

CANARA BANK OFFICERS ASSOCIATION

REGIONAL UNITS & DISTRICT UNITS - RULES AND REGULATIONS

REGIONAL UNITS

Rule No: I - FORMATION:-

The Central Committee may from time to time permit the Members of the Association working in the branches and other offices of Canara Bank situated in any Circle (in consonance with the Bank's Circle) to form a Regional unit of the Association. This will be called Regional Committee of the respective Region.

Rule No: II - AFFAIRS TO VEST IN A COMMITTEE:-

The affairs of the Regional Unit shall be vested with a Committee called the Regional Committee.

Rule No: III - COMPOSITION OF THE COMMITTEE:-

The Regional Committee shall consist of the following elected Members of the Association from that Region from among the delegates elected to attend the General Body Meeting of the Association.

- a) One Regional Chairman
- b) One Regional Secretary
- c) One or Two Assistant Regional Secretaries

d) 6 – 21 Members including District Secretaries.

The maximum number of Regional Committee Members may be limited to 25 including its office bearers.

The Central Committee members of the respective Region will be ex-officio members.

Rule No: IV - REGIONAL CHAIRMAN TO PRESIDE OVER MEETINGS OF THE COMMITTEE:-

The Regional Chairman shall preside over the meetings of the Regional Committee. In the absence of Regional Chairman, the Members of the Committee shall elect amongst themselves a person to preside over the meeting.

Rule No: V - REGIONAL CHAIRMAN TO PRESIDE OVER GENERAL MEETINGS OF THE REGIONAL UNIT:-

The Regional Chairman shall also preside over the General Meetings of the Regional unit of the Association.

Rule No: VI - CASTING VOTE:-

The Regional Chairman shall have one vote and in case of equality of votes, he shall have one casting vote.

Rule No: VII - REGIONAL CHAIRMAN TO GUIDE THE REGIONAL SECRETARY:-

The Regional Chairman shall guide the Regional Secretary in the day to day management of the Regional unit.

Rule No: VIII - REGIONAL SECRETARY TO BE THE EXECUTIVE OFFICER OF THE UNIT AND ITS FUNCTIONS:-

The Regional Secretary shall be the Executive of the Regional Unit of the Association and shall do all the work relating to the affairs of the Unit and in particular convene meeting of the Regional Committee at least twice in a year. He shall keep in his custody all books of accounts, vouchers, receipts and files and other records and documents relating to the Association. He shall do all other acts as may be necessary for implementing the resolutions of the Regional Committee and also the directives issued from time to time by the Central Committee / General Secretary.

Rule No: IX - ASSISTANT REGIONAL SECRETARY TO ASSIST REGIONAL SECRETARY:-

The Assistant Regional Secretary shall assist the Regional Secretary in discharge of his duties. In the absence of the Regional Secretary or when the Regional Secretary is unable to discharge his duties, the Assistant Regional Secretary shall discharge the duties of Regional Secretary. The Assistant Regional Secretary shall also do such other work as may be assigned to him by the Committee or by the Regional Chairman/ Regional Secretary.

Rule No: X - REGIONAL SECRETARY TO MAINTAIN MINUTES BOOK:-

The Regional Secretary shall maintain a Minutes book and shall record Minutes of all meetings of Regional Committee and the Unit. The Regional Chairman shall affix his signature on the Minutes book every time when the Regional secretary draws up the Minutes and it shall be kept under the custody of the Regional Secretary.

Rule No: XI - REGISTER OF MEMBERS OF REGIONAL UNIT:-

The Regional unit shall maintain a Register of Members wherein shall be recorded the names and full details of all the Members of the Regional Unit.

Rule No: XII - REGIONAL COMMITTEE TO MEET TWICE A YEAR: -

The Regional Committee shall meet at least twice a year. The Committee shall decide on all matters brought before it by majority vote. In the case of tie the Regional Chairman shall exercise the casting vote vested in him.

Rule No: XIII - VACANCY CAUSED IN THE REGIONAL COMMITTEE FILLED UP BY CO-OPTION:-

Any vacancy, howsoever, caused due to retirement, transfer, etc., in the Regional Committee shall be filled up by the Committee by co-opting members from the Region. The member thus co-opted shall hold office only till next election of the Regional Committee.

Rule No: XIV - FUNCTIONS OF THE REGIONAL COMMITTEE:-

The Regional Committee shall attend to only matters relating to that Region and or of local importance. It shall not do any acts which are contrary or repugnant to the provision of Rules and Byelaws of the Association or decisions taken by the Central Committee or General Body of the Association from time to time. In case of doubt, the matter shall be referred to the General Secretary and the decision of the General Secretary shall be final.

Rule No: XV - EXPENSES OF THE REGIONAL UNIT TO BE REIMBURSED BY THE CENTRAL OFFICE:-

The reasonable expenditure incurred by the Regional Unit will be reimbursed by the Central Office after authorization by General Secretary on due submission of bills by the Regional Secretary in accordance with the Rules and Byelaws of the Association

Rule No: XVI - REGIONAL COMMITTEE TO SUBMIT ITS REPORT TO CENTRAL OFFICE:-

The Regional Secretary shall submit a report after every meeting to the General Secretary on the working of the Regional Unit. He shall also submit statement of accounts for amounts spent by him every month.

