



STATE BANK OF INDIA OFFICERS' ASSOCIATION (HYDERABAD CIRCLE)



BYE - LAWS

(UPDATED UPTO 28TH FEBRUARY 2012)

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(HYDERABAD CIRCLE)**

State Bank Buildings, Bank Street, Koti,
Hyderabad - 500 095.



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REGISTERED UNDER TRADE UNION ACT, 1962 NO.3396, A.P.
Estd:23-06-1965

Scroll of Honour

Year	President	General Secretary	Treasurer
	<i>Sarvasri</i>	<i>Sarvasri</i>	<i>Sarvasri</i>
1965 to 1966	K. Sundara Ramayya	T.Panduranga Rao	N.Neelakanta Rao
1967 to 1968	V.R.Krishna	V.Suryanarayana	N.Neelakanta Rao
1969 to 1979	P.Kotaiah	V.Madhava Rao	E.Mangayya
1980 to 1982	P.Kotaiah	D.V.Ramdas	E.Mangayya
1983 to 1984	K.Ramasubba Reddy	V.Madhava Rao	E.Mangayya
1985 to 1986	V.Madhava Rao	D.V.Ramdas	E.Mangayya
1986 to 1988	D.V.Ramdas	Karanam Venkateswarlu	E.Mangayya
1989 to 1991	V.Madhava Rao	Karanam Venkateswarlu	E.Mangayya
1992 to 1994	K.Ramasubba Reddy	Karanam Venkateswarlu	E.Mangayya
1995 to 1997	K.Ramasubba Reddy	Karanam Venkateswarlu	M.S.Rao
1998 to 2005	M.S.Rao	P.Sivasankara Reddy	N.V.Krishna Rao
2005 to 2006		P.Sivasankara Reddy	N.V.Krishna Rao
2006 to 2007	V.Venkataramana Reddy	D.Krishna Kumar	N.V.Krishna Rao
2007 to 2009	V.Venkataramana Reddy	D.Krishna Kumar	P.Narayanaswamy
2009 to 2011	V.Venkataramana Reddy	D.Krishna Kumar	S.Satyanarayana
2011 to 2012	S.N.Sahu	M.Manaiah	S.Satyanarayana



EXECUTIVE COMMITTEE

2012-2015

HEAD QUARTERS:

Sarvasri

President

G. Subramanyam

General Secretary

M. Manaiah

Vice Presidents

N V S Vedamurty

B Sukkaiah

Treasurer

S Satyanarayana

Deputy General Secretary

A Sreenivasa Rao

Secretaries

N S J J Prakash Raju

Bh V V S Srinivasa Rao

T Kali Prasad

V Siva Shankar

G Ramakrishna Rao

Assistant Treasurer

Anil Roy Gour



EXECUTIVE COMMITTEE 2012 - 2015

HYDERABAD ADMINISTRATIVE UNIT I

Sarvasri

Deputy General Secretary	V Anjaneyulu
Asst. General Secretaries	B Ranganadham K J Srinivasa Rao
Regional Secretaries	I Krishnam Raju (Region I) P V Ramana (Region II) D Ajay Kumar (Region III) K S Raju (Region IV) S Rasool Saheb (Hyderabad Main Branch) B Sankara Reddy (Spl. Branches) S Arogyam (A.O.) Karra Ramesh (Cells)

HYDERABAD ADMINISTRATIVE UNIT II

Sarvasri

Deputy General Secretary	M Pramod Kumar
Asst. General Secretaries	V A S Reddy H Shankar
Regional Secretaries	S N C Bhargava (Region I) K Anjaneya Prasad (Region II) G Venkatram (Region III) G Mohan Raja (Region IV) K Rathan (Region V) P Sivaprasada Rao (A.O.)



EXECUTIVE COMMITTEE 2012-2015

VIJAYAWADA ADMINISTRATIVE UNIT

Sarvasri

Deputy General Secretary	K Raghuram
Asst. General Secretaries	N V V Satyanarayana V R K Mohan
Regional Secretaries	L V Ramana Rao (AU) N Rajendranath (Region I) K S N Murthy (Region II) S Basheer (Region III) G V Rama Krishna (Region IV) M Venkatesh (Region V) V Purushotham (Region VI) Kalangi Srinivas (BPR)

VISAKHAPATNAM ADMINISTRATIVE UNIT

Sarvasri

Deputy General Secretary	C A S Prabhakar
Asst. General Secretaries	C D B Sundar G Gandhi Krishna
Regional Secretaries	T Phani Kumar (AO) T Govindarajulu (BPR) P Praveen Kumar (Region I) C Koteswara Rao (Region II) P Sankara Surya Rao (Region III) Venkateswara Das (Region IV) B Surya Prakash (Region V)



EXECUTIVE COMMITTEE

2012 - 2015

TIRUPATI ADMINISTRATIVE UNIT

Sarvasri

Deputy General Secretary	C Surya Kumar
Asst. General Secretaries	T Venkatapathy
	S Appa Swamy
Regional Secretaries	D Murali Krishna (AO)
	M P N Sarma (Region I)
	N Sreedhar Reddy (Region II)
	M Sankar Singh (Region III)
	T Venkata Ramana (Region IV)
	P T Venkata Rao (Region V)
	G Bhaskara Reddy (Region VI)

GUNTUR ADMINISTRATIVE UNIT

Sarvasri

Deputy General Secretary	G Kishore Kumar
Asst. General Secretaries	K Pullaiah
	P Venkateswarlu
Regional Secretaries	M Sudhakar (AO)
	G Sundara Rao (Region I)
	N Vasudeva Rao (Region II)
	K Srinivasa Prasad (Region III)
	M Balasubrahmanyam (Region IV)
	Srihari Kalapala (Region V)
	G Bhaskara Reddy (Region VI)

OTHER REGIONAL SECRETARIES

Sarvasri

Local Head Office	P Srinivasa Raju
Central Office Establishments	B Madhusudhana Rao
Mid Corporate Group	B V R Raju
SAM Group	Deshpande Guru Prasad



STATE BANK OF INDIA OFFICERS' ASSOCIATION (HYDERABAD CIRCLE)

BYE-LAWS

1. NAME

The name of the Association shall be "State Bank of India Officers' Association (Hyderabad Circle)."

