

The Canara Bank Officers' Association
(Regd.)

Registered under Trade Unions Act, 1926 at Mumbai

PART – I



RULES AND BYE-LAWS

For Regional Units & District Units

(Amended and Effective from 28.11.2022)

REGISTERED OFFICE

402-406, 4th Floor, Himalaya House,
P. B. No. 262, 79, Mata Ramabai Ambedkar
Marg, Fort, Mumbai - 400 001
Tel.: 2261 7872 / 2270 5750 / 2226 2083 Fax: 2261
8360

E-mail: cboabom1@gmail.com

CONTENTS

- I. NAME OF THE ASSOCIATION**
- II. REGISTERED OFFICE**
- III. AIMS AND OBJECTIVES**
- IV. DEFINITIONS**
- V. MEMBERSHIP**
- VI. MINUTES BOOK**
- VII. THE MANAGEMENT OF THE AFFAIRS OF THE ASSOCIATION**
- VIII. FUNDS OF THE ASSOCIATION**
- IX. AUDITORS**
- X. ACCOUNTS**
- XI. BENEFITS TO MEMBERS**
- XII. DISSOLUTION OF THE ASSOCIATION**

RULE –I - NAME OF THE ASSOCIATION

The name of the Association shall be The Canara Bank Officers' Association.

RULE – II - REGISTERED OFFICE

The Registered Office of the Association shall be situated at Greater Mumbai.

RULE – III - AIMS AND OBJECTIVES

The aims and objectives of the Association shall

be: 1.

- (a) To organize and unite the officers of the Canara Bank in India and in abroad to regulate their relations with their employers.
 - (b) To secure to all officers of Canara Bank in India and in abroad, justice - Social and economic.
2. To promote among all officers of Canara Bank in India and in abroad, fraternity, unity and friendship and to secure for their equality of opportunity better status and humane conditions of work, better emoluments and better promotional avenues.
 3. To secure to all officers of Canara Bank in India and in abroad, better Retirement, housing, health and other benefits and amenities.
 4. To promote education and economic interest of the Officers' Children and to secure financial assistance for their higher education.
 5. To secure to the officers proper representation on the Board of Directors of Canara Bank.

6. To promote cordial relationship among all officers of Canara Bank in India and in abroad and between the officers and the Management of Canara Bank in India and in abroad and between the officers and workmen staff of Canara Bank in India and in abroad.
7. To promote social, cultural, educational and other interest and activities of all officers of Canara Bank in India and in abroad, and in particular to assist them in developing their talent in the field of:
 - a) Fine arts, music, dance, drama, drawing, painting etc.
 - b) Games, sports, athletics, gymnastics etc.
 - c) Public Speaking, debating etc.
8. To organize and conduct seminars, debates, talks, study Classes etc., on subjects relating to and connected with Banking, Commerce, Economics, Finance and other allied subjects.
9. To conduct competitions, oratorical, essay writing etc., for the officers and the members of their family.
10. To take steps for redressing the grievances of all officers of Canara Bank in India and in abroad.
11. To provide pecuniary, legal or any other assistance to any Officer of Canara Bank in India and in abroad for defending or prosecuting any proceedings commenced by the Bank / other bodies against him/her or by him/her against the Management of the Canara Bank / other bodies in India and in abroad and directly or indirectly relating to or incidental to his/her employment.
12. To delegate representative to any conference or conventions National or International.
13. To provide in case of need financial assistance to any officer of Canara Bank in India and in abroad or to the members of his/her family.

14. To raise moneys required for the purpose of the Association by donations, subscriptions or loans secured or unsecured from the officers of Canara Bank in India and in abroad or any other bank or from any other person and to deal with the moneys of the Association for the attainment of the objectives of the Association.
15. To borrow moneys from any bank or from any other person whomsoever on the security of the movable and/or immovable Property belonging to the Association and for that purpose to pledge, mortgage or create any charge thereon and to execute the necessary documents.
16. To invest the funds of the Association in fixed deposit with any bank or public or private companies, or with Co-operative Societies or in Government or in any other valuable securities or in shares of Public or Private companies and to receive the accrued interest on deposit of Government Security or dividends from time to time or to sell, transfer or otherwise deal with the Government or other valuable securities or shares of Public or Private Companies.
17. To open accounts of any description with any bank or co-operative credit societies or post office Savings Bank with the approval/ratification of Central Committee and to execute the necessary documents on that behalf.
18. To purchase immovable properties, lands, building sites or buildings for the use of the Association and to sell or lease out the same and or to construct, establish and run holiday homes, guest or rest houses for the use of the officers.
19. To publish in print and electronic forms, fortnightly, monthly, bi-monthly, quarterly, half yearly or yearly journals or magazines for the purpose of dissemination of knowledge and information and to set up libraries and reading rooms etc.

20. To organize and conduct study tours, excursions, picnics etc., for the officers of Canara Bank in India and in abroad or members of their families.
21. To organize State, Regional, District, Group of Districts or Units of the Association in every State or group of States, or Part of State, District Unit in every district or group of districts and Branch Unit of the Association in every branch / office / section of the Bank.
22. To promote among the officers of Canara Bank in India and in abroad, the spirit of public services and higher standards of ethics.
23. In keeping with the traditions of Canara Bank to assist the Bank in serving to grow and growing to serve, with an objective of TOGETHER WE CAN.
24. To make the officers of Canara Bank in India and in abroad, service minded and to promote in their heart a love for the Bank and a desire to provide better service to the customers.
25. To do all that is necessary for promoting the efficiency, honesty and the integrity of the officers of Canara Bank in India and in abroad and loyalty towards the Bank.
26. To work actively to promote the interest of the Bank and to provide better and efficient service to the customers of Canara Bank in India and in abroad in particular and to the members of the public in general.
27. To assist Canara Bank in India and in abroad in all possible ways to implement the social objectives set before it by the Government of India to carry banking to the villages.
28. To channelise the energies of the officers of Canara Bank in India and in abroad in an organized manner for the common good of all concerned.
29. To seek affiliation with any all India Organization of Bank Officers in India and in abroad.

