific purpose as and when need arises shall function as per the term & condition of its appointment and the Chairman of such committee shall be special invitee in CEC or MEC. CEC or MEC shall constitute a committee from the members of OBC for getting implementation of reservation meant for them. Such committee shall hold the quarter/biannual meeting or such other meetings with the management as required under Govt. of India's guidelines or rules applicable in the matter.
- e) **Special Invitee:** - Apart from the executive committee members respective executive committee can nominate such members in the interest of Association who may be called as Special Invitee. Such invitee shall have all rights except voting if any decision is to be taken by casting of votes.
- f) **Collection of Funds through Check Off or otherwise & Office Accommodation etc.:** - Since Govt. of India has been emphasizing rather recommended to extend the Check off facility. Office Accommodation to SC/ST Association and in such eventually only CMC/CEC shall make rule regarding the same. However, the Check Off shall be taken in favor of Association and Distt. Unit shall undertake this task. The collection by check off or otherwise shall be deposited in the Main Account of the Association thereafter distribution shall be made according to the Byelaws or as per the decision of the CEC/CMC. All earlier A/Cs below shall be closed or shall be operated accordingly.

- g) Disciplinary Committee:** - The Circle Executive Committee shall constitute a permanent Disciplinary Committee for the discipline purposes under the Chairmanship of any suitable member, preferably a law graduate, who may be conversant with the rules & procedure of disciplinary action. One member from each module shall be nominated in the committee. Disciplinary Committee shall resume its office immediately after its formation/appointment and work independently for this purpose.
- h) Protection of Office Bearers:** - Since National Commission for SC/ST has recommended to treat our Office Bearers at par with the other SBI Associations and in case if such facilities are extended than it shall be implemented as per below given chart-
- i) Circle President & General Secretary.
  - ii) Module Presidents & Dy. General Secretary.
  - iii) Sr. Vice President/V-Presidents & Dy. General Secretaries.
  - iv) Regional Presidents & Regional Secretaries.
  - v) Other circle office bearers & other office bearers.
- i) Welfare Funds :** - The Circle Executive Committee shall create a general welfare fund for the members to meet their urgent need or to help the family of a member in case any casualty. The said fund shall be collected from each member @ of minimum Rs. 5/- P.M. or decided by CEC. At present an amount of Rs. 10000/- to Rs. 25000/- as the case may be, is fixed for help from the welfare fund @ of 6% intt. PA and shall be recollected by way of equal monthly installment as fixed mutually.
- j) National Federation of SBI SC/ST Employees:** - Since our Circle is promoter of this federation so it is primary duty of our Circle to keep high flag of the Federation by keeping its unity intact.
- k) Code of Conduct:** - CMC shall make code of conduct (Annexure 1) for the office bearers, however office bearer of other SBI union/association shall be ineligible to contest the elections of our Association except those who has been permitted as such and our office bearer shall not take any office in other SBI union/association without the permission of our Association otherwise he shall cease his office in Sewa. It is expected from the office bearers to pay more devotion & subscription than to other members.
- l) Disqualification:** - The Arrears of subscription and any fee for the

purpose of elections shall be counted from the date of appointment/transfer in SBI, Chandigarh Circle and non-payment of such arrears shall be termed as disqualification for the elections purposes or holding of office of this Association only.

**19. HON'BLE NATIONAL COMMISSION FOR SC/ST & REGIONAL LABOUR COMMISSIONER:**

Since every member has an absolute right to raise any issue before the Hon'ble National Commission for SC/ST but is advised to all the members to raise their issue through august form of our Association. As no individual has the right to raise any dispute before the Regional Labour Commissioner except a few relating with finance so our executive committee at appropriate level is authorized to raise any industrial dispute by adopting suitable resolution with prior approval of circle executive committee.

**20. AMMENDMENT IN THE MEMORANDUM, CONSTITUTION/BYE-LAWS:**

Any provision of this constitution can be amended / altered / added in the following manners by the Circle General Body of the Association:

- a) For the above propose the draft of amendment / alteration / addition / repeal shall be placed in the meeting of the Circle Managing Committee and the Managing Committee by 2/3<sup>rd</sup> majority finds it necessary than such proposal shall be placed before the general body for its approval.
- b) The general body can accept or reject by the majority in which at least half of the members of the general body are present. The amendment in the constitution of the Association shall be made by 2/3 majority of the General body meeting. All amendments will be notified to the Registrar of firms and societies, U.T., Chandigarh within 21 days from the date of adoption.