2. REGISTERED OFFICE

The Registered Office of the Association shall be within the city of Hyderabad, which shall be its head quarters. Its address shall, for the time being, be State Bank of India Buildings, Bank Street, Hyderabad - 500 095.

3. AREA OF OPERATION

- i) The area of operation of the Association shall be confined to Hyderabad Circle of State Bank of India and other places wherever its members are stationed.
- ii) The Association shall be subject to the jurisdiction of Courts only at Hyderabad City where the Headquarters of the Association is situated.

4. DEFINITIONS

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

- i) "Association" means State Bank of India Officers' Association (Hyderabad Circle).



- ii) Officer(s) or Official (s) means member(s) of the Officers Cadre of State Bank of India, who are governed by the SBI Officers Service Rules Viz. Officers in Junior, Middle and Senior Management Grade, Probationary / Trainee Officers, Rural Development Officers, Technical Officers / Specialist Officers, Security Officers, Engineers and other officials who are on the permanent establishment of the Bank.
- iii) "Bank" means State Bank of India.
- iv) "Office-bearer (s)" means President, Vice-Presidents, General Secretary, Deputy General Secretary (Head Quarters), Secretaries, Treasurer, Assistant Treasurer, Deputy General Secretaries (All Administrative Units), Assistant General Secretaries and Regional Secretaries and any other post (s) as may be decided from time to time.
- v) "Federation". Means All India State Bank Officers' Federation to which SBI Officers' Association (Hyderabad Circle) is affiliated.

5. OBJECTS

The objects of the Association shall be:

- i) To organize and unite all Officers' of the State Bank of India and to regulate their relations with their employers.
- ii) To secure to the members fair conditions of life and service.
- iii) To try to redress their grievances.



- iv) To try to prevent any reduction of salaries / wages and allowances and if possible to obtain an advancement thereof whenever circumstances allow.
- v) To endeavour to arrange with the employer .and or to raise and administer a separate fund by contributions from members or otherwise against sickness, unemployment, in old age, accident and death and to make such other arrangements as may be feasible and to assist community development programmes as may be deemed necessary.
- vi) To endeavour to provide legal assistance to members in respect of matters arising out of or incidental to their employment.
- vii) To endeavour to obtain information relating to banking industry in India and abroad.
- viii) To receive grants from Public Institutions / Government agencies and public to run Schools / Colleges, Hospitals and to conduct educational programmes, courses etc.
- ix) To receive grants from the Central Board of Workers Education and other similar organizations for conducting Trade Union Education and Research Programmes.
- x) To take such other steps as may be necessary to ameliorate the social, economic and civic conditions.
- xi) To co-operate and federate with organizations particularly those having similar objects in India and abroad.
- xii) To edit and publish books, magazines, teaching aids and periodicals voicing amongst other matters, grievances of the officers and containing matters of interest to them for



circulation amongst all officers of the Bank and other persons interested in the banking industry.

- xiii) To acquire, purchase, hire, sell, lease whole or part of any building for the furtherance of the objects of the Association.
- xiv) To create Trusts to manage the movable / immovable assets / properties and investable funds mentioned at Byelaw 5 (xvii) and to achieve the objectives of the Association.
- xv) To maintain and promote amongst officials in the service of the State Bank of India, spirit of service to the Bank's Constituents and public generally and of loyalty towards the institution, to take all steps to maintain a standard of efficiency and upright conduct consistent with the traditions of the Bank.
- xvi) To encourage thrift and co-operation of the members and to promote co-operative societies for the benefit of ordinary members.
- xvii) To invest the money of the Association not immediately required in such investments as may from time to time be determined.
- xviii) To raise such money or moneys by way of subscriptions, donations or loans from members /others and to borrow from any financial agency on the security of the property and assets of the Association such sums as may be necessary for the furtherance of the objects of the Association.



- xix) To draw, make, accept, endorse and negotiate cheques, promissory notes, bills of exchange hundies and other negotiable instruments in pursuance of the objects of the Association.
- xx) To develop cadres in all the Regions / Units / Administrative Unit Offices, Head Office and other establishments of the Bank.
- xxi) Generally to do all such other acts, matters and things as may be necessary incidental or conducive to the attainment of the above objects subject always to the provisions of Section 15 of the Trade Unions Act, 1926 in the matter of expenditure that may be involved.

6. ADMISSION OF MEMBERS

i) Ordinary Members

Any person who is permanently employed as officer in State Bank of India who subscribes to the objects of the Association and who is not a member of any other Association or Trade Union of employees/officers of the Bank with any of the objective (s) and or functions similar to those of the Association shall be eligible to become an ordinary member.

