

# **Corporation Bank Officers' Organisation [ Regd. ]**

Registration No.TUA/330/92 dated 31.10.1992  
[ Affiliated to All India Bank Officers' Confederation ]

## **RULES & BYE - LAWS of C . B. O. O. & C. B. O. O. Benevolent Fund**

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**Central Office: 106, Lobo Prabhu Court,  
Light House Hill Road, Mangalore - 575 001**

**Corporation Bank Officers' Organisation**  
**(Registered under the Trade Unions Act 1926)**  
Registration No.TUA/330/92 dated 31.10.1992

**RULES AND BYE-LAWS**

**RULE I - NAME OF THE ASSOCIATION:**

The name of the Association shall be **Corporation Bank Officers' Organisation** and shall have its registered office for the present at Mangalore.

**RULE II - AIMS AND OBJECTS:**

1. The aims and objects of the Organisation shall be:
  - a) To organise and promote unity amongst the officers employed in the **Corporation Bank** in India and to regulate their relation with their employers.
  - b) To secure to all officers of **Corporation Bank** in India, Justice, social and economic.
2. To protect and promote the interests, rights and privileges of members in the service of the Bank, in all matters relating to their emoluments, service conditions, employment, retirement, housing, health and other benefits and amenities; to make representations to the authorities in this connection and to take any other steps from time to time necessary for the betterment of the members and for the redressal of their grievances.
3. To promote education and to provide economic facilities to the children of the member-officers and to secure financial assistance for their education.
4. To promote cordial relationship among all officers of **Corporation Bank** in India and between the officers and the Management of Corporation Bank in India and between the officers and workmen staff of **Corporation Bank** in India.
5. To organise and conduct seminars, debates, talks, study classes etc., on subjects relating to and connected with Banking, Commerce, Economics, Finance and other allied subjects.
6. To endeavour to secure compensation from the Management for members in case of accidents, injuries or death while on duty or acting in the interests of Bank.
7. To provide aid, pecuniary, legal or any other assistance to any member-officer of **Corporation Bank** in India for defending or prosecuting any proceedings commenced by the Bank against him/her or by him/her against the Management of the Corporation Bank in India and directly or indirectly relating to or incidental to his/her employment.
8. To provide in case of need financial assistance to any member officer of **Corporation Bank** in India or to the members of his/her family.

9. To raise, borrow or secure such money or monies by subscriptions, donations or loans from the members or others as may be considered necessary for the furtherance of the objects of the 'Organisation'.
10. To invest monies acquired in any Bank or Banks as deemed necessary and or to open accounts of any description with any Bank or Banks or Post Office Saving Bank and to execute the necessary documents in that behalf.
11. To publish monthly, quarterly, half-yearly or yearly journals or magazines for the purpose of dissemination of knowledge and information and /or to apprise the members of all matters concerning their work and service conditions.
12. To do all that is necessary for promoting the efficiency, honesty and the integrity of the member-officers of **Corporation Bank** in India and loyalty towards the bank.
13. To work actively to promote the interest of the bank and to provide better and efficient service to the customers of the **Corporation Bank** in India, in particular and to the members of the public in general.
14. The Organisation shall endeavour to work for the above said objects by all legitimate, peaceful and democratic methods as the Organisation may from time to time decide.
15. To seek affiliation with any all India Organisation of Bank Officers in India.

### **RULE III- MEMBERSHIP**

Any officer including probationary officer of the **Corporation Bank** shall be eligible for membership in the Organisation provided he/she agrees to abide by the Rules and Bye-laws made by the Organisation from time to time.

### **RULE IV-SUBSCRIPTION**

Every member shall pay to the Organisation and admission fee and subscription as follows:-

Admission fee	:	5/-
Subscription	:	40/- [ (With an increase of Rs.5/- from the commencement of every financial year with effect from 01.04.1999 )

The Organisation shall be competent to accept presents, gifts and donations from any person interested in the Organisation.

### **RULE V - ADMISSION**

1. Any officer including probationary officer desirous of becoming a member shall apply to the General Secretary in writing in the prescribed form and shall remit the admission fee of Rs.5/- together with the monthly subscription of Rs.40/- provided he

agrees to abide by the rules and bye-laws that may be made by the Organisation from time to time.

2. The General Secretary may provisionally admit all applicants for membership of the Organisation from time to time and shall place before the Executive Committee all the applications received by him/her for its approval. The Executive Committee may admit the applicant/s to the membership of the Organisation or may reject the application/s without assigning any reason thereof. In the event of rejection of any application/s such decision of the Executive Committee shall be by 2/3 majority of the members present. If the application for membership is rejected, the entire fee shall be refunded.

