

THE TRADE UNIONS ACT
(ACT 1926)
See Section IX and Regulation VI



CERTIFICATE OF REGISTRATION OF
TRADE UNION

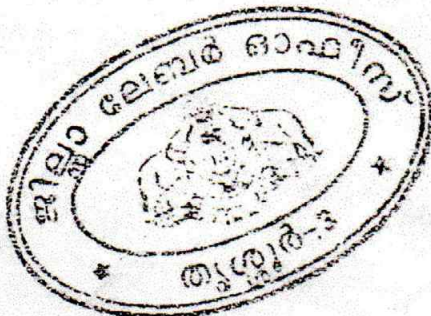
No: TU19038

It is hereby certified that the
SOUTH INDIAN BANK EMPLOYEES ASSOCIATION, Mission Quarters, Thrissur has
been registered under the Indian Trade Unions Act, 1926, this the 05 th day of June
2017

Date: 05/06/2017

[Signature]
DEPUTY REGISTRAR OF TRADE UNIONS
(KERALA STATE)

8/6/2017



DISTRICT LABOUR OFFICER
THRISSUR-3



THE SOUTH INDIAN BANK EMPLOYEES' ASSOCIATION

MISSION QUARTERS, THRISSUR-680001

RULES & BYELAWS

Reg. No. TU 19038

Reg. Office. Thrissur.

I. NAME

The name of the Union shall be "The South Indian Bank Employees Association" hereinafter called the Union. The Registered office of the union, will be at Thrissur. Mission Quarters, Thrissur-680001. The working of the Association shall be across India.

II. AIMS & OBJECTS

The aims and objects of the union shall be:-

- a) To organise and unite employees of the South Indian Bank Ltd. Under a common bond of comradeship and foster among them a spirit of co-operation, discipline and fellowship.
- b) To regulate the relations between the members and their employers.
- c) To render help to the members by constitutional methods
- d) To secure them fair conditions of life & work
- e) To endeavour to redress their grievances
- f) To provide relief to members against sickness, old age, unemployment & death
- g) To endeavour to settle disputes between members and their employer
- h) To promote the civic and political interest of members
- i) To co-operate and federate with organisations of workers having similar objects
- j) To provide legal assistance to members in respect of matters arising out of or incidental to their employment
- k) To acquire, purchase, sell, hire or lease any assets for furtherance of the objects of the union
- l) To found if possible for the benefit of the members, clubs and to organise various facilities for sports and recreations, entertainments etc.
- m) To encourage thrift and co-operation and to promote cooperative societies for the benefit of the members
- n) To raise and acquire such money or monies by subscription: levies, donations, or loans from the members or other persons as may be determined necessary for the furtherance of the objects of the union.
- o) And generally to do all such other acts, incidental or conducive to the attainment of the objects or any of them.

III. ORDINARY MEMBERSHIP

Any, workman who is employed in the South Indian Bank Ltd., in India shall be eligible to become an ordinary member of the union, provided he agrees to abide by the rules and bye-laws of the union as amended from time to time. The team workman shall include probationer and part time worker. Application for membership has to be made in the prescribed form and sent to the General Secretary. Applicant should complete 18 years of age.



IV. HONORARY MEMBERSHIP

Persons sympathizing with the objects of the union and who are ineligible for ordinary membership can be admitted, as honorary members of the union for the purpose of serving in the General Council of the union. The number of such members shall be less than five in the General Council of the union.

V. SUBSCRIPTION.

a) ADMISSION FEE

Each member shall pay an admission fee of Rs.100/-

b) MONTHLY SUBSCRIPTION

- i) Members of the staff belonging to other than subordinate staff or part time employees Rs.100 /- per mensum
- ii) Members belonging to the sub-ordinate staff Rs.80/- per mensum
- ii) Part time employees Rs.30/- per mensum.

VI. ADMISSION

a) Any person who is employed by the South Indian Bank Ltd. In India and who desires to become a member shall present a written application in the prescribed form that he will abide by the rules & byelaws made by the union from time to time

b) The General Secretary shall scrutinize the application for membership and after satisfying himself, shall accord membership duly entering in the register of members. If however the General Secretary feels that it is desirous to reject any application he shall place the same before the Central Committee which shall be competent to access the merit and take any decision protecting the interest of the union.