However, in respect of members who are transferred and/or on deputation to other Circles/establishments of the Bank on account of promotion, exigencies of service etc., their membership may be continued with the Circle Association though they may have to join the Association of the Circle, to which they are transferred, since the Circle Associations are federated to All India State Bank Officers' Federation.



ii) Honorary Members

Subject to the provisions of Section 22 of the Trade Unions Act 1926, the Executive Committee may admit persons who are not eligible for ordinary membership as Honorary Member as Honorary Member(s) shall not have voting rights and shall cease to be Member(s) on the election of new 'Executive Committee.

- iii) Any officer eligible to become member under Clause 6 (i) desirous of becoming a member shall submit an application in the prescribed form and pay the prescribed admission fee and subscription. The officer shall also give a letter of authorization under "**Check Off facility**" for the deduction of further subscription from his / her salary payable by the Bank every month.
- iv) All applications for admission shall be submitted to the General Secretary who is authorized to provisionally admit them subject however to the condition that all rejections should be done with the consent of Executive Committee. The Executive committee shall also have the right to reject any application without assigning any reason therefore and the decision of the Executive Committee in the matter of admissions / rejections shall be final and binding on the members.

7. REMOVAL OF MEMBERS/OFFICE-BEARERS AND OTHERS

- i) Any member who joins or continues to be in any other Association or the Trade Union of employees and/or officers of the bank with any of the objective and/or functions similar to those of the Association except in



cases mentioned under Bye-law No. 6(i) and/or whose conduct, in the opinion of the Executive Committee, is contrary and/or detrimental to the interests of the Association and who has brought or is likely to bring the Association into contempt or disrepute, may be removed from the membership of the Association by the Executive Committee.

- ii) Any member who has not participated in Strike, Dharna or any of the action programmes of the Association unless specific exemption is obtained by him/her may be removed from the membership.
- iii) Any member of the Executive Committee who fails to attend three consecutive meetings of the Committee without leave of absence or has not participated in Strike, Dharna or any of the action programmes of the Association unless specific exemption is obtained by him from the Executive Committee shall ipso facto, be deemed to have vacated his office.

EXPLANATION - I Action Programme shall mean any type of agitation for which a call has been given by the Association, which involves non-payment of salary.

EXPLANATION - II Working in violation of the instructions of the Association in respect of work to rule, non-cooperation, non-payment of special contribution or sums as "may be prescribed by the Federation/Executive Committee/Central Committee of the Association in terms of bye-law 9 (v) infra shall be treated as "non-participation"

Provided that a distinction shall be made between a member who could not participate in action programmes



under circumstances beyond his control and one who has not participated. However, in such an event, the member should advise his employer that his absence on such days be treated as participation in action Programme.

- iv) Any member of the Executive Committee may be removed from such membership by the Executive Committee, if in the opinion of the Committee, the member has acted contrary to the decision/discipline of the committee of which he is a member and / or his conduct is likely to embarrass the Association or cause damage to its image.
- v) Any member against whom action under this Bye-law is contemplated shall be given a fair opportunity to explain his position. The Executive Committee shall enquire into the matter and convey its decision. The decision of the Executive Committee in the matter shall be final and binding on the member till the matter is finally disposed of by the next immediate General Body.
- vi) The Executive Committee shall report all actions taken under this Bye-law to the General Body at its next meeting.

8. CO OPTION AND SPECIAL APPOINTMENTS

- i) All vacancies caused by retirement, resignation, disqualification, death or removal of a member of the Executive Committee or vacancies caused by any other reason whatsoever shall be filled by either co-option or election as may be deemed appropriate or expedient by the Executive Committee.
- ii) The Executive Committee, if considers beneficial for the Association in the furtherance of the cause of the members



may, at its discretion, nominate ordinary members of the Association to the Executive Committee as members. However, the number of such nominated members shall not be more than 3. Such members shall not have voting rights and shall cease to be the member(s) on the election of new Executive Committee or earlier if so decided by the Executive Committee.

9. SUBSCRIPTIONS / ADMISSION FEE, ETC.

- i) The monthly subscription for membership of the Association shall be Rs. 150/- (Rupees One Hundred and Fifty only) and will be deemed to be due on 1st of every month. The monthly subscription will be remitted to the Association through HRMS. Every member shall pay an admission fee of Rs.200/- (Rupees Two Hundred only).
- ii) The subscription of Rs.150/- may be appropriated as decided by the Executive Committee from time to time.
- iii) Out of the subscription amount of Rs.150/-, an amount of Rs.15/- per member shall be remitted to the Unit by the Circle Head Quarters.
- iv) Any member whose subscription has not been paid for 3 months consecutively from the date when the subscription falls due shall ipso facto, cease to be a member of the Association. The Executive Committee may however readmit such member on his / her paying arrears of subscription and such penalty as may be decided by the Committee.
- v) In addition to the subscription each member shall pay such further special contributions or sums as may be



prescribed by the Federation and or Central Committee / Executive Committee from time to time. Non-payment by members of such special contributions or sums shall tantamount to violation of the instructions of the Association and attracts provisions of Bye-law 7.

10. REGISTER OF MEMBERS

- i) The Association' shall keep a register of all its members and place of their work.
- ii) The register shall be open for inspection by any member at the Head Quarters office of the Association on any working day convenient to the General Secretary provided prior notice in respect thereof is given to the General Secretary specifying the purpose for such inspection.
- iii) The Register of Members shall remain closed during such period as may be fixed by the Central/Executive Committee to facilitate conduct of elections.