**21. DISSOLUTION:**

- a) The Association shall not be dissolved except by a resolution of Circle Managing Committee approved by its 2/3<sup>rd</sup> majority of the total strength. After adopting such resolution by the Circle Managing Committee, it shall serve 30 days notice to the general body with specific agenda of dissolution only.
- b) If the general body adopts/passes resolution the Association shall stand dissolved. The Association shall not be dissolved except by the

resolution/decision of ¾ voting strength of the General body and after that its funds and property shall be transferred as per below clause.

- c) As and when the Association is dissolved as per the clauses referred above, assets remains after the satisfaction of all its debts, shall not be paid to or distributed amongst the members but shall be transferred / given to some other such Association having similar aims and objectives.

"Certified that this is the correct copy of the memorandum and constitution / rules and regulations of State Bank of India Schedule Caste/Schedule Tribe Employees Welfare Association, Chandigarh Circle. Further certified that it has been enacted and adopted after amendments by the Association and above is the true copy of the same, which is submitted in the office of Registrar of Societies & firms of U.T., Chandigarh."

Designation	Name	Signature
President	S/Sh. Saudagar Singh	Sd/-
General Secretary	Parmod Kumar	Sd/-
Finance Secretary	Baljit Kaur	Sd/-

**CODE OF CONDUCT**

Code of conduct for the office bearers of the SBI SC ST Employees Welfare Association (SEWA). The purpose of this code is to establish clear guidelines and principles to ensure that our office bearers act ethically, professionally, and in the best interests of our members.

**1. VALUE SYSTEM**

- a) Integrity: Office bearers must act with honesty, transparency, and maintain the association's credibility and reputation.
- b) Confidentiality: Protect sensitive information related to the association and its members.
- c) Conflict of Interest: Avoid personal or professional relationships that may compromise impartiality and objectivity.
- d) Respectful Behavior: Treat all members with dignity and respect, avoiding any discriminatory or derogatory conduct.

**2. DECORUM AND DISCIPLINE**

- a) Accountability: Accept responsibility for actions and decisions, including mistakes and errors.
- b) Compliance: Adhere to all relevant laws, regulations, and policies governing the association.
- c) Professionalism: Maintain a professional demeanor, appropriate behavior, and decorum.
- d) Communication: Establish effective and transparent communication with members and stakeholders.
- e) Transparency: Ensure openness in all activities and decisions, avoiding conflicts of interest.
- f) Responsibility: Be accountable to the association and its members, proactively addressing issues and finding solutions.

**3. VIOLATION AND CONSEQUENCES**

- a) Any violation of the code of conduct by an office bearer may result in disciplinary action. The General Secretary has the authority to suspend the alleged office bearer(s) immediately. The charges will then be presented before the Central Management Committee (CMC) for further decision. The office bearer will be immediately removed from their active position and will not be allowed to hold that position unless otherwise permitted by the CMC.

The Branch Manager

State Bank of India

.....

Madam/Dear Sir,

Authorisation for Deduction of Association Subscription

I request you to deduct Rs. every month from the salary and allowances payable to me by the Bank commencing from the month of \_ and remit the same to account no. 10847640422 in favour of **STATE BANK OF INDIA SC/ST EMPLOYEES WELFARE ASSOCIATION**.

2. The authorization shall continue to be effective for revised rates also till I revoke the same.

Yours faithfully,

(Signature)

Name :

Designation :

PF No. :

Branch/Deptt :

Branch Code :

To  
 The General Secretary,  
 State Bank of India SC/ST Employees Welfare Association (Regd. 581 of 1980)  
 Chandigarh Circle, Chandigarh  
 Local Head Office  
 CHANDIGARH

Dear Sir,

**Sub.: Application for Membership**

I shall be obliged, if you please enroll me as an Ordinary Member/Life Member/Associate Member/Honorary Member of your Association. I have read/gone through the rules & regulations (Constitution of Association) and undertake to abide by them.

**My Particulars are as under :**

1. Name : .....
2. Father's/Husband's Name : .....
3. Address : .....  
     (i) Official : .....  
     (ii) Residential : .....
4. CASTE : ..... OBC.....
5. Designation : .....
6. Date of Appointment : .....
7. Educational Qualification : .....
8. Telephone No. : (O)..... (R).....
9. Any other information DOB : .....

In this connection, I undertake to remit monthly subscription/special subscription/Welfare fund as per demand of the Association.

Yours faithfully,

	Signature : .....
Date	Name : .....
	PF No. : .....
Place	Branch Code : .....

---

**FOR OFFICE USE ONLY**

Shri.....S/o Sh.....  
 has been admitted as..... member of our Association & enrolled at  
 Serial No..... with condition (if any) .....  
 Place : CHANDIGARH  
 Dated : ..... President