VII. REGISTRATION AND INSPECTION

A register of members, account books and other prescribed registers and books shall be kept at the central office of the union and properly maintained by the office bearers responsible. The registers and books shall be open to inspection by any office bearer or member of the union at the Central Office on all working days during the hours of 05.00 p.m. to 07.00 p.m., when the Central office is open.

VIII. REMOVAL OF MEMBERSHIP

a) The General Council of the union shall be competent to remove from the register of the members, the name of any member:-

- i) Who has submitted resignation in writing
- ii) Who has failed to pay the monthly subscription for three consecutive months
- iii) Whose conduct is, in the opinion of the Central Committee contrary to the interests of the union and who has or is likely to bring union into contempt or disrepute. The matter should be referred to the General Council as its ensuing meeting and a decision shall be taken only with 2/3 majorities of the members present.



- b) Any member who is removed from the membership may be re-admitted on such terms and conditions as the general council may think fit.
- c) No member shall be removed from the membership for misconduct under this unless he has been given a fair opportunity to explain his conduct.
- d) A member removed shall have the right to appeal within one month of the decision of the General Council to the ensuing General Body which shall have the power to rescind the decision of the General Council removing the membership.
- e) If a member decides to revive his membership then a fine of Rs. 500/- has to be paid to the Association.

IX. DISCIPLINE

Any office bearer or member of the union found working against the interest of the union may be removed from the union or otherwise punished on a resolution to that effect passed at a meeting of the General Council with two third majority of the members present and the member has the right of appeal as in clause VIII of the bye law of the union. No office bearer/member shall be removed from office/membership or otherwise punished without giving a fair opportunity to explain his conduct.

In case any office bearer is removed or otherwise punished, the General Council has the authority to appoint any of the office bearers to function in the removed post of the office bearer singly or jointly,

X. BENEFITS

With reference to the financial position of the union the General Body shall decide from time to time the benefits to be given to the members. A member shall be entitled to the benefits of the union only if he has been a member for at least six months and if he has paid the membership dues and other levies' to the union up-to-date.

XI. MANAGEMENT

Central Committee, General Council and Working Committee shall manage the affairs of the union.

1. CENTRAL COMMITTEE

Term of the elected office bearers and Central Committee shall be 3 years.

The Central Committee consists of a President, one General Secretary not more than five Vice President, two Deputy General Secretaries, not more than five Joint Secretaries, one Treasurer and a Joint Treasurer, one post of a Vice President and that of a Joint Secretary shall be reserved for sub-staff. Another Joint Secretary shall be from Thrissur. One Deputy General Secretaries after their election shall have to work at Thrissur till the next General Body.

Ten Organising Secretaries to support General Secretary and Dy. General secretary and give direction from Central Committee to Divisional Secretaries to coordinate the function.

The Central Committee will meet at least once in three months. The Central Committee shall review the working of the union. The Central Committee shall implement the decisions of the General Council. In emergency, the Central Committee may take decisions subject to the ratification of the General Council.



15 days' notice has to be given for the meeting of the Central Committee. But the General Secretary with three days clear notice can convene urgent meeting. The quorum of the meeting is half of the total number of its members. Interim vacancy arise in central committee during the period due to death, promotion and resignation can be filled up by co-option in General Council

Central Committee has the power to authorize the General Secretary to issue notice of explanation to any member in connection with matters in section 8 & 9

2. GENERAL COUNCIL

In between two General Bodies the supreme body of the union is Central Council. All the actions of the Central Committee and the working committee should get the ratification of the General Council, besides the Central Committee members, the General Council shall include the following persons:

a) Divisional Secretaries

For the better functioning of the union, the branches/ units in India may be divided into various divisions, as the General Council deems fit and proper for the effective functioning of the union as and when it requires so.

The General Council shall have the authority to recognize any of these into divisions for the better functioning of the union.

The members from each division shall elect their divisional secretary in the General Body.