11. ORGANISATIONAL SET UP

- i) A Branch / Unit of the association shall be established at each place where the Bank has its Branch / other establishment within the operational area of the Association.
- ii) The Branch / Unit shall be in the charge of a Branch / Unit Secretary to be elected from amongst the ordinary members of the Association at the Branch / Unit. At Branches / Units where ordinary membership is more than ten, one Assistant Secretary for: every ten or part thereof



shall be elected to assist the Branch/Unit Secretary. The Branch/ Unit Secretary and all Assistant Secretaries shall together constitute the Branch/ Unit Committee and shall continue to be so long as they are in the establishment of the Branch/Unit. The Branch/Unit shall attend to the problems of the members at the Branch / Unit. The Branch/ Unit Secretary may be removed by the ordinary members at the Branch/Unit by simple majority.

- iii) The Branch / Unit Secretary shall represent the members at the Branch/Unit, be responsible for the collection and remittance of subscriptions, donations etc., to the Association. He shall always keep the members advised of the activities / programmes of the Association. He shall also see that the policies/programmes of the Association are carried out.
- iv) All the Branches/ Units shall be grouped under such number of Regions/Units as decided by the Executive Committee from time to time.
- v) Each Region / Unit shall be in the charge of Regional Secretary to be elected in the manner prescribed under these bye-laws. The Regional Secretary shall be responsible for organizing the units under his jurisdiction. He will attend to any grievances brought to his notice by the members in his jurisdiction. Where problems require attention of the Deputy General Secretary (Administrative Unit) he shall appraise the position to the latter. The Regional Secretary shall submit quarterly report on the performance, activities and problems of the Region/Unit to the respective Deputy General Secretary.



- vi) Administrative Unit Office of the Association may be established at such center as may be decided from time to time by the Executive Committee.
- vii) Every Administrative Unit Office shall be in the charge of a Deputy General Secretary or other office-bearers, as may be decided upon from time to time by the Executive Committee.

12. GENERAL BODY/GENERAL COUNCIL

- i) All ordinary members and honorary members shall form the General Body of the Association.
- ii) The General Council shall consist of the Executive Committee Members, the Branch/Unit Secretaries and other representatives elected by the Ordinary Members concerned at the rate of one for every 50 ordinary members in the Zone.
- iii) The General Body shall be the competent authority to take important decisions affecting policy matters.
- iv) The General Body shall ordinarily meet at least once in three years at such place and time as may be determined by the Executive Committee.
- v) The Agenda for the ordinary General Body Meeting shall include.
 - a) To receive and adopt triennial report and the audited statement of accounts of the Association for the last completed accounting year(s).



- b) To consider amendments to the bye-laws and other propositions given notice of by members or by the Executive Committee save as otherwise provided.
- c) Any other subject with the permission of the Chair.
- vi) An extraordinary meeting of the General Body shall be convened if a requisition therefore signed by at least 1,000 Ordinary Members or $\frac{1}{3}$ rd of the total ordinary membership whichever is less, is made, stating the purpose and the reasons for such a meeting.
- vii) The notice for any Meeting of the General Body shall be issued by the General Secretary under the direction of the Executive Committee.
- viii) A clear notice of one month in case of ordinary Meeting and of 21 days in the case of requisitioned Extraordinary Meeting shall be given to the members.
- ix) The quorum for the Ordinary General Body Meeting shall be a minimum of 500 or $\frac{1}{3}$ rd of the Ordinary Members whichever is less. The quorum for the requisitioned Extraordinary General Body Meeting shall be 1,000 or $\frac{1}{3}$ rd of the total ordinary membership whichever is less.
- x) If within an hour of the time fixed for the Meeting, there is no quorum the Meeting shall be adjourned. The adjourned Meeting shall be reconvened on the following day or within 7 days from the date of the original Meeting. No quorum shall be necessary for Meetings, which are held after an adjournment for want of quorum.



- xi) All propositions/ motions/ resolutions moved at the Ordinary/ Extraordinary General Body Meeting shall be decided by a simple majority except motions censuring or expressing no confidence in or removal of all office bearers of the Association which shall require a majority of at least $\frac{2}{3}$ rd of the Ordinary Members present and voting at the meeting.

13. EXECUTIVE COMMITTEE

The affairs, financial and otherwise of the Management of the Association, shall rest in the Executive Committee, consisting of the following whether elected in terms of Byelaws or co-opted/elected in terms of Bye-law 8 (i):

A) Circle Level

- a) President
- b) Vice Presidents (Two)
- c) General Secretary
- d) Deputy General Secretary (Head Quarters)
- e) Secretaries (Five)
- f) Treasurer
- g) Assistant Treasurer

B) Network level (For each Administrative Unit)

- a) Deputy General Secretary (Administrative Unit)



b) Assistant General Secretaries (Two)

C) Regional Secretaries

i) Ex-officio members

The President and the General Secretary of the All India State Bank Officers' Federation, to which the Circle Association is affiliated, shall be the ex-officio members of the Executive Committee.

ii) Honorary members vide Bye-law 6(ii)

iii) Nominated members vide Bye-law 8(ii)

iv) It shall be the duty and responsibility of the Executive Committee to implement the programmes, policies and the directives of the All India State Bank Officers' Federation.

v) When the General Body is not in session and Executive Committee is of the opinion that it may not be feasible to convene a General Body Meeting to decide any matters of urgent nature which should ordinarily have been referred to General Body except the matters set out in Bye-law 12 (v) the Executive Committee shall have the discretion to take such action as may be necessary and report the same to the General Body at the earliest possible opportunity.