30. To do such other act or acts as are incidental or conducive to attainment of the above objectives.

RULE –IV – DEFINITIONS:

In these Rules, unless the context otherwise requires.

1. 'Alter' and 'Alterations' shall include the making of additions and omissions.
2. 'The Association' means The Canara Bank Officers' Association.
3. 'The Bank' means Canara Bank in India and in abroad.
4. 'Branch' means Branch of the Canara Bank in India and in abroad.
5. 'Central Committee' means the Central Committee of the Association.
6. 'Executive Committee' means the Executive Committee of the Association.
7. 'State or Regional Unit' means the State or Regional Unit of the Association.
8. 'State or Regional Committee' means the State or Regional Committee of the Association.
9. 'District' means a district or a group of districts as determined by the General Secretary on the recommendations of the Regional Committee.
10. 'District Unit' means the District Unit of the Association.
11. 'Branch Unit' means the Branch Unit of the Association.
12. 'Extra Ordinary General Meeting' means Extra Ordinary General Body Meeting of the Association.
13. 'Financial Year' means the year commencing with first day of April and ending with 31st day of March of every calendar year.
14. 'Year' means the financial year of the Association.
15. 'Office' means office of Canara Bank in India and in Abroad.
16. 'General Body' means the General Body of the Association constituted by delegates elected by

primary members, office bearers and Central Committee members elected by the delegates in the previous Triennial General Meeting or co-opted thereafter and newly elected Regional Chairman, Regional Secretaries and District Secretaries as provided by the Rules and Bye-laws of the Association.

17. 'General Meeting' means the General Meeting of the delegates elected by primary members, Office bearers and Central Committee members elected by the delegates in the previous Triennial General Meeting or co-opted thereafter and newly elected Regional Chairman, Regional Secretaries and District Secretaries as provided by the Rules and Bye-laws of the Association.
18. Central Committee member means Central Committee member of the Association.
19. 'Chairman' means the Constitutional Head of the Association
20. 'President' means the President of the Association.
21. 'Senior Vice President' means the Senior Vice President of the Association.
22. 'Vice President' means the Vice President of the Association.
23. 'General Secretary' means the General Secretary of the Association.
24. 'Joint General Secretary' means the Joint General Secretary of the Association.
25. 'Organizing General Secretary' means Organizing General Secretary of the Association.
26. 'Deputy General Secretary' means the Deputy General Secretary of the Association.

27. 'Assistant General Secretary' means the Assistant General Secretary of the Association.
28. 'Treasurer' means the Treasurer of the Association.
29. 'Deputy Treasurer' means the Deputy Treasurer of the Association.
30. 'Officer of the Association' means an office-bearer of the Association.
31. 'Member' means the Member of the Association whose name is found on the rolls of the Association.
32. 'Officer' means any officer of the Bank.
33. 'Prescribed' means prescribed under these rules or prescribed by the General Body or the Central Committee from time to time.
34. 'Quorum' means the quorum required for any meeting including Triennial or Extra ordinary General meeting as prescribed in these rules.

RULE – V- MEMBERSHIP:

1. Eligibility:
Any officer of Canara Bank in India and in abroad, who has attained the age of 18 years, shall be eligible to become a member of the Association.
2. Admission fee of the Association:
Any such officer desirous of becoming a member of the Association shall pay to the Association an admission fee of Rupees 10 (Ten only).
3. How to Apply for Membership:
Any officer desirous of becoming a member shall apply to the General Secretary in writing or by opting in HRMS Window, in such form as may be prescribed by the Central Committee and shall remit the admission fee of Rs.10/- together with the monthly subscription of Rs.150/ provided he/she agrees to abide

by the rules and bye-laws that may be made by the Association from time to time.

4. Admission to Membership:

The General Secretary may provisionally admit all applicants for membership of the Association from time to time and shall place before the following Central Committee all the applications received by him for its approval. The Central Committee may admit the applicants to the membership of the Association or may reject the applications without assigning any reason therefor. In the event of rejection of any application/s such decision of the Central Committee shall be by a 2/3rd majority of the members present. If any officer is aggrieved by the decision of the Central Committee he/she may appeal to the General Body and the decision of the General Body is final.

5. Membership Fee:

Every Member shall pay the Association a subscription of Rs.150/- (One Hundred Fifty only) per month and the same shall become due and payable in advance every month on the first day of the calendar month.

6. Resignation:

Any member excluding office-bearers of the Association may submit his/her resignation in writing addressed to the General Secretary or by opting in HRMS. The General Secretary shall place before the Central Committee all letters of resignation received by him from time to time. The Central Committee may take on record such resignation letters.

7.1 Cessation of Membership:

The membership of an individual shall cease:

- a) When he/she ceases to be an officer of the Bank by death, resignation or retirement.

Provision: - An Officer removed from the services of the Bank, dismissed, reverted or compulsorily

retired for participation in legitimate trade union activities or otherwise shall not cease to be a member of the Association.

- b) When his/her resignation is accepted by the Central Committee
- c) When he/she is removed or expelled from the membership of the Association as provided hereinafter.