The term of the office of the Divisional Secretary is three years or till fresh elections are conducted. However if a Divisional Secretary is transferred from his division by his own request or on being promoted, he will be removed from his post automatically. The General Council can nominate new Divisional Secretary as and when vacancies arise.

ai) Regional Convenor

Regional convenors for the better functioning of association and to support divisional secretaries in every region (as per bank). These posts are filled by co-option in General Council.

b) Co-opted Members

The General Council shall having the power to co-opt "40" members to the General Council. One post shall be reserved for the part time employees.

c) Special Invitees

General Council can have as many as 10 special invitees. Out of ten special invitees, five shall be co-opted by General Council on permanent basis.

The Working Committee as and when occasion arises can invite the other five to the General Council. The special invitees have no power of voting. The General Council thus formed will consist of Central Committee members, Divisional Secretaries, co-opted members of General Council and special invitees. The duration of Central Committee and General Council is normally two years or whenever fresh elections are



conducted. An office bearer who becomes ineligible to continue as a member of the union as a result of promotion to the officer cadre shall continue as an office bearer subject to the approval of the ensuing General Council.

The interim vacancies of General Council members shall be filled up by co-option. It shall meet at least once in six months.

All propositions moved in the General Council shall be decided by a majority of votes cast except on item VIII (a) (iii) mentioned above. The President or chairman of the meeting shall have the right to give a casting vote in the event of an equality of votes. One month notice shall be given for the General Council meeting but General Secretary can convene urgent General Council meetings by giving 3 days clear notice to all members of the council. The quorum of the meeting will be one third of the total number of members, who have voting power, in the General Council.

The General Council shall review the working of the union and shall take proper decisions on policy matters and can give necessary directions to the Central Committee from time to time. The General Council shall have the power to form any number of sub-committees for specified purposes in the interest of the union.

3. WORKING COMMITTEE

The General Council at its first meeting shall form a Working Committee of not more than fourteen members from the General Council for the day-to-day management of the union. Working committee shall take decisions according to the directions of the General Council and Central Committee. It will act in emergencies and or for the purpose of effective administration of the union. It shall meet at least once in a fortnight. Thus the following bodies consisting of General Council Central Committee and Working Committee shall manage the affairs of the union.

XII. FUNCTIONS OF OFFICE BEARERS/DIVISIONAL SECRETARIES & BRANCH REPRESENTATIVES:

1. OFFICE BEARERS

a) PRESIDENT:

The President shall be the executive head of the union and his advice shall be considered in all matters pertaining to the administration of the union. He shall preside over all meetings and shall have a casting vote in case of a tie. He shall have the power to call for special meetings of working committee Central Committee the General Council or the General Body under exceptional circumstances in case the General Secretary fails to convene meetings within the stipulated period of the appropriate meetings and report his action to the General Council.

b) VICE PRESIDENT

The Vice President shall assist the President and shall act for him in his absence. In the absence of the President the house may appoint any one of the Vice Presidents to preside over the meeting. In the absence of President and Vice Presidents, the house can appoint any member to preside over the meetings.



c) GENERAL SECRETARY

The General Secretary shall act or perform all such duties as are necessary for achieving the objects of the union. He shall conduct all correspondence, arrange for meetings in consultation with the President, record and maintain minutes of the proceeding of all meetings and generally exercise control and supervision of the affairs of the union. He shall prepare at the close of two years a report of the working of the union showing its financial condition, activities and purposes. The draft of the report shall be subject to the approval of the General Council 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 union under the Indian Trade Union Act.

d) DEPUTY GENERAL SECRETARIES

They shall help the General Secretary in organizational matters and will also discharge all other works for the General Secretary as and when required by the General Secretary.

e) JOINT SECRETARIES

Joint Secretaries shall help and assist General Secretary and Deputy General Secretaries and perform such other functions as are specifically instructed to them by the General Council.

f) TREASURER

The Treasurer shall be responsible for all monies received in to the funds of the union, for keeping all books of accounts, issuing receipts and depositing the funds to the bank account of the union. He shall keep a sum not more than 5000/- as cash to meet the expense of routine nature. All other withdrawals from bank account shall have the prior sanction of the working committee. The Deputy General Secretary appointed shall pass every bill/voucher. He should prepare and present the expenses incurred in between two General Council meetings in the ensuing General Council meeting.

g) JOINT TREASURER

The Joint Treasurer shall assist the Treasurer and shall act for him in his absence.