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



- vii) Any dispute(s) in regard to actions taken by the Executive Committee or the Administrative Unit Committee or the Office bearers there-under or any other Committee, Body, Functionary constituted under these Bye-laws or Rules framed there-under shall in the first instance be referred to the Executive Committee, who shall after giving a fair opportunity to the parties to the dispute, decide the matter. The decision of the Executive Committee shall be final and binding as to the matter in dispute. No member shall take recourse to any other proceedings, including a judicial proceeding, without first exhausting the above remedies or completion of the above process.
- viii) The Executive Committee may issue clarifications for removal of any ambiguities from time to time and such clarification (s) shall be treated as part of these Byelaws. All such clarifications shall be reported to the General Body at its next meeting.
- ix) The Executive Committee shall meet once in 4 months on such days and such places as may be fixed by the General Secretary.
- x) A notice of 7 days shall be given to the members of Executive Committee for the meeting. However, in emergent situation, the notice shall be issued with a shorter notice period, and the proceeding shall not be liable to be challenged on this count. Notice for the, Executive Committee shall be given by the General Secretary.
- xi) The quorum for the Executive Committee meeting shall be 1/3rd of the total of its members.



- xii) The number, nomenclature and the duties of the Office bearers may, if and when deemed necessary, be changed from time to time by the Executive Committee.
- xiii) The Executive Committee shall be vested with the powers to frame Rules and issue guidelines under these bye-laws from time to time in regard to the administration, conduct and procedure of elections or any other matter mentioned in these bye-laws.
- xiv) The Executive Committee shall have power to accept the resignation of any member/ office-bearer.
- xv) The Executive Committee shall have the powers to require its members to pay special contributions for any specific or general purpose. All members shall pay such sums within the period fixed by the Executive Committee.
- xvi) The Executive Committee shall have the power to appoint sub-committee(s), to go into any matter requiring a detailed examination. Such sub-committee(s) shall function under the control of the Executive Committee and submit a report to the Executive Committee.
- xvii) All decisions of the Executive Committee shall be final and binding on the members.

14. CENTRAL COMMITTEE

The Central Committee shall consist of the following office bearers:

- a) President
- b) Vice Presidents



- c) General Secretary
- d) Deputy General Secretary (Head Quarters)
- e) Secretaries
- f) Treasurer
- g) Assistant Treasurer
- h) Deputy General Secretaries (Administrative Units)
- i) Assistant General Secretaries (Administrative Units)

The Central Committee shall meet once in between two Executive Committee meetings or as may be necessary to transact business.

Notice of the Meeting of the Central Committee shall be given at least 3 days in advance of the date fixed by the General Secretary for the meeting and the quorum for the meeting shall be one half of the total of its members.

The Central Committee shall have the power to appoint any sub-committee to go into any matter requiring detailed examination and to initiate necessary action as may be considered necessary based on the sub committee's findings. The Executive Committee / Central Committee / Administrative Unit Committee / Regional Committee / Branch Committee shall always uphold and strive for the achievement of the Association's objects enunciated under Bye-law No.5.

15. ADMINISTRATIVE UNIT COMMITTEE

- i) The Administrative Unit Committee shall consist of the



following office-bearers of the respective Administrative Unit:

- a) Deputy General Secretary
 - b) Assistant General Secretaries
 - c) Regional Secretaries
- ii) The Administrative Unit Committee shall meet at least once in three months on a date decided by the Deputy General Secretary of the respective Administrative Unit in consultation with the General Secretary. However, it shall always be ensured that such meetings take place before attending the Executive/ Central Committee meetings. A notice of 3 days shall be given for the above meetings.
- iii) All Meetings of the Administrative Unit Committees shall be presided over by the President and in his absence by any other Circle Office-bearer.

REGIONAL COMMITTEE

- iv) The Regional Committee shall consist of the following in each Region:
- a) Deputy General Secretary of the respective Administrative Unit
 - b) Assistant General Secretaries of the respective Administrative Unit
 - c) Regional Secretary
 - d) Branch Secretaries and Assistant Secretaries of Branches/offices in the Region.



- v) The Regional Committee shall meet at least once in a half year as decided by the Deputy General Secretary of the Administrative Unit in consultation with the General Secretary. A notice of 3 days shall be given for the above meeting.

16. OFFICE-BEARERS

- i) The following office-bearers shall be elected in the manner prescribed by these Bye-laws and the Rules framed by the Executive Committee.

President	Referred collectively as Circle Office Bearers
Vice-President	
General Secretary	
Deputy General Secretary (Head Quarters)	
Secretaries	
Treasurer	
Assistant Treasurer	
Deputy General Secretary (Administrative Unit)	Referred collectively as Administrative Unit Office Bearers
Asst. General Secretaries (Administrative Unit)	
Regional Secretaries	



- ii) The management of the day -to-day affairs of the Association shall vest with the Circle Office-bearers.

17) DUTIES OF OFFICE-BEARERS

i) PRESIDENT

The President shall be the Head of the Association and his advice shall be taken in all matters pertaining to the Association. The President shall preside over all meetings of the Association, which include the meetings of General Body, Executive Committee, Central Committee and Administrative Unit Committee to preserve order and sign all minutes. He shall have a casting vote. The President shall have power to call special meetings whenever an emergency arises or whenever the meetings are not held as provided for in the Bye laws.

ii) VICE-PRESIDENTS

The Vice-Presidents shall assist the President in the discharge of his functions. They shall also have such powers and shall perform such duties as may be entrusted or delegated to them by the Executive Committee. In the absence of the President, Senior Vice-President shall preside over the meetings of the Association.

iii) GENERAL SECRETARY

The General Secretary shall act and perform all such duties as are necessary for achieving the objects of the Association. He shall conduct all correspondence, convene all meetings and generally by exercise control and supervision over the affairs of the Association. He



shall maintain a proper record of the minutes/ details or proceedings of all meetings and note to submit for approval by the following meetings and preserve such records for the posterity. He shall prepare at the close of each triennial period a Report on the working of the Association for the previous period showing its activities, progress, financial condition etc. The draft of the Report shall be subject to the approval of the Executive Committee before presentation to the General Body. The General Secretary shall be responsible for submitting the statements and other documents required to be submitted by the Association under the Trade Unions Act. The General Secretary shall be the person to sue or to be sued on behalf of the Association.