#### **RULE VI - CESSATION OF MEMBERSHIP**

The membership of an individual shall cease:

- i) When he/she ceases to be an officer of the Bank by retirement, resignation or death.
- ii) When his/her resignation as a member is accepted by the Executive Committee.
- iii) When he/she is removed or expelled from the membership of the Organisation as provided hereinafter.
- iv) Any member of the Organisation whose subscription is in arrears for a period exceeding six months shall cease to be a member forthwith on expiry of this period of six months.

#### **RULE VI (A) -RE-ADMISSION ON CESSATION OF MEMBERSHIP**

A member who ceases his membership as per Bye-law, Rule No.VI (iv) hereinabove may be re-admitted subject to the approval of the Executive Committee and on payment of all arrears of subscription with a fine of Rs.5/-.

#### **RULE VI (B) -EXPULSION FROM MEMBERSHIP**

If the Executive Committee on consideration of a report received from the General Secretary on the acts of commission and omission on the part of any member, except officers of the Organisation in respect of whom separate provision has been made, comes to the conclusion that it is prejudicial to the interest of the Organisation to permit such individual to continue his/her membership of the Organisation, the Executive Committee may resolve to expel such a member from the Organisation by 2/3 majority of the members of the Executive Committee present. The Executive Committee before taking any such decision shall give an opportunity to the member concerned to give his/her explanation. If the member so expelled feels aggrieved he/she shall have a right of appeal to the General Body at its next General Meeting provided he/she gives notice in writing to the General Secretary within 30 days from the date of expulsion of his / her intention to do so. A member who is so expelled shall not be re-admitted for a period of two years from the date of expulsion.

## **RULE VII - REGISTER OF MEMBERS:**

(a) The Organisation shall maintain at its Registered Office or Register of members including Officers of the Organisation wherein the full name, office and residential address of every member shall be entered.

(b) The register shall be open for inspection by any member or office bearer of the Organisation during the working hours of the Organisation on any day excluding holiday.

## **RULE -VIII- MANAGEMENT**

The Management and control of the affairs of the Organisation shall be vested in:

- i) General Body
- ii) Executive Committee
- iii) Regional Committee

### **a) General Body:**

The General Body will be comprised of all the members and will be a permanent organ exercising absolute control over the affairs of the Organisation. The General Body will meet at least once in 3 years and its functions will be as under:

- i) To elect the Executive Committee and office bearers.
- ii) To transact all business under the rules duly brought before it.
- iii) To receive and adopt the Triennial Report and audited statement of accounts.
- iv) To appoint an auditor.

### **b) Executive Committee**

i) Subject to the supervision and control of the General Body the affairs of the Organisation shall be managed by an Executive Committee consisting of:

- a) (i) One Chairman
- (ii) One President
- b) Two Vice Presidents
- c) One General Secretary
- d) Three Dy.General Secretaries
- e) One Treasurer
- f) One Secretary Benevolent Fund
- g) Four Organising Secretaries
- h) Four Asst.General Secretaries
- i) One Secretary, Women's Wing
- j) One Secretary, SWASTI
- k) One Secretary- Balasubramaniam Foundation, Education & Training

All members of the Executive Committee **except those in h, j and k above** shall be elected at the Triennial General Body meeting of the Organisation in accordance with the model Election Rules

**Proviso 1:** Provided that the Organising Secretaries shall represent the following states.

- a. Maharashtra, Gujarat & Goa
- b. Tamil Nadu, Kerala & Pondicherry
- c. Andhra Pradesh, Orissa, West Bengal & North East States
- d. Northern States including Delhi

**Proviso 2:** Provided that the Secretary Women's Wing shall be elected from among the women delegates at the General Body Meeting who will constitute the electoral college for electing the said Secretary.

**Proviso 3:** Provided that the posts of Asst.General Secretary and Secretary, SWASTI and Secretary, Balasubramaniam Foundation for Education & Training will be filled up by the Executive Committee through the process of nomination as per the guidelines framed by the Committee.

Provided further that they will hold the office at the pleasure of the EC.

The interim vacancies in the Executive Committee shall be filled by co-option. The co-opted members shall hold office until the next election in the General Body Meeting.