7.2 Removal from Membership:

Any member who allows his/her subscription for more than three months to be in arrears, after expiry of that period is liable to be removed from the rolls of the Association.

7.3 Expulsion from Membership:

If the Central 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 officer of the Association comes to the conclusion that it is prejudicial to the interest of the Association to permit such individual to continue his/her membership of the Association, the Central Committee may resolve to expel such a member from the Association by 2/3rd majority of the members of the Central Committee present. The Central Committee, before taking any such decision shall give an opportunity to the member concerned to submit his/her explanation. If the member thus expelled, feels aggrieved, he/she shall have a right to 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 readmitted for a period of two years from the date of expulsion.

8. Register of Membership to be maintained at the Registered Office:

(a) The Association shall maintain at its registered office, a register of members including office-bearers of the Association, wherein the full name and address of every member shall be entered. Any other particulars which the Central Committee deems necessary shall also be entered therein.

(b) Right to inspect the Register of Members and Books of Association:

A member or officer of the Association may, on obtaining prior permission from the General Secretary in writing, inspect the register of members and books of accounts at Registered Office of the Association on such day and at such time at the Registered office as may be prescribed by the General Secretary. The General Secretary shall not refuse inspection of the register of members and books of accounts to any member or Officer of the Association.

RULE – VI – MINUTES BOOK

The Association shall maintain Minutes Book wherein shall be recorded the minutes of the Executive Committee, Central Committee, the minutes of the Triennial Conference and Extraordinary General Body Meeting of the Association.

RULE –VII – THE MANAGEMENT OF THE AFFAIRS OF THE ASSOCIATION:

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

- (a) General Body
- (b) Executive Committee

- (c) Central Committee
- (d) State or the Regional Committee

GENERAL BODY

1.
 - (a) General Body to meet once in three years.
 - (b) The General Meeting shall be held once in three years and interval between any two Triennial meetings shall not exceed 39 months.
2. Particulars to be given in the notice:

It shall be specified in the notice calling the General Meeting that it is the Triennial General Meeting. The place, the date and the time when the meeting will be held shall also be stated in the notice together with the agenda for the same.
3. Agenda for the Meeting:

The Agenda for the Triennial General Meeting shall be:

 - a) To adopt the Triennial reports on the working of the Association.
 - b) To adopt annual audited statement of accounts.
 - c) To appoint auditors and fix their remuneration
 - d) To elect the office-bearers and the members of the Central Committee
 - e) To transact such other business as may be brought before it as provided by the Rules and Bye-laws or with the permission of the Chairman of the meeting.
4. Extraordinary General Meeting:
 - a) The Central Committee suo-moto may or on a written requisition received from not less than 1/3rd of the members on the rolls of the Association, whose subscription is not in arrears for more than three months shall call an Extraordinary General Meeting of the Association to transact any business

set out by the requisitionists, in the notice of requisition for the Extra ordinary General Meeting.

- b) If within 60 days of the receipt of the notice from the requisitionists, the General Secretary or the President fails to convene the Extraordinary General Meeting as demanded by the requisitionists, the requisitionists shall give notice of the proposed Extraordinary General Meeting as required herein to all delegates to the previous General Body Meeting and shall call and hold such meeting at such time and at such place as may be determined by the requisitionists and the proceedings of such meetings shall be binding on the Association.

5. Notice for Triennial / Extra-ordinary General Meeting:
21 (twenty-one) days clear notice shall be given for every Triennial Meeting and for every Extraordinary General Meeting specifying the place, the date and the time of such meeting together with the Agenda for the same. However, non-receipt of notice by any delegates or others shall not by itself void the proceedings of the Meeting.

6. Quorum for General Meeting:
2/3rd of the number of delegates elected by the primary members, office-bearers and Central Committee members elected by the delegates in the previous Triennial General meeting or co-opted thereafter and newly elected Regional Chairman, Regional Secretaries and District Secretaries of the Association, shall constitute the quorum of the Triennial or Extraordinary General Meeting. If within half an hour of the time fixed for the meeting, no quorum is present, the meeting shall stand adjourned to the following day at the same place and time and the agenda fixed for the original meeting shall be discussed and disposed off.

7. No other business to be discussed at Extraordinary General Meeting:
No business other than what is stated in the notice shall be transacted at any Extraordinary General Meeting.
8. Business to be discussed at General Meeting:
At General Meeting no business other than what is out in the notice calling for the meeting shall be transacted except the following:
Any business or resolution of which written notice has been given by any delegate so as to reach the General Secretary at least seven days before the date fixed for the meeting provided the delegate who has given such notice is personally present at the Meeting.
9. Any other business, which is proposed by the General Secretary with the leave of the meeting.
10. Constitution of General Body:
The General Body shall consist of Central Committee Members including office-bearers, newly elected Regional Chairman, Regional Secretaries, District Secretaries and Delegates duly elected by the primary members whose subscription is not in arrears for more than three months at the meeting of the respective District Units formed for this purpose. For this purpose, Units may convene a meeting at least 45 days before the date fixed for the Triennial General Meeting. To be eligible to get elected as a delegate a member's subscription should not be in arrears for more than three months. These meetings shall elect from amongst the members of the District Unit mentioned in the notice, delegates inclusive of Regional Chairman, Regional Secretaries and District Secretaries at the rate of one delegate for every 15 primary members or part thereof which shall not be less than 8 on the rolls of the Association as on the date to be notified by the Central

Committee or the General Secretary. The District Secretary of the unit who is elected by the primary members of the unit shall forward the names of the delegates to the General Secretary together with a brief report of the meeting so as to reach him not later than fifteen days from the date of such meeting of the members of the unit.