**iv) DEPUTY GENERAL SECRETARY (HEAD
QUARTERS)**

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

v) SECRETARIES

The Secretaries shall assist the General Secretary and the Deputy General Secretary. They shall also perform such other duties as may be entrusted or delegated to them by the General Secretary/ Executive Committee.

vi) TREASURER

The Treasurer shall account for all monies received by the Association from the members and others; shall issue



receipts for all moneys received; shall disburse all payments for and on behalf of the Association and shall keep the accounts of the Association up-to-date and ensure their audit regularly. He shall have the custody and be responsible for all properties of the Association.

vii) ASSISTANT TREASURER

The Assistant Treasurer shall assist the Treasurer in all matters relating to accounts. He shall be responsible for correct and proper maintenance of membership register and for collection of subscriptions, special contributions and such other sums from members and others, as may be decided by the Federation / Executive Committee/ Central Committee.

viii) DEPUTY GENERAL SECRETARIES (ADMINISTRATIVE UNITS)

The Deputy General Secretaries of the respective Administrative Units shall look after the affairs of the respective Administrative Units from where they are elected. They shall attend to all matters / grievances of members within the Administrative Units.

They shall conduct their activities in consultation with the General Secretary and within such limitations as may be placed by the Executive Committee. The Executive committee shall have power to entrust any other duties/ functions to the Deputy General Secretaries of the respective Administrative Units.



ix) ASSISTANT GENERAL SECRETARIES

The Assistant General Secretaries of the respective Administrative Units shall assist the Deputy General Secretaries of the Administrative Units concerned and shall attend to the duties assigned to them by their Deputy General Secretaries/ General Secretary.

x) REGIONAL SECRETARIES

The Regional Secretaries shall look after the activities in their respective Regions/ Units, from where they are elected. They shall carryout such duties as are assigned to them by their Deputy General Secretary/ General Secretary.

18. ELECTIONS

- i) Elections to various posts shall be held triennially in the month of January or as early as possible thereafter. The Office-bearers and other Committee members shall hold office till the next elections are held and the results announced. The Executive Committee shall have power to hold elections before completion of three years, whenever it considers necessary.
- ii)
 - a) A member can contest for only one post in the election to the Executive Committee of the Association.
 - b) Circle Office-bearers shall be elected by all the members of the Association.
 - c) Administrative Unit Office-bearers including Regional Secretaries shall be elected by the members in the



respective area of operation as decided by the Executive Committee at the time of announcing election schedule.

- iii) a) Any ordinary member who is not otherwise disqualified to contest under these, Bye-laws shall be eligible to contest for the post of office bearers of the Executive Committee.
- b) All the Office-bearers of the Executive Committee who are not otherwise disqualified shall be eligible to contest for re-election.

Provided that any Ordinary Member who has not participated in any Strike or any of the Action programmes for which a call has been given by the Association shall not be eligible to contest for any post of Office-bearer for a period of two terms immediately following such non participation. The expressions "Action Programme" and "non-participation" shall have the same meaning as in Explanation I and II and also the Proviso to Bye-law 7.

- iv) An Election committee shall be appointed by the Executive Committee from among the members who are not contesting for any post. The Election Committee shall be in-charge of conduct of elections. The Election Committee shall conduct the elections in accordance with the Rules or guidelines or circulars issued by the Association as provided in Bye-law 13 (xiii).
- v) The Election Committee shall be competent to prescribe its own procedure for the conduct of elections, but such procedure shall not conflict with the rules framed by the Executive Committee.



- vi) The decision of the Election Committee shall be final in all matters relating to conduct of elections and shall be binding on all the members of the Association.
- vii) The Election Committee shall cease to function after the announcement of the final results of Election.

19. FINANCE

- i) The General funds of the Association shall vest in the Executive Committee who shall open accounts with a Bank or Banks to be operated by the Treasurer jointly with any Circle Office-bearer.
- ii) All moneys received on account of the Association shall be deposited in the Bank. On no account moneys received shall be utilized directly for meeting payments but all expenditure shall be met by withdrawing funds from the Bank.
- iii) The General Secretary may be permitted to have with him a sum not exceeding Rs. 2,000/- in cash for meeting petty expenses.
- iv) No loans shall be raised on the security of the immovable property of the Association unless the proposal is approved by 3/4th majority of the ordinary members.
- v) The General Secretary shall be competent to authorize all items of expenditure on behalf of the Association and shall report to the Executive Committee for ratification at the next meeting.



- vi) The Deputy General Secretaries (Administrative Units) may be given an advance to meet the expenses of their offices as decided by the Executive Committee. They shall submit a detailed account of their expenditure and obtain reimbursement once a month or earlier if necessary.
- vii) The Executive Committee shall decide from time to time on the benefits to be given to the member. A member shall be entitled to the benefits of the Association only if he has been a member for at least six months and if he has paid his subscription / special contributions or sums up-to-date as prescribed by the Federation / Executive / Central Committee. The benefit should however be related to the financial position to the fund set apart in terms of Bye-law 5(xvii) and (xviii) and subject to the rules framed by the Executive Committee from time to time.

OBJECTS FOR WHICH THE GENERAL FUNDS CAN BE EXPENDED

The General Funds of the Association shall not be spent on any other object than the following viz.