- ii) The Executive Committee will keep the general members informed of the current affairs of the Organisation and communicate to them the decisions of the Committee from time to time.
- iii) The Executive Committee shall meet at least once in four months at such day and place and time as may be determined by the General Secretary in consultation with the President and dispose of all matters brought up before it by the General Secretary and any other matter, the notice of which is given by any member of the Committee. The General Secretary shall give to every member 7 days clear notice of the meeting.
- iv) The President shall preside over the meeting of the Executive Committee. If for any reason the President is unable to preside over any meeting of the Executive Committee or in the absence of the President, one of the Vice - Presidents shall alone preside over the meetings of the Executive Committee.
- v) The presence of 2/3 of the members of the Executive Committee shall constitute a quorum for meetings of the Committee. 7days notice shall be given for the meetings of the Committee, but an adjourned meeting will require no quorum as above.

- vi) The decision of the Committee shall be decided by simple majority, each member having one vote. In case of equality of votes the President or the Chairman of the Meeting shall have a casting vote.
- vii) Any office-bearer of the Organisation and/or any other member of the Executive Committee may be removed by passing a vote of no confidence by 2/3 majority of the General Body, at its Triennial meeting and/or specially called for the purpose by giving 21 days clear notice of the meeting, provided that the office bearer and/or the member concerned is given an adequate opportunity to defend his/her conduct. If the said office bearer and/or the member demands a personal hearing, he/she shall be given an opportunity to address the meeting, on the subject matter of the show cause notice served on him/her.
- viii) A special meeting of the Executive Committee may be held when requisitioned by 5 or 2/3 of the members of the Executive Committee whichever is less within three days from the date of such requisition. Provided that where the General Secretary fails to convene such requisitioned meeting within the time specified in these Rules, any other member of the Executive Committee shall convene the same after following the procedures prescribed in these Rules.
- ix) Any office bearer or member of the Executive Committee who absents himself without leave of absence granted by the President consecutively for 3 meetings shall cease to be an office bearer or member of the Executive Committee. The vacancy so caused may be filled up by co-option.

#### **RULE IX - EXECUTIVE COMMITTEE DUTIES & FUNCTIONS:**

1. Subject to the directions given by the General Body from time to time and the resolutions of the Executive Committee passed from time to time, the Executive Committee shall carry on the affairs of the Organisation and shall have the power to do the following among other things:-
  - a) To authorise opening of savings or current or other deposit accounts with any branch of **Corporation Bank** in India or with any other scheduled Bank or otherwise and to operate jointly on such accounts and to authorise to draw cheques or orders on such accounts and to endorse and negotiate cheques, drafts and orders drawn in favour of the Organisation or to sign all documents required by the Bank/s.
  - b) To authorise investing of funds of the Organisation in fixed deposits or in Government or other approved securities as may be determined by the Executive Committee from time to time and to receive interest on Government securities from time to time or to receive interest accrued on Fixed Deposits from time to time.
  - c) To incur expenses or to authorise any person or persons the committee deems fit or to approve expenses incurred by any such person or persons in connection with the affairs of the Organisation.
  - d) To authorise to borrow amounts with or without security from any Bank or Banks and to execute all loan papers and other documents required therefor.

- e) To authorise any person or persons as the Committee deems fit and proper to file, prosecute, conduct or defend or compromise any suit, claim or any other legal proceedings before any authority/Tribunal (Judicial or Quasi-Judicial) or before any Court or to apply to the said authority/ tribunal (Judicial or Quasi-Judicial) or Court for the review of any order or judgement pronounced by it or to prefer appeal or revision to the higher courts including the High Court of judicature or the Supreme Court of India and to sign and verify all pleadings, to swear to affidavit and execute Vakalats.
- f) To fill up by co-option any vacancy in the Executive Committee caused due to any reason whatsoever. The person or persons so co-opted shall hold office only till the next Triennial General Meeting of the Organisation.
2. **a) Chairman: Duties and functions of the Chairman :** The Chairman shall be mentor of the Organisation and his advise will be taken in all matters of policy. He shall attend all the meetings and his advice will be sought when there is need for a casting vote by the President.
- b) President:** The President shall be the Executive Head of the Organisation and his advice shall be taken in all matters pertaining to the administration of the Organisation. He shall preside at all meetings and shall have a casting vote in case of equality of votes. In case of emergency, he may adopt such measures as may be necessary and report his action to the Executive Committee. If necessary he shall visit the various Branches or Centres and all the expenses in this connection shall be borne by the Organisation.
3. **Vice Presidents:** The Vice Presidents shall assist the President and act for him in his absence. In the absence of the President, one of the Vice Presidents duly authorised by him shall act on his behalf.
4. **(1) General Secretary:** The General Secretary shall act and or perform all such duties as are necessary for achieving the object of the Organisation and shall delegate such powers to Executive Members or Attorneys of the Organisation to represent the Organisation in any court of law or any authority constituted under law. The General Secretary shall also have powers to raise disputes on the Management on behalf of the individual member or section of members of the Organisation in consultation with the Executive Committee. He shall keep a watch on the funds of the Organisation and keep all accounts and get the accounts audited by the Auditor of the Organisation. He shall conduct all correspondence, arrange for meetings of the Executive Committee from time to time and also convene meetings of General Body both Triennial and Extra-ordinary. He shall also submit an annual report showing its financial conditions, activities and progress. A draft of the report shall be subject to the approval of the Executive Committee before presentation to the General Body. The General Secretary may visit Branch, Centres if necessary, at the expense of the Organisation. The General Secretary shall be responsible for submitting the statutory returns from time to time or send statutory notices to the Registrar of Trade Unions under the Trade Union Act, 1926. The General Secretary shall also be responsible to the following:-