11. Right to Vote:

Every delegate present at the meeting shall have one vote and in all matters, except for which special provision is made in the constitution, shall be decided by simple majority. In case of equality of vote on any subject, the President shall have a casting vote.

12. Amendment of Rules and Regulations of the Association:

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 a 2/3rd majority of the delegates present in the General Meeting, which shall be more than 50 per cent of the total delegates, provided that 21 days clear notice of the proposed amendments, alterations, replacement, deletion, rescission, substitution or addition etc., to these rules is given to the delegates.

13. Removal of the office-bearers of the Association:

Any office-bearer of the Association may be removed by passing a vote of no confidence by 2/3rd majority of the General Body specially called for the purpose, by giving 21 days clear notice of the meeting provided that the office-bearer concerned is given an adequate opportunity to defend his/her conduct. If the said office-bearer demands a personal hearing, he shall be given an

opportunity to address the meeting, on the subject matter of the show cause notice served on him.

14. 1 Constitution of Central Committee:

The Central Committee shall consist of 341 members elected by the General Body from among the duly elected delegates, present or not present (provided consent letters from delegates, who are not present offering for election are produced)

- a) One Chairman
 - b) One President
 - c) Six Senior Vice Presidents
 - d) Eight Vice Presidents
 - e) One General Secretary
 - f) Nine Joint General Secretaries
 - g) Fifteen Organizing General Secretaries
 - h) Twenty Nine Deputy General Secretaries
 - i) Twenty Six Assistant General Secretaries
 - j) One Treasurer
 - k) One Deputy Treasurer
 - l) One Editor of Friend and Guide
 - m) One Welfare Secretary
 - n) Sixty Five Central Committee Members
-
- i) Newly elected 176 Regional Secretaries of the Regions shall be ex- Officio members of the Central Committee.
 - ii) In case of any newly formed Region, the first Regional Secretary will be the ex-officio member of the Central Committee.
 - iii) Out of the 65 Central Committee Members, minimum of Five women representatives from the primary members whose subscription is not in arrears for more than three months to be co-opted by the newly elected Central Committee meeting subsequent to the Triennial Conference (General Body Meeting) by not less than

3/4th of the majority of the Central Committee members present in the meeting.

- 14.2 A separate Executive Committee shall be formed out of the members of the Central Committee comprising members from the Chairman up to the level of Assistant General Secretaries and the Treasurer, the Deputy Treasurer, Editor of Friend & Guide and Secretary of the “Canara Bank Officers’ Welfare Fund”. The Executive Committee shall meet once in six months. The alternate meeting shall be held along with the Central Committee Meeting which will be held once in a year.

The Executive Committee is empowered to take decisions on the functioning of the association and such decisions taken by the Executive Committee can be implemented with immediate effect and the same shall be placed in the ensuing Central Committee meeting for approval.

- 14.3 Central Committee to meet once in a year:

The Central Committee shall meet at least once in a year at such day and place and time as may be determined by the General Secretary in consultation with the President and dispose off all matters brought up before it by the General Secretary and any other matter, the notice of which is given by a member of the committee. The General Secretary shall give to every member 15 days clear notice of the meeting.

- 14.4 Summoning Emergency Meeting of the Central Committee:

The President in consultation with the General Secretary or the General Secretary may in case of emergency, summon a meeting of the Central Committee at such day, place and time as may be determined by him to consider and dispose of any matter relating to the Association which in his/her opinion required to be dealt with urgently or on notice to that effect is given by any

member of the Central Committee. The General Secretary shall give to every member 3 days clear notice of the emergency meeting.

14.5 The President to preside over the meetings:

The President shall preside over the meetings of the Central Committee.

14.6 The Senior Vice President to preside over the Meetings, in the absence of the President:

If for any reason the President is unable to preside over any meeting of the Central Committee or in the absence of the President, the Senior Vice President shall preside over the meetings of the Central Committee.

14.7 Quorum for the Executive Committee Meeting:

50 per-cent of members including office-bearers personally present shall constitute the quorum for the Executive Committee meeting.

14.8 Quorum for the Central Committee Meeting:

50 per-cent of members including office-bearers who shall be personally present shall constitute the quorum for the Central Committee meeting.

14.9 Right to Vote:

Every member shall have one vote.

14.10 All matters to be decided by majority of votes:

All matters brought before the Executive Committee/Central Committee shall be decided by the Committee on the basis of simple majority except otherwise provided for in the constitution viz.,

- a. Admission to membership rejected by General Secretary
- b. Expulsion from membership.
- c. Removal from membership.

The President will have one vote and in case of equality of vote he shall have a casting vote.

14.11 The Central Committee to carry on the affairs of the Association:

Subject to these regulations and subject to the directions given by the General Body from time to time and the resolutions of the Executive Committee/Central Committee passed from time to time, the Central Committee shall carry on the affairs of the Association and shall have the power to do the following among other things.