- i) The payment of salaries, allowances and expenses to the office-bearers and employees of the Association.
- ii) The payment of expenses for the administration of the Association including Audit of the accounts of the General Funds of the Association.
- iii) The Prosecution, defence of any legal proceedings to which the Association or any member thereof is a party when such prosecution or defence is undertaken for the purpose of securing or protecting any right of the



Association as such or any rights arising out of the relations of any member with his employer.

- iv) The conduct of trade disputes on behalf of the Association or any member thereof.
- v) The compensation to members for loss arising out of trade disputes.
- vi) Allowance to members or their dependents on account of sickness, old age death or unemployment of such members.
- vii) The provision of educational, social and other similar benefits for members and their dependents.
- viii) The upkeep of a periodical published mainly for the purpose of discussing questions affecting employees as such.
- ix) The payment in furtherance of any of the objects on which general fund of the Association may be spent or contribution to any cause intended to benefit workers and employees in general provided that the expenditure in respect of such contributions in any accounting year shall not at any time during that year be in excess of one fourth of the combined total of the gross income which has up to that time accrued to the General Fund of the Association during that year and of the balance at the credit of those funds at the commencement of the year end.
- x) Subject to any conditions contained in the notification any other object notified by the appropriate Government in the official gazette.



21. ACCOUNTING YEAR

The Associations accounting year shall be the year ending on 31st December.

22. ANNUAL AUDIT

The accounts of the Association shall be audited annually by a competent auditor approved by the Executive Committee.

23. INSPECTION OF BOOKS OF ACCOUNTS

- i) The account books of the Association shall be open at its Circle Head Quarters for inspection to any member.
- ii) Any member wishing to inspect the books shall make an application in writing to the General Secretary specifying purpose for such inspection. The General Secretary shall inform the member within seven days from the receipt of such application the date and time when the member can inspect the books.

24. AMENDMENTS TO BYE-LAWS

- i) Members desiring to move any resolution or amendments to bye-laws at the General Body Meeting shall send copies of the same to General Secretary to be decided by the Executive Committee.
- ii) The Bye-laws of the Association may be amended, altered, replaced, rescinded or added to at any time by a majority of the members present at a General Body Meeting.



25. DISOLUTION

The Association shall not be dissolved except by a motion passed by a two thirds majority of members present at a General Body Meeting of the Association, expressly convened for the purpose provided the members present shall constitute a majority of the total members on the rolls of the Association. The funds of the Association after meeting all the liabilities shall be disposed off in accordance with decision of the Dissolution Meeting.

Appendix – A: Form of Application for admission to the Membership of the Association

Appendix – B: Check -off facility.



State Bank of India Officers' Association
(Hyderabad Circle)
Constitution and Rules of the
State Bank of India Officers' Association
(Hyderabad Circle)

BENEVOLENT FUND

1. Introduction

1.1 The imperative need for making certain provisions to safeguard the future by constituting a fund by common subscription to ensure against certain risks or contingencies of insecurity which could be regarded as sporadic in the lives of the members was felt at the General Body meeting held at Visakhapatnam on the 9th March 1980.

1.2 In response thereto, resolutions were adopted amending the bye-laws of the Association constituting a fund known as "STATE BANK OF INDIA OFFICERS' ASSOCIATION (HYDERABAD CIRCLE) BENEVOLENT FUND" to cover their insecurity arising out of employment injury on account of participation in trade union action in pursuance of the calls given by the Association and to meet the contingency arising out of premature or sudden death of a member of the Association etc.

2. Preamble

2.1 Whereas it is expedient to provide a Benevolent Fund which shall come into force with effect from the 1st January 1980.



3. Definitions

3.1 Association: Means State Bank of India Officers' Association (Hyderabad Circle) with Registration No. 3396.

Benevolent Fund: Means State Bank of India Officers' Association (Hyderabad Circle) Benevolent Fund.

Head Quarters: Means the Head Quarters of the Association.

Executive Committee: Means the Executive Committee of the Association.

Governing Body: Means the body constituted by the Executive Committee to conduct the affairs of the Benevolent Fund which shall include a Chairman, a Secretary, a Treasurer and two Directors and shall not include an Auditor.

Member: Means a member as defined in the Bye-law who is committed to the objectives of the Association through uninterrupted subscription to its membership/levy and who would participate in all the trade union actions launched by the Association.

4. Name

The fund shall be known as "STATE BANK OF INDIA OFFICERS' ASSOCIATION (Hyderabad Circle) BENEVOLENT FUND"

5. Headquarters

The Benevolent Fund shall be maintained at the head-quarters of the Association.



6. Aims and Objects

- 6.1 To provide relief to the needy dependents of the members who die while in service
- 6.2 To honour retired officials who are members of the Association as decided by the Governing Body.
- 6.3 To give donations to Educational Institutions, Hospitals, Orphanages, Homes for the Aged, Social Service Organizations etc.
- 6.4 To give donations to reputed and recognized agencies engaged in relief measures to the people affected by natural calamities and similar other contingencies.
- 6.5 Generally to provide relief to such other causes contingencies connected with the above as deemed necessary at the discretion of the Governing Body.

7. Administration

- 7.1 The administration of the Benevolent Fund shall be vested in a duly constituted Governing Body.
- 7.2 The President, General Secretary and Treasurer of the Association shall be the Chairman, Secretary and Treasurer respectively of the Governing Body. Two other office-bearers of the Association shall be nominated by the Executive Committee as Directors.