2. DIVISIONAL SECRETARIES

The divisional secretaries shall look after the organizational matters in their respective divisions effecting better co-ordination among members. They shall assist the General Secretary for the effective and better functioning of the union and do all other duties entrusted to them by the General Council. Divisional Secretary has the power to convene the meeting of his division or units in his division whenever necessary to implement the decisions of the General Council and Central Committee or any other instructions of the President or General Secretary.



3. BRANCH REPRESENTATIVE

The Branch Representative will be elected from the members of the branch/units. The General Council has the power to re-organise any of the branches/units for the better functioning of the union. The branch representative shall look after the interest of the members of the branch unit and make representation to the General Secretary voicing the feelings of their members. They shall bring to the notice of the General Secretary any event of importance, particularly those affecting any member of that branch/unit for such action as the general.

Secretary may deem fit. He should take responsibilities in implementing the decisions of the General Council as unit level. All other correspondent shall be forwarded through branch representatives. Whenever a vacancy of the branch representative occurs it shall be filled immediately. The branch representative can be removed from the post, if two third members of the unit, which he represents, vote for such removal.

XIII. DELEGATES TO GENERAL BODY

Delegates will be elected for every branch/unit at the ratio of one delegate for every 20 members or fraction thereof with a minimum of one delegate for each General Body/special General Body, fresh delegates shall be elected after receipt of notice to the General Body / special General Body

XIV. FUNDS

Subscription from members and donations shall from the general fund of the union. The general fund of the union shall be spent only on all or any of those objects of the union as are consistent with section 15 of Indian Trade union act. The fund of the union shall be spent only for achieving objects of the union.

Treasurer can keep with him an amount not exceeding Rs.5000/- for the day to day functioning of the union. All other receipts shall be kept in bank accounts. Amounts shall be withdrawn from the bank account only on the joint signatures of any one of the deputy general secretaries appointed for this purpose by the General Council, and the Treasurer.

The General Secretary shall keep Rs.5000/- for urgent needs of the union. All other expenses should have the ratification of the ensuing working committee. The working committee shall have the authority to give the directions to the Treasurer to spend money in urgent situations but in all cases, all pending should have the ratification of the General Council, and Treasurer.

a) The funds of the Association can also be deposited in the South Indian Bank staff co- operative society.

b) The funds of the Association can also be invested in fixed interest bearing securities and bonds issued by the South Indian Bank Ltd.

Amounts shall be withdrawn from the bank account on joint signatures of any one of the Dy.General Secretaries appointed for this purpose by the General Council and the Treasurer or on the joint signatures of General Secretary and Joint Treasurer.

c) The funds of the union shall be disbursed on vouchers signed by any of the Dy. General Secretaries appointed for this purpose by the General Council and Treasurer.
OR Disbursed on vouchers signed by General Secretary and Joint Treasurer



XV. AUDIT

The account of the union shall be audited once in a year by an auditor possessing the qualifications prescribed under the Indian Trade Unions Act.

a) General Council of the Association may appoint at its first meeting two internal auditors to audit internally the accounts of the Association.

XVI. POLITICAL FUND

The General Council may constitute a special fund for the promotion of the civic and political interest of the members subject to provisions of section 16 of the Indian Trade Unions Act.

XVII. MEETINGS

There should be an ordinary meeting of the General Body once in three years to transact:

a) To adopt report and statement of accounts of the union. To adopt the report of work done by the Association and consider the audited statements of the accounts of the previous years and report of the auditors thereon.

b) To declare the elected list of office bearers and also to hand over the charge to the newly elected office bearers

c) To consider amendment to rules and bye-laws and other propositions have given notice by the members and the General Council.

d) To appoint auditors

e) To consider such other businesses as may be brought forward after notice in the prescribed manner.

Such meeting will be held at place and on date, which is decided by the General Council

General Secretary shall give one month notice to the members for the General Body meeting.

If a member wants to move any resolution or amendment to bye-laws & rules, he shall give ten days clear notice to the General Secretary. Special General Body meeting shall be convened within 45 days if one third of the total members on the rolls request the General Secretary in writing in or on motion of the President under rule XII (i)(a) above or on the motion of the General Council. One month notice shall be given for such meeting specifying the matter of the business of the meeting. Special General Body shall have no power to conduct fresh elections unless a previous meeting passed a non-confidence motion against the General Council or Central Committee, as the case may be.