14.12

- a) Admission to Membership:
To accept or reject without assigning any reason therefor any applications for membership made by any officer of the Bank as provided for herein.
- b) Authorisation to open Bank Accounts:
To authorise opening of Savings or Current or other deposit accounts with any branch of CanaraBank in India or with any other bank scheduled or otherwise and to operate jointly on such accounts and to authorise to draw cheques or order on such accounts or to endorse and negotiate cheques, drafts or order drawn in favour of the Association or to sign all documents required by the bank.
- c) Authorisation to invest moneys:
To authorise investing the funds of the Association in Fixed Deposit or in Government or other approved securities as may be determined by the Central Committee from time to time and to further authorising to sell, convert or realise or otherwise deal with the said

- approved securities or to receive interest on Government Securities from time to time or to receive interest accrued on the Fixed Deposit from time to time.
- d) Authorisation to incur Expenditure:
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 Association.
- e) Authorisation to borrow:
To authorise to borrow amounts with or without security from Canara Bank in India or from any other bank including scheduled banks, co-operative Societies or other credit agencies and to execute all loan papers and other documents required therefor.
- f) Representing in Legal Proceedings:
To authorise any person or persons as the committee deems fit and proper to file, prosecute, conduct or defend 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.
- g) Leave of Absence:
Any office-bearer or member of the Central Committee who absents himself without leave of

absence granted by the President in writing and in case of the President, the leave of absence granted by the Senior Vice President, consecutively for three meetings of the Committee, shall cease to be an office-bearer or a member of the Central Committee. Any emergency meeting called shall not be taken into account for this purpose.

The vacancy so caused shall be filled up by co-option as provided in these rules.

h)

Appointment of Sub-Committee:

To constitute or appoint Sub-Committee/s consisting of one or more members for any special purpose with or without powers of co-option to the Chairman of the said Sub-committee/s so constituted or appointed and to give the necessary directions to the Chairman and the members of the Sub-committee/s.

i)

Constitution of State or Regional Unit/s:

To constitute suo-moto or on a request received from the members working in any branch or office of the Bank in any State, the State or the Regional Unit or Units. While constituting the State or the Regional Unit/s, the Central Committee may, if necessary, group together one or more state for this purpose.

j)

Constitution of District Unit/s:

To constitute suo-moto or on a request received from the members working in the branches or offices of the Bank situated in any district or a group of districts, District Unit or Unit of the Association. While constituting the District Unit, the Central Committee may, if necessary, group together one or more districts for this purpose.

- k) Constitution of Branch Unit/s.:
To constitute suo-moto or on request received from the members working in a branch / office / section of the Bank situated in any place, Branch Unit or Units. While constituting the Branch Unit, the Central Committee may, if necessary group together one or more sections for this purpose.
- l) Delegation of powers to Regional / District / Branch Unit/s:
To delegate to State or Regional Unit/s or District Unit or Units or Branch Unit or Units such functions and powers as it deems fit and proper and to frame such rules and regulations as may be necessary for the units.
- m) General Meeting:
To direct the General Secretary to call an Extraordinary General Meeting for any specified purpose.

THE CHAIRMAN

- 15.1. Powers of the Chairman: The Chairman shall have an Advisory Role.
- 15.2. Chairman to guide the President and the General Secretary:
The Chairman shall guide the President and the General Secretary in carrying out the affairs of the Association.
- 15.3. Term of Office:
The Chairman shall hold office for a period of three years from the date of election as Chairman or until a new Chairman is elected in the next succeeding Triennial General Meeting.

15.4. Resignation from Office:

The Chairman may whenever he deems it necessary to do so, submit his/her resignation in writing addressed to the President, to be placed before the Central Committee for its consideration and decision

15.5 Cessation of Office

The Chairman shall cease to hold office:

- a) When he ceases to be a member of the Association or
- b) On his/her resignation or
- c) On his/her being removed from Office as provided herein above.

THE PRESIDENT

16.1. Powers of the President.

The President shall preside over the meeting of the Executive Committee/ Central Committee and the Triennial or Extra-ordinary General Meeting of the Association. He shall have one vote and in case of an equality of vote he shall have a casting vote.

16.2 President to get the special meeting of the Central Committee Convened:

The President may whenever he deems necessary or on receipt of any written request signed by more than 50 percent of the members of the Central Committee and within 21 days of the receipt of such notice may require the General Secretary to call a special or an emergency meeting of the Central Committee. In case the President fails to get such a meeting of the Central Committee convened within 21 days of the receipt of the notice, the requisitionists after the expiry of the receipt of their notice by the President shall call a meeting of the Central Committee but after giving due notice thereof to all members of the Central Committee including the President. The proceedings of such meeting shall be

- binding on the Association.
- 16.3 President to sign the minutes:
The President shall sign the minutes of the Central Committee/Executive Committee and of the Triennial and Extraordinary General Meeting of the Association.
- 16.4 President to guide the General Secretary:
The President shall guide the General Secretary in carrying the affairs of the Association.
- 16.5 Term of Office:
The President shall hold office for a period of three years from the date of election as President or until a new President is elected in the next succeeding Triennial General Meeting.
- 16.6 Resignation from Office:
The President may whenever he deems it necessary to do so, submit his/her resignation in writing addressed to the Senior Vice President, to be placed before the Central Committee for its consideration and decision.
- 16.7 Cessation of Office:
The President shall cease to hold office:
a) When he ceases to be a member of the Association or
b) On his/her resignation or
c) On his/her being removed from office as provided herein above.
- 16.8 Senior Vice President to discharge the duties of the President:
In the absence of the President or when the President is unable to discharge his/her duties, one of the Senior Vice Presidents shall discharge the duties of the President.

THE SENIOR VICE PRESIDENTS

17.1 Term of Office:

The Senior Vice President shall hold office for a period of three years from the date of election as Senior Vice-Presidents or until another person is elected to that office in the next succeeding Triennial General Meeting.

17.2 In the absence of the President, Senior Vice President shall preside over the meetings:

In the absence of the President or when the President is unable to preside over any meetings of the Executive Committee/Central Committee or the Triennial or the Extraordinary General Meeting, one of the Senior Vice-Presidents, shall preside over the same.