8. Duties

- 8.1 **Chairman:** He shall preside over the meetings of the Governing Body and shall have a casting vote.



8.2 Secretary:

- (a) He shall receive all applications, scrutinise them and recommend to the Governing Body appropriate relief depending upon the circumstances of each case unless otherwise provided for.
- (b) He shall have the power to disburse a sum not exceeding Rs. 1,000 in case of emergency before the application is submitted to the Governing Body.
- (c) He shall submit the audited statement of accounts of the Benevolent Fund along with the statement of accounts of the Association at the end of each year.

8.3 Treasurer: He shall receive all monies payable to the Fund by the members and others and shall have power to issue receipts where necessary and shall maintain accounts of the Benevolent Fund. He shall have power to draw cheques duly countersigned by another member of the Governing Body.

9. Meetings

9.1 The Governing Body shall meet atleast once in a quarter. It shall also meet as and when applications for relief are received. In case of necessity, a decision may be taken by circulation.

10. Subscriptions and Donations

10.1 The Association shall contribute from time to time from out of its General Funds to the Benevolent Fund.

10.2 Voluntary contributions to the Fund may be received.



11. Investment of Funds

11.1 The funds of the Benevolent Fund may be invested in interest bearing deposits in Banks, Co-operative Banks or Societies or in Government securities or in assets or in any other way as may be decided by the Governing Body from time to time.

12. Amendments

12.1 The Executive Committee shall have power to alter, amend, add or delete any bye-laws and the rules thereto.

13) Appeal

The Executive Committee of the Association shall be the appellate authority in the matter of any dispute.

14. Dissolution

14.1 The Benevolent Fund shall not be dissolved except by a vote of a majority of three-fourths members of the Association present at the General Body meeting provided the total number of votes cast at such a meeting is not less than two-thirds of the total number of the rolls of the Association. The funds of the Fund, after meeting all liabilities shall be disposed in accordance with the terms of the Dissolution Resolution.



**Rules of the
State Bank of India Officers' Association
(Hyderabad Circle)**

BENEVOLENT FUND

1. Rules

- 1.1 These rules known as the State Bank of India Officers' Association (Hyderabad Circle) Benevolent Fund Rules are framed by the Executive Committee of the Association.

2. Subscriptions

- 2.1 A sum of Rs. 50/- per month per member from out of the general fund shall be contributed by the Association to the Benevolent Fund.

3. Eligibility

- 3.1 Every member of the Association as defined in the byelaws shall be eligible to become the member of the Benevolent Fund.
- 3.2 In the case of death of a member, the spouse and if the latter predeceased the former, the legal heirs shall be eligible for the benefits of Benevolent Fund
- 3.3 When a member dies while in service. an amount of relief of Rs.1,00,000/- (Rupees one Lakh only) shall be paid provided he/she was a member for a period of at least six months.
- 3.4 In the case of any member met with injury for participation in the trade union action at the call given by the Association, the quantum of relief shall be computed



depending upon the circumstances of each case as decided by the Executive Committee.

- 3.5 A member of the Association as defined in the bye-laws is paid a retirement benefit of Rs. 6,500/- at the time of Superannuation, provided the member has a minimum membership of 5 (five) years.

4. Method of Applying

- 4.1 Application for financial assistance shall be made in the prescribed form to the Secretary, Governing Body of the Benevolent Fund and preferably it should be routed through the concerned Deputy General Secretary of the Association.
- 4.2 Such application should normally be made within 90 days after the death of the official furnishing all the relevant particulars.

5. Expenses

- 5.1 The Governing Body may pay the Association for services like staff, stationery and any other service rendered by the Association on mutually agreed basis.

6. Effective from

- 6.1 These rules are deemed to have come into force with effect from 1st January, 1980.



APPENDIX – A

Place :

Date :

The General Secretary
SBI Officers' Association (Hyderabad Circle)
C/o.State Bank of India
Bank Street, Koti
HYDERABAD

Dear Comrade,

APPLICATION FOR ADMISSION AS A MEMBER

I shall be obliged if you will please enroll me as Ordinary Member of the Association. I have read the bye-laws of the Association and agree to abide by it.

2. I enclose a Demand Draft/Bankers Cheque for a sum of Rs.200/- (Rupees Two hundred only) towards admission fee.

3. I have today given a letter of authorization to the AGM/Chief/Branch Manager requesting him to deduct from salary and allowances every month a sum of Rs.150/- and credit the amount to the Association Account at Hyderabad .

4. I hereby assure you that I will not act in any manner that will be detrimental to the cause of the Association.

Yours faithfully,

(SIGNATURE)

NAME :

P.F.INDEX NO. :

GRADE/SCALE :

DESIGNATION :

BRANCH :

DEPARTMENT :



APPENDIX – B

Place :

Date :

The Assistant General Manager
Chief Manager/Branch Manager
State Bank of India

Dear Sir,

STATE BANK OF INDIA OFFICERS' ASSOCIATION
(HYDERABAD CIRCLE) CHECK OFF FACILITY

I request you to deduct from my salary and allowances each month a sum of Rs.150/- (Rupees one hundred and fifty only) and credit the amount to the SBI Officers' Association (Hyderabad Circle) Account No.10811684698 maintained at Hyderabad Main Branch.

2. This authorization shall continue to be effective till I revoke the same, which revocation, however, shall not be made prior to the expiry of twelve months hereof and shall further be only by due intimation given to you before December of a year to be effective from January of the next year.

Yours faithfully,

(SIGNATURE)

NAME :

P.F.INDEX NO. :

GRADE/SCALE :

DESIGNATION :

BRANCH :

DEPARTMENT :