- a) To maintain the records of the minutes of the Executive Committee and also of the Triennial/Extra-ordinary.
  - b) To keep all General Meetings the books relating to membership and accounts etc., records and files of the Organisation.
  - c) And do all other acts as may be generally necessary for implementing the resolutions of the Executive Committee, the General Body and also for successfully carrying out the objects of the Organisation.
  - d) Submit Annual Returns prescribed under the Indian Trade Unions Act within the specific time.
- (2) **Deputy General Secretaries:** The Deputy General Secretaries will assist the General Secretary in membership development, liaison with Management, administration, Industrial relations and such other functions as the Executive Committee may direct them to perform. In the absence of the General Secretary one of them duly authorised by him shall act on his behalf.
- (3) **Assistant General Secretaries:** The Assistant General Secretaries shall assist the General Secretary and perform the work assigned by the Executive Committee from time to time.
- (4) **Secretary, Women's Wing:** The Secretary, Women's Wing shall assist the Executive Committee in helping the lady members of the Organisation.
- (5) **Treasurer:** The Treasurer shall receive all monies payable to the Organisation by the members and others, shall issue receipt for all monies received, shall disburse all payments for and on account of Organisation, keep accounts, shall have the custody of and be responsible for all the properties and valuables of the Organisation.

#### **RULE X - BRANCH REPRESENTATIVES:**

The branch representatives shall look after the interest of the members of their branch and make representations to the Executive Committee voicing the feelings of their members. They shall bring to the notice of the Executive Committee any events of importance particularly those affecting any member of their branch for such action as the Executive Committee may deem fit. The Branch Representatives will be elected by the members of the Branch office once in 3 years before the Triennial General Body Meeting.

#### **RULE X(A) - REGIONAL UNITS:**

1. There shall be a unit of the Organisation in every Region corresponding to the geographical region of the Bank including all categories of branches/offices within the region. There shall be a separate Regional Unit corresponding to the Head Office of the Bank. For the sake of administrative convenience, the Executive Committee shall have powers to reorganise the existing units or constitute fresh units. However, the Executive Committee shall have no power to eliminate the existing units.

#### **2. Management of Regional Unit:**

The Management and control of the Regional Unit shall be vested in the Regional Committee.

### **3. Constitution of the Regional Committee:**

The Regional Committee shall consist of:

- a) a Regional Chairman
- b) a Regional Secretary
- c) One Deputy Regional Secretary
- d) Area Secretaries numbering five or more but not exceeding Ten
- e) One Lady Representative

elected by the members present at the General Meeting of the members in the Regional Unit.

Provided further that the number of Area Secretaries for each Regional Unit in excess of five will be decided by the Executive Committee from time to time.

### **4. Regional General Meeting:**

The Regional 'General Meeting' shall be held at least 30 days before the date of General Body of the Organisation.

### **5. Tenure of the Regional Committee:**

The tenure of the Regional Committee shall be for 3 years and will be co-terminus with that of Executive Committee.

### **6. Functions of the Regional Committee:**

The Regional Committee shall act as a link between the members and the Central Office. It will endeavour to resolve the grievances of the members, attend to their problems vis-a-vis management of the Bank and handle local issues with the local Management. The Regional Committee shall be responsible for enrolling new members and for constituting new branch units.

### **7. Regional Chairman:**

The Chairman will preside over the Regional Committee meeting and the general meeting of the Regional Unit. He will perform such other functions as are deemed necessary from time to time.