17.3 Senior Vice-Presidents to assist the President:

The Senior Vice-Presidents shall assist the President in carrying on the affairs of the Association.

17.4 Resignation from Office:

The Senior Vice Presidents or any one of them may whenever they or any one of them deem or deems it necessary to do so, may submit their or his/her resignation in writing addressed to the President, to be placed before the Central Committee for its consideration and decision

17.5 Cessation of Office:

The Senior Vice-President shall cease to hold Office:

- a) When he ceases to be a member of the Association or
- b) On his/her resignation or
- c) On his/her being removed from office as provided herein above.

18.1 Term of Office:

The Vice President shall hold office for a period of three years from the date of election as Vice-Presidents or until another person is elected to that office in the next succeeding Triennial General Meeting.

18.2 Vice-Presidents to assist the President / Senior Vice Presidents:

The Vice-Presidents shall assist the President / Senior Vice Presidents in carrying on the affairs of the Association.

18.3 Resignation from Office:

The Vice Presidents or any one of them may whenever they or any one of them deem or deems it necessary to do so, may submit their or his/her resignation in writing addressed to the President, to be placed before the Central Committee for its consideration and decision

18.4 Cessation of Office:

The Vice-President shall cease to hold Office:

- a) When he ceases to be a member of the Association or
- b) On his/her resignation or
- c) On his/her being removed from office as provided herein above.

THE GENERAL SECRETARY

19.1 Term of Office:

The General Secretary shall hold office for a period of three years from the date of his/her election or until another person is elected to that office in the next succeeding Triennial General Meeting.

19.2 Resignation from Office:

The General Secretary whenever he deems it necessary to do so, may submit his/her resignation in writing addressed to the President, to be placed before the Central Committee for its consideration and decision.

19.3 Cessation of Office:

The General Secretary shall cease to hold office:

- a) When he ceases to be a member of the Association or
- b) On his/her resignation or
- c) On his/her being removed from office as provided herein above.

19.4 Joint General Secretary to discharge the duties of General Secretary:

In the absence of the General Secretary or when the General Secretary is unable to discharge his/her duties one of the Joint General Secretaries shall discharge the duties of the General Secretary.

19.5 Functions and duties of the General Secretary: The General Secretary shall:

- a) Convene meeting of
 - i) Executive Committee/Central Committee
 - ii) The General Body, both Triennial and Extraordinary.
- b) Keep a watch on the funds of the Association.
- c) Operate the Bank accounts jointly.

- d) Keep all accounts and get the accounts audited by the Auditors of the Association.
- e) Get the annual audited statement of accounts prepared, showing clearly every item of receipt and expenditure.
- f) Make reports to the General Body on the working of the Association.
- g) Submit statutory return from time to time or send statutory notices to the Registrar of Trade Unions under Trade Unions Act, 1926.
- h) Record the minutes of the Executive Committee/Central Committee and also of the Triennial and Extra ordinary General Meeting
- i) Attend to:
 - (i) The day to day administration of the Association and
 - (ii) The correspondence, issuance of circulars etc.
- j) Keep all the books relating to membership and account etc., record and files of the Association.
- k) Keep all the Securities and documents of title to the property of the Association.
- l) Do all other acts as may be generally necessary for implementing the resolutions of the Central Committee/Executive Committee, the General Body and also for successfully carrying out the objectives of the Association.

JOINT GENERAL SECRETARIES

20.1 Term of Office:

The Joint General Secretaries shall hold office for a period of three years from the date of their election or until new Joint General Secretaries are elected in the next succeeding Triennial General Meeting.

20.2 Resignation from Office:

The Joint General Secretaries or any one of them whenever they or any one of them deem or deems it necessary to do so, may submit their or his/her resignations or resignation in writing addressed to the President, to be placed before the Central Committee for its consideration and decision

20.3 Cessation of Office:

The Joint General Secretaries or any one of them shall cease to hold office:

- a) When they or he ceases or cease to be members or member of the Association, or
- b) On their or his/her resignations or resignation, or
- c) On their or his/her being removed from office as provided hereinabove.

20.4 Functions of Joint General Secretaries:

- a) It shall be the duty of Joint General Secretaries to assist the General Secretary in the discharge of his/her duties.
- b) Each Joint General Secretary shall be assigned specific functions like publicity, public relations, publications, training and control, co-ordination and supervision of one or more Regions.
- c) In the absence of the General Secretary or when the General Secretary is unable to discharge his/her duties, one among the Joint General

- Secretaries shall discharge the duties of the General Secretary.
- d) The Joint General Secretaries shall do such other work as may be assigned to them by the Central Committee or by the General Secretary.

ORGANIZING GENERAL SECRETARIES

- 21.1. Term of Office:
The Organizing General Secretaries shall hold office for a period of three years from the date of their election or until new Organizing General Secretaries are elected in the next succeeding Triennial General Meeting.
- 21.2. Resignation from Office:
The Organizing General Secretaries or any one of them whenever they or any one of them deem or deems it necessary to do so, may submit their or his/her resignations or resignation in writing addressed to the President, to be placed before the Central Committee for its consideration and decision
- 21.3. Cessation of Office:
The Organizing General Secretaries or any one of them shall cease to hold office:
- a) When they or he ceases or cease to be members or member of the Association, or
 - b) On their or his/her resignations or resignation, or
 - c) On their or his/her being removed from office as provided hereinabove.
- 21.4. Functions of Organizing General Secretaries:
- a) It shall be the duty of Organizing General Secretaries to assist the General Secretary in the discharge of his/her duties.
 - b) The Organizing General Secretary shall discharge specific functions allotted to him by the Central

- Committee / General Secretary from time to time depending upon the needs of the Association.
- c) In the absence of the Joint General Secretary/ies or when the Joint General Secretary/ies is/ are unable to discharge their duties, the Organising General Secretary/ies so designated by the General Secretary or Central Committee shall discharge the duties of the Joint General Secretary.