Working Committee, Central Committee & General Council meetings can be conducted online at time of urgency. The non-receipt by any members for ordinary special General Body meeting shall not invalidate the proceedings of the meetings.



The General Body/special General Body consists of elected delegates as stated in rule XIII above. The quorum of the General Body shall 100 or one third of the total delegates whichever is less. No quorum is necessary for the meeting adjourned for want of quorum. The delegate system is applicable for both ordinary and special General Body meetings.

XVIII. Election

I (a) Every member of the South Indian Bank Employees Association entitled to participate in the election except for the post of Division Secretary and organising secretary for which only the members of the perspective division as of date of notification of election can participate.

(b) Every member is eligible to stand as a candidate for any of the post for which elections are made, except for the post of Divisional Secretary and organising secretary for which eligibility is restricted to the members of the respective division/zone.

(c) In order to contest in election, a member should have at least 3 year more service in bank before the retirement ie service for completing full term as an office bearers

For the purpose Election Rule a & b above, member means and includes any employee whose name is included in the membership list of the Association as on the date of notification of the election.

c) For expediency and to avoid the necessity for conducting further election on member shall not be allowed to contest for more than one post at anytime

d) The General Secretary through his routine branch circular will inform the members the appointment of the Presiding Officer and his Assistant with the following details.

ii) Name:

iii) Official Address:

II. APPOINTMENT OF PRESIDING OFFICER & ASSISTANT

The General Council of the Association will appoint the Presiding Officer by majority decision after obtaining the prior written consensus from the person concerned. In the very same manner, the General Council will appoint 5 Asst. Presiding Officers to assist the Presiding Officer in works

The working committee of the Association will prepare Division wise list of members of the Association who are eligible to vote in the election and hand over two copies to the Presiding Officer

Election Procedure

a). Immediately on receipt of the Division-wise membership list, the presiding officer shall invite through form no.1, nominations from all members specifying:

1. The offices for which elections are to be made.
2. The last date and time for receiving nominations in form no.2 which shall be at least 15 days from the date of invitation of nominations at the place of work ie the official address of the presiding officer. The presiding officer will send acknowledgement for receipt of nominations to the proposed candidates.



3. Scrutiny of nominations to be completed and list of nominations to be published on union notice board on completion of five days from the last date of receipt of nominations. In the case if there is any rejection of nomination, the persons concerned should be intimated.

4. The last date and time for withdrawal of candidature will be fixed by the presiding officer which shall not be less than 15 days from the date of scrutiny of nominations (Election procedure iii)

5. The date by which the ballot papers in case of an election, should be received back by the presiding officer who shall be any day on or before the 40th day of the publication of the final list of candidates. The Presiding Officer, which has to send the ballot papers to the members for balloting, immediately after the publication of official list of candidates.

b) i) Any eligible member of the South Indian Bank Employees Association may file the nomination in form 2 as a candidate for any of the notified post so as to reach the presiding officer on or before the last date fixed for receiving nominations provided that after the final date of withdrawal one member shall be contesting for only one post.

ii) The nominations should be proposed right to vote in the election and seconded by two different persons who have the right to vote in the election.

iii) The nomination paper shall be complete and clear in all respects.

c) On the date fixed for scrutiny of the nominations the presiding officer and the assistants shall scrutinize the nominations and endorsed on each nomination paper decision, accepting or rejecting the same and if the nomination paper is rejected they shall record in writing a brief statement of their reason for such rejection.

d) The presiding officer's decision to reject or accept a nomination shall be final and binding on all concerned.

e) Any candidate may withdraw his candidature by notice in writing which shall contain such particulars as are necessary for identification and shall be signed by him and delivered or sent to the presiding officer so as to reach him on or before the last date fixed for such withdrawal.

f) Within 3 days after the expiry of the period fixed for the officer will prepare the final valid, nominations for each post withdrawal of candidate hire the presiding officer shall prepare and publish in form 5 a list of contesting candidates. The presiding officer will prepare the final valid nominations for each post and handed over a copy to the General Secretary and circularize the list to all branch/office for member's information.