### **8. Regional Secretary:**

The Regional Secretary shall be the link between the members and the Executive Committee. He shall perform all functions as decided by the Executive Committee. He will be an ex-officio member of the Executive Committee. In case of Regional Secretary's inability to attend the Executive Committee Meeting the Regional

Chairman and in his absence, the Deputy Regional Secretary shall attend the Executive Committee Meeting.

#### **9. Vacancies:**

Vacancy if any caused in the Regional Committee may be filled up by co-option by the remaining members of the Regional Committee.

Resignations if any to the Regional Committee may be placed before the Regional Committee who will forward it to the Central Office.

#### **RULE XI - FUNDS OF THE ORGANISATION:**

1. **Source:** The funds of the Organisation shall consist of:
  - a) Admission fee and subscription received from the members.
  - b) Donations and borrowings.
2. All the amounts received from time to time on any account whatsoever shall be deposited in the account of the Organisation to be opened with Corporation Bank or with any other scheduled Bank. The account so opened shall be jointly operated by the Treasurer and the General Secretary and in their absence as may be authorised by the Executive Committee.
3. The General Secretary or the Treasurer can keep with him a reasonable amount as decided by the Executive Committee for current expenses as imprest amount.
4. The funds of the Organisation shall be spent for fulfilling the object of the Organisation and to meet any expenses incidental thereto. The funds of the Organisation may be spent with the sanction of the Committee for the purposes such as:
  - a) The payment of expenses for the administration of affairs of the Organisation and audit of the accounts of the Organisation.
  - b) Legal expenses incurred for securing or protecting any rights of the Organisation as such or any right arising out of employment relations.
  - c) The conduct of trade disputes on behalf of the Organisation or any member thereof.
  - d) The compensation to members for loss arising out of trade disputes.
  - e) In case of need, allowance to members or their dependents on account of death, sickness, accidents or unemployment of such members.
  - f) The payment in furtherance of any of the objects of the Organisation of which the general funds of the Organisation may be spent, by way of contribution to any cause intended to benefit Bank Officers in general.

#### **RULE XII - AUDIT:**

The accounts of the Organisation shall be audited by a competent auditor or honorary auditors appointed by the General Body whose remuneration shall be fixed by the Executive Committee and paid out of the funds of the Organisation.

#### **RULE XIII - ACCOUNTING YEAR:**

The accounting year of the Organisation shall be from 1st of April to 31st or March corresponding to the income tax year.

#### **RULE XIV - MEETING:**

- a) The Triennial General Meeting of the Organisation shall be held not later than 6 months after the commencement of the Accounting year of the Organisation.
- b) A special General Meeting of the Organisation may be held at once after proper notice of at least three days:
  - i) When demanded by the Executive Committee.
  - ii) Or otherwise when requisitioned by not less than  $\frac{1}{3}$ rd of the total members on the rolls of the Organisation not in arrears of subscription of more than 3 months.
- c) Notice of 21 days shall be given for all General Meetings.
- d) Quorum for a General Body Meeting shall be  $\frac{1}{3}$ rd of the total number of the members.
- e) No quorum is necessary for a meeting adjourned for want of quorum.
- f) In the absence of the President and Vice-Presidents to preside over the meetings of the Organisation, the members present shall elect a chairman among themselves for the meeting.
- g) If a member wants to move any resolution or amendments to the Rules and Bye-laws, he/she shall give 15 days clear notice in writing to the General Secretary. Copies of such amendments and resolution shall be sent to all members at least 3 days before the meeting.
- h) If the General Secretary fails to convene the requisitioned Special General Meeting or General Meeting within the time specified in these Rules, any other member of the Executive Committee shall convene the same after following the procedures prescribed in these Rules.

#### **RULE XV - AMENDMENT TO RULES:**

Any Rules contained in this constitution may be amended, altered, replaced, deleted, rescinded or substituted or any fresh rules may be added to this constitution by a Resolution passed by  $\frac{2}{3}$ rd majority of the members present in the General Meeting and vote in favour of the amendment.

**RULE XVI - DISSOLUTION OF THE ORGANISATION:**

1. The Organisation shall not be dissolved except by the vote of majority of not less than 3/4th of the members present at the General Meeting specially called for this purpose.
2. The surplus funds left with the Organisation after meeting all its liabilities shall be disposed of in accordance with the directions given by the dissolution Meeting specially called for the purpose of dissolving the Organisation.