DEPUTY GENERAL SECRETARIES.

22.1 Term of Office:

The Deputy General Secretaries shall hold office for a period of three years from the date of their election or until new Deputy General Secretaries are elected in the next succeeding Triennial General Meeting.

22.2 Resignation from Office:

The Deputy General Secretaries or any one of them whenever they or any one of them deem or deems it necessary to do so, may submit their or his/her resignations or resignation in writing addressed to the President, to be placed before the Central Committee for its consideration and decision

22.3 Cessation of Office:

The Deputy General Secretaries or any one of them shall cease to hold office:

- a) When they or he ceases or cease to be members or member of the Association or
- b) On their or his/her resignations or resignation or
- c) On their or his/her being removed from office as provided herein above.

- 22.4 Functions of Deputy General Secretaries:
The Deputy General Secretaries shall assist the General Secretary in their work and in the absence of the Organizing General Secretary/ies or if the Organizing General Secretary/ies are unable to discharge their duties, the Deputy General Secretary/ies so designated by the General Secretary or Central Committee shall discharge the duties of the Joint General Secretaries.

THE ASSISTANT GENERAL SECRETARIES

- 23.1 Term of office:
The Assistant General Secretaries shall hold office for a period of three years from the date of their election or until new Assistant General Secretaries are elected in the next succeeding Triennial General Meeting of the Association.
- 23.2 Resignation from office:
The Assistant General Secretaries or any one of them whenever they or any one of them deem or deems it necessary to do so, may submit their or his/her resignations or resignation in writing addressed to the President, to be placed before the Central Committee for its consideration and decision
- 23.3 Cessation of Office:
The Assistant General Secretaries or any one of them shall cease to hold Office:
- a) When they or he cease or ceases to be members or member of the Association or
 - b) On their or his/her resignations or resignation or
 - c) On their or his/her being removed from office as provided herein above.

23.4 Duties and Functions:

The Assistant General Secretaries shall assist the General Secretary in their work and in the absence of the Deputy General Secretaries or if the Deputy General Secretaries are unable to discharge their duties, the Assistant General Secretary/ies so designated by the General Secretary or Central Committee shall discharge the duties of the Deputy General Secretaries.

THE TREASURER

24.1 Term of Office:

The Treasurer shall hold office for a period of three years from the date of his/her election or until another person is elected to that office in the next succeeding Triennial General Meeting.

24.2 Resignation:

The Treasurer whenever he deems it necessary to do so, may submit his/her resignation in writing to the President, to be placed before the Central Committee for its consideration and decision

24.3 Cessation of Office:

The Treasurer shall cease to hold Office:

- a) When he ceases to be a member of the Association or
- b) On his/her resignation or
- c) On his/her being removed from office as provided herein above.

24.4 Deputy Treasurer to discharge the duties of the Treasurer:

In the absence of the Treasurer or when the Treasurer is unable to discharge his/her duties, the Deputy Treasurer shall discharge the duties of the Treasurer.

24.5 Powers and functions:

The Treasurer shall be responsible:

- a) For all the funds of the Association. b) To keep or cause to be kept true and correct accounts of all the receipts and expenditure; c) To keep all the receipts, vouchers and files of the Association so far as they relate to the funds of the Association; d) To issue receipts; e) To operate on the Bank accounts jointly; f) He shall not have powers to draw money from the Bank without first having the cheques signed by the General Secretary or Joint General Secretary or Organizing General Secretary or Deputy General Secretary.

24.6 Not to keep more than Rs.500/ at a time:

The Treasurer shall at no time keep with him imprest cash of more than Rupee five hundred. He shall remit all the amounts received on any account whatsoever to the bank to the credit of the Association.

24.7 Responsible for the preparation of annual statement of receipt and expenditure:

The Treasurer shall be responsible to prepare the annual audited statement of accounts of the Association together with the report.

THE DEPUTY TREASURER

25.1 Term of Office:

The Deputy Treasurer shall hold office for a period of three years from the date of his/her election or until another person is elected to that office in the next succeeding Triennial General Meeting.

25.2 Resignation:

The Deputy Treasurer whenever he deems it necessary to do so, may submit his/her resignation in writing to the President, to be placed before the Central Committee for its consideration and decision

25.3 Cessation of Office:

The Deputy Treasurer shall cease to hold Office:

- a) When he ceases to be a member of the Association or
- b) On his/her resignation or
- c) On his/her being removed from office as provided herein above.

25.4 Functions of the Deputy Treasurer:

- a) It shall be the duty of the Deputy Treasurer to assist the Treasurer in the discharge of his/her duties.
- b) In the absence of the Treasurer or when the Treasurer is unable to discharge his/her duties, the Deputy Treasurer shall discharge the duties of the Treasurer.
- c) The Deputy Treasurer shall do such other work as may be assigned to him by the Central Committee or by the General Secretary or by the Treasurer.

THE MEMBERS OF THE CENTRAL COMMITTEE

26.1 Term of Office:

The members of the Central Committee shall hold office for a period of three years from the date of their election to that office or until other persons are elected to their office in the next succeeding Triennial General Meeting of the Association.