DISTRICT UNITS

Rule No: I - FORMATION:-

The Central Committee may from time to time form District Units in consultation with the Regional Secretaries. This will be called as District Unit of the respective Districts. In each Region, District Committees will be formed comprising certain number of branches for effective functioning.

Rule No: II - AFFAIRS TO VEST IN A COMMITTEE:-

The affairs of the District Unit shall be vested in a Committee called the District Committee.

Rule No: III - COMPOSITION OF THE COMMITTEE:-

The District Committee shall consist of the following 3- 5 officers elected by Members of the Association from that District at the time of electing the delegates and Members to the general body Meeting of the Association.

- a) One District President (Preferably delegate)**
- b) One Secretary called District Secretary (Necessarily delegate)**
- c) Maximum two members (need not necessarily be delegates).**
- d) R C members and C.C. Members from the District will be Ex-officio Members.**

Rule No: IV – DISTRICT PRESIDENT TO PRESIDE OVER GENERAL MEETINGS OF THE COMMITTEE:-

The District President shall preside over the meetings of the District Committee. In the absence of District President the Members of the Committee shall elect amongst themselves a person to preside over the meeting.

Rule No: V - DISTRICT PRESIDENT TO PRESIDE OVER MEETINGS OF THE DISTRICT UNIT:-

The District President shall also preside over the general meetings conducted in the respective District unit of the Association.

Rule No: VI - CASTING VOTE:-

The District President shall have one vote and in case of equality of votes, he shall have one casting vote.

Rule No: VII - DISTRICT PRESIDENT TO GUIDE THE DISTRICT SECRETARY:-

The District President shall guide the District Secretary in the day to day management of the District unit.

Rule No: VIII - DISTRICT SECRETARY TO BE THE EXECUTIVE OFFICER OF THE UNIT:-

The District Secretary shall be the Executive of the District Unit of the Association and shall do all the work relating to the affairs of the Unit and in particular convene meetings of the District Committee at least twice in a year. He shall keep in his custody all books of accounts, vouchers, receipts and files and other records and documents relating to the Association and shall do all other acts as may be necessary for implementing the resolutions of the District Committee and also the directives issued from time to time by the Central Committee /General Secretary / Regional Secretary.

Rule No: IX - FUNCTIONS OF THE DISTRICT SECRETARY:-

District Secretary shall carry on functions which are broadly outlined hereunder:-

a) COMMUNICATION LINK:

Ensure that circulars and other communications reach the Members. Act as an effective communication link between the Members and the Regional Secretary.

b) LIAISON:

Follow-up representations and grievances of Members with appropriate authorities, through the Regional Secretary, for speedy redressal, facilitate functions of Welfare fund, Friend & Guide, Thrift and Credit Society and such other activities.

c) ACTION PROGRAMMES:-

Ensure implementation of Organisational calls for action programmes and send report to the Regional Secretary about Membership participation and morale.

d) MEMBERSHIP RECORD:-

Identify prospective Members and enrol them as members of CBOA. Ensure that mandates of Members are in force. Keep a Register of Membership. Whenever any member is relieved from or reports at a branch / office on transfer, check mandate position and bring it to the notice of the Treasurer at the Central Office, Mumbai and the Regional Secretary for noting the change.

Rule No: X - DISTRICT SECRETARY TO MAINTAIN MINUTES BOOK:-

The District Secretary shall maintain a Minutes book and shall record Minutes of all meetings of the District Committee and the Unit. The District President shall affix his signature on the Minutes book every time when the District secretary draws up the Minutes and it shall be kept under the custody of the District Secretary.

Rule No: XI - REGISTER OF MEMBERS OF DISTRICT UNIT:-

The District unit shall maintain a Register of Members wherein shall be recorded the names and full details of all the Members of that District unit.

Rule No: XII - DISTRICT COMMITTEE TO MEET TWICE A YEAR:-

The District Committee shall meet at least twice a year. The Committee shall decide on all matters brought before it by majority vote. In the case of tie, the District President shall exercise the casting vote vested in him.

Rule No: XIII - VACANCY CAUSED IN THE DISTRICT COMMITTEE FILLED UP BY CO-OPTION:-

Any vacancy, howsoever, caused in the District Committee shall be filled up by the Committee by co-option. The member co-opted shall hold office only till next election of the District Committee.

Rule No: XIV - FUNCTIONS OF THE DISTRICT COMMITTEE:-

The District Committee shall attend to matters relating to that District only and or of local importance. It shall not do any acts which are contrary or repugnant to the provisions of Rules and Byelaws of the Association or decisions taken by the Regional Committee of the Association from time to time. In case of doubt, the matter shall be referred to the Regional Secretary and the decision of the Regional Secretary shall be final.

Rule No: XV - EXPENSES OF THE DISTRICT UNIT TO BE REIMBRESSED BY THE REGIONAL SECRETARY:-

The reasonable expenditure incurred by the District Unit will be reimbursed by the Regional Office on due submission of bills by the District Secretary in accordance with the Rules and Byelaws of the Association.

Rule No: XVI - DISTRICT COMMITTEE SUBMIT ITS REPORT TO REGIONAL OFFICE:-

The District Secretary shall submit a report after every meeting to the Regional Secretary.