g) If the number of contesting candidates is more than the number of posts to be filled a poll shall be taken.

ii) If the number of such candidates is equal to the number of posts to be filled, the presiding officer shall forthwith declare all such candidates as duly elected to fill those posts.

iii) If the number of such candidates is less than the number of posts to be filled the presiding officer shall forthwith declare all such candidates to be elected. The ensuing General Council shall fill in the remaining posts by co-option.

h) There shall be two separate ballot papers for the office bearers and the divisional secretaries. The ballot paper for each post shall contain the names with branch/office of all candidates contesting for that post with spaces for making the votes. The ballot



papers shall be got printed and kept ready under the strict supervision and control of the presiding officer. The ballot papers for the office bearers and divisional secretaries will be of different colours as per availability of paper. (The ballot papers bearing the signatures of the presiding officer with one of the assistants will be issued by or under the direction of the presiding officer with to all members. Presiding officer should acknowledge the receipt of the ballot papers to be send to all members in time with covering letter in form 6 and keep a register for senders' ballot papers to the members.)

PROCEDURE FOR POSTAL BALLOT:

i) A member who has received the postal ballot and desiring to vote shall record his/her (Vote/votes on the ballot papers in accordance with the directions contained in form 6 and enclose the same in the accompanying cover in form 8 affixing his/her signature on the cover. Ballots for office bearers and divisional secretaries will be sending in one big cover inserted by 2 small covers. The small covers printed one for divisional secretary with place, other for office bearers.

j) The sealed cover containing the duly completed postal ballot papers shall be enclosed with duly signed covering letter in form 9 to the presiding officer so as to reach him on or before the last day fixed for receiving back the ballot papers. The filling of nominations and voting may be done by hand delivery also. The presiding officer shall acknowledge all the sealed covers-said to contain the ballot papers.

k) If any cover containing postal ballot papers is received by the presiding after the expiry of the date and time fixed for receiving the ballot papers, he shall note thereon the date and time of its receipt and shall keep all such covers unopened together. The action of the presiding officer in this regard shall not be challenged.

l)(a) No member shall be issued with more than one set of ballot papers.

(b) Not withstanding anything contained in (p-i) above it shall be in order for the presiding officer to issue ballot papers on written request, to a member to whom postal ballot papers were already issues provided the presiding officer is convinced that the member has not used the postal ballot papers that were already issued provided the presiding officer is convinced that the member has not used the postal baliot papers already given/send to him/her.

m)(i) All the covers containing the ballot papers received by and kept in custody of the presiding officer shall be brought and opened on the General Body meeting day. (ii) The ballots received will be kept in a safe place and taken to the place of meeting under the supervision of presiding officer

(iii) The presiding officer will announce the place and time of counting of votes and (he may in consultation with the President and General Secretary) recruit as many members as necessary to assist him to count the votes,

(iv) The ballot papers for each post for which election is made shall be separated and total votes polled for each post shall be counted and recorded.

(v) The presiding officer shall declare the following ballot papers as invalid and decision in this regard shall be final and the binding on the concerned.

a) When a voter has cast his vote votes for more than number of candidates for which election is made.

b) When the casting of vote is not clear or eligible which in the opinion of the presiding officer does not clearly convey the choice of the voter.



(vi) The votes polled by each of the candidates shall be counted by close supervision of the presiding officer and result sheets, will be prepared. Candidate's agent can witness the counting but they have no right to count or touch the ballots.

(vii) Divisional Secretaries votes will be counted one day before the General Body.

XIX. Amendment TO RULES

The bye law and rules of the union may be amended, altered repealed, rescinded or added to at any time by two third majority of delegates present in a General Body meeting. Fresh amendments of the bylaws will be circulated to the members along with the General Body meetings.

XX. JURISDICTION OF THE COURT

No suit shall be instituted against the union or its office bearers in any other courts outside the jurisdiction of the courts, within the jurisdiction of which the central office of the union is situated. A suit may be instituted by a member of the union against the union or its office bearers when such occasion arises, only in the courts having jurisdiction of the place where in the central office of the union is situated.

XXI. DISSOLUTION

The union shall be dissolved if at least three fourth of the number of members present in a General Body meeting of the union, specifically convened for this purpose, record vote in favour of dissolution.