26.2 Resignation:

Any member of the Central Committee whenever he deems it necessary to do so, may submit his/her resignation in writing addressed to the President, to be placed before the Central Committee for its consideration and decision

26.3 Filling up of vacancy:

The Central Committee, being the supreme authority of our Association, is the fittest body to decide about filling up vacancies that arises during its functioning. Hence the Central Committee is authorized / empowered to fill up the vacancies by co-option. The Central Committee member so co-opted shall hold office only till the next Triennial Conference of the Association.

26.4 Co-opted members to hold office for the rest of the term: The person so co-opted shall hold office for the rest of the years or until another person is elected to the office in the succeeding Triennial General Meeting.

26.5 Cessation of membership:

Any member of the Central Committee shall cease to hold that office

- a) When he ceases to be a member of the Association or
- b) On his/her resignation or
- c) On his/her being removed from office as provided herein above.

RULE – VIII – FUNDS OF THE ASSOCIATION:

1. Source:

The funds of the Association shall consist of:

- a) Admission Fee and subscription received from members.
- b) Donation and borrowings.

2. Amount to be deposited in Bank:
All the amounts received from time to time on any account whatsoever shall be deposited with Canara Bank or with any other bank scheduled or otherwise in the name of the Association.
3. Operation of Bank Accounts:
The account so opened shall be jointly operated by Treasurer or Deputy Treasurer along with General Secretary or Joint General Secretary or Organizing General Secretary or Deputy General Secretary or as decided by Central Committee.
4. Authorised persons not to keep more than Rs.500/-
The General Secretary or the Treasurer shall at no time keep with him more than Rs.500/ for current expenses.
5. Amount should be spent only for fulfilling objectives of the Association:
The Funds of Association shall be spent for fulfilling the objectives of the Association and to meet any expenses incidental thereto. The Funds of the Association may be spent for the purpose such as:
 - a) The payment of salaries / allowance to officers of the Association.
 - b) The payment of expenses for the administration of affairs of the Association and audit of the accounts of the Association.
 - c) Legal expenses incurred for securing or protecting any rights of the Association as such or any rights arising out of employment relations.
 - d) The conduct of trade disputes on behalf of the Association or any member thereof
 - e) The Compensation to members for loss arising out of the trade disputes.

- f) Allowance to members or their dependents on account of death, sickness, accident or unemployment of such members.
 - g) The provision of educational, social, cultural or religious benefits for members or for the dependents of members.
 - h) For upkeep and publishing of periodicals for members and issuing of circular.
 - i) The payment in furtherance of any of the objectives of the Association for which the general funds of the Association may be spent, by way of contribution to any cause intended to benefit bank officers in general, provided that the expenditure in respect of such contribution in excess of the combined total of the gross income which has up to that time accrued to the general funds of the Association during that year and of the balance at the credit of the funds at the commencement of the year.
6. Central Committee may allocate amount to State or Regional Units:
The Central Committee may from time to time allocate amount to any State or Regional Unit to meet their expenses in accordance with clauses 5 of this Rule._

RULE – IX - AUDITORS

1. Term of Office:
The Auditors appointed by the Triennial General Meeting shall hold office for a period of three years from the date of their appointment or until fresh appointment of Auditors is made in the next succeeding Triennial General Meeting.

2. **Remuneration:**
The auditors so appointed may be paid such reasonable remuneration as may be determined by the Triennial General Meeting.

RULE – X - ACCOUNTS

1. **Financial Year:**
The financial year of the Association shall be from 1st April to 31st March.
2. **Keeping of Accounts:**
The Association shall keep true and faithful accounts of all amounts however received or raised or borrowed or collected from time to time and also of all amounts howsoever spent from time to time. It shall be the duty of the General Secretary and the Treasurer to maintain the books of accounts in such a manner as may be determined by the Central Committee/Executive Committee and also to keep all receipts / vouchers etc. regularly in a manner determined by the Central Committee.
3. **Auditing of Accounts:**
The Accounts of the Association shall be got audited every year by qualified Auditors appointed by the Triennial General Body in accordance with the rule 18 of the Bombay Trade Unions Regulations 1927.
4. **Audited Statement have to be kept before the General Body:**
The General Secretary and the Treasurer shall place before the Triennial General Body, annual statement of accounts relating to the financial year that just ended together with their report.

RULE – XI – BENEFIT TO MEMBERS

Every member, including the officers of the Association, who is not in arrears of his/her subscription for more than three months, shall be entitled to receive such benefits as the Central Committee may decide from time to time, to confer on the members.

RULE – XII – DISSOLUTION OF THE ASSOCIATION

1. The Association shall not be dissolved except by the vote of majority of not less than 3/4th of the delegates present at the General Meeting specially called for this purpose provided that the total number of votes cast is not less than 2/3rd of the total number of delegates elected.
2. Disposal of surplus funds:
The Surplus funds left with the Association 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 Association.

The Canara Bank Officers' Association (Regd.

2

Registered under Trade Unions Act, 1926 at Mumbai

PART – II



RULES AND BYE-LAWS

for Regional Units & District Units

(Amended and Effective from 28.11.2022)

REGISTERED OFFICE

402-406, 4th Floor, Himalaya House,

P. B. No. 262, 79, Mata Ramabai Ambedkar

Marg, Fort, Mumbai - 400 001

Tel.: 2261 7872 / 2270 5750 / 2226 2083 Fax: 2261 8360

E-mail: cboabom1@gmail.com

**CANARA BANK OFFICERS' ASSOCIATION (Regd.)
REGIONAL UNITS & DISTRICT UNITS**

RULES AND BYE-LAWS

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 Region (in consonance with the Bank's Region) 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 enroll 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 REIMBURSED 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 TO SUBMIT ITS REPORT TO REGIONAL OFFICE:-

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

