



SBISU

**CONSTITUTION AND RULES
OF THE
STATE BANK OF INDIA STAFF UNION
(MUMBAI CIRCLE)**

Registration No. BY-II-7548

**CONSTITUTION AND RULES
OF THE
STATE BANK OF INDIA STAFF UNION
(MUMBAI CIRCLE)
REGISTRATION NO. BY.II.7548**

1. NAME

The name of the Trade Union shall be State Bank of India Staff Union (Mumbai Circle) and shall function as State Bank of India Staff Union (Mumbai Metro Circle) and State Bank of India Staff Union (Maharashtra Circle). The Regd office of both the circles shall be within the city of Mumbai at State Bank of India, Synergy Bldg., 'G' Block, Plot No. C/6, Ground Floor, Bandra-Kurla Complex, Bandra (E), Mumbai-400051. The respective Local Head Offices will be at Mumbai and at the centre where Local Head Offices is situated.

- a) The area of operation of Mumbai Metro Agglomeration Circle Union will consist of all the offices / branches in Mumbai Agglomeration, Thane, Palghar and Raigad Dist. In the state of Maharashtra or as per the changes made by the Bank from time to time, in terms of Circle restructure.
- b) The area of operation of Maharashtra Circle Union will consist of all the offices / branches other than offices / branches covered under Mumbai Metro Circle in the state of Maharashtra and Goa or as per the changes made by the Bank from time to time, in terms of Circle restructure.

2. OBJECTS

The objects of the Union shall be:

1. To foster a spirit of co-operation, comradeship and *esprit de corps* among the members of the union.
2. "To organise and unite the employees working in the branches and offices of State Bank of India located within the States of Maharashtra and Goa, including contractor's employees or employees of such Agency / Establishment executing work / project / assignment for State Bank of India.

Note : An employee or worker means workmen as defined under the Industrial Disputes Act."

3. To secure to the members fair conditions of Life & Service.
4. To try and redress their grievances.
5. To try to prevent any reduction of wages and if possible, to obtain an advancement thereof whenever circumstances demand.
6. To endeavour to settle disputes between employer and employees amicably, so that cessation of work may be avoided.
7. To endeavour to arrange with the employees for provision against sickness, unemployment, infirmity, old age and death.



Amended upto Feb 2016

8. To endeavour to secure compensation for members in the case of accident under the Workmen's Compensation Act, and in cases of injury or death sustained while on duty or while acting in the interests of the employers.
9. To endeavour to provide legal assistance to members in respect of matter arising out of or incidental to their employment.
10. To endeavour to render aid to the members during any strike brought about with the sanction of the Union or a lock-out.
11. To endeavour to obtain information in reference to the Banking Industry in India and outside.
12. To co-operate and federate with organisations of labour
13. To help, in accordance with the Indian Trade Unions Act, the working classes in India and outside in the promotion of the objects mentioned in this rule.
14. To take such other steps as may be necessary to ameliorate the social, economic, civic and political conditions of the members.
15. To afford opportunities to its members to acquire banking knowledge by giving facilities for reading discussion and publications of approved papers by members and others.
16. To arrange for lectures, talks, debates, etc. by and amongst members and others on Banking, Mercantile Law, Political Economy and other kinds of subjects and also on such other subjects which members may be interested in.
17. To found, if possible, a Reading Room and a Library for the benefit of its members.
18. To edit and publish, if possible, a periodical voicing amongst other members, grievances of the employees and containing matter of interest to them for circulation amongst all employees of the State Bank of India and other persons interested in the Banking Industry.
19. To found, if possible, for the benefit of members, canteens, clubs and to organise various facilities for sports and recreation, entertainment, etc.
20. To acquire, purchase, hire, sell or lease whole or part of any buildings, for the furtherance of the objects of the Union.
21. To encourage thrift and co-operation and to promote co-operative societies for the benefit of members.
22. To invest the money of the Union not immediately required in such investments as may from time to time be determined.
23. To raise and acquire such money or moneys, by subscription, donations or loans from members or other persons as may be determined and as may be necessary for the furtherance of the objects of the Union.
24. To draw, make, accept, endorse and negotiate cheques, promissory notes, bills of exchange, hundis and other negotiable instruments in pursuance of the objects of Union, and
25. Generally, to do all such other acts, matters and things as may be necessary, incidental or conducive to the attainment of the above objects or any of them subject always to the provisions of Section 15 of the Indian Trade Unions Act, 1926 in the matter of expenditure that may be involved.
26. To endeavour setting up of independent centralized cores for assisting members in dealing with correspondence with the Bank, especially with reference to departmental enquiry and disciplinary proceedings.
27. To endeavour maintaining and regularly updating Union's website on the world wide web

(Signature)
(General Secretary)



28. To endeavour maintaining and regularly updating a data base of the members' cellular phone numbers and email address for information dissemination to members.

3. **ELIGIBILITY**

- (i) General Members - Any employee of State Bank of India working in the branches of SBI as mentioned in 1. (a) & (b) and who has attained the age of 18 years shall be eligible to become a member of the respective circle Union.
- (ii) Other members - Any workman of Contractor or employee of such Agency / Establishment executing work / project / assignment for State Bank of India

4. **ADMISSION OF ORDINARY MEMBER**

- (i) Any person being eligible and who desires to become a member shall present a written application in the prescribed form, containing a declaration that he/she will abide by the Constitution/Bye-Laws and Rules made by the Union from time to time. Membership applications shall be forwarded to the General Secretary by the Unit Secretary. The subscription shall be remitted on the basis of the authority letter for the deduction of monthly subscription by check-off facility. The General Secretary on receipt of application may grant admission to the Union's membership.
- (ii) The membership shall be deemed effective from the month when the Union's subscription is first remitted to the Union's account.
- (iii) A member once admitted to the Union shall continue to enjoy membership till such time, she / he submits her / his resignation from the Union's membership or is removed / suspended from the Union's membership.
- (iv) A person shall continue to remain a member of the Union only till such time she / he is employed with the State Bank of India.

5. **DUTIES AND PRIVILEGES OF MEMBERS**

- (a) Every member shall be bound to further to the best of her / his ability, the objects, interest and prestige of the Union and shall be abide by the decision, Constitution and Rules and Bye-laws of the Union.
- (b) Members are entitled to the following privileges:
- i) Protection while acting in pursuance of Rule no. 2 with Bye-laws.
- ii) To get advice and help in drafting applications, appeals, etc.
- iii) To get her / his case represented to the authorities.
- iv) General members will be eligible to contest any election of the respective circle Union and to exercise the right of franchise in any election of the Union.

6. **SUBSCRIPTION**

- (a) Each member shall pay subscription as follows:

Monthly Subscription

[Signature]
(General Secretary)

Amended upto Feb. 2025



united
(PS HQ)
(Treasurer)
M. S. Wadgaonkar
UP (H.A.)

For General members from Clerical Cadre	Rs. 200/-
For General members from Subordinate Staff	Rs. 100/-
For other members performing clerical work	Rs. 200/-
For other members performing subordinate work	Rs. 100/-

Under Secretary
Chhatrak
(D.S., Nashik)

Of the total collected funds, a certain sum to be set aside at the discretion of Core Committee to meet contingencies such as deaths, serious illness, strikes and natural calamities.

AGS SP Mumbai
II
Head V.P. (C-120)
SEP
CAT. V. Treasurer

(b) A member who fails to pay her / his subscription fee for 3 consecutive months other than members who are on loss of pay for extreme medical conditions and who are on sabbatical leave shall be liable to have her / his name removed from the register of the members upon expiry of 7 days' notice to that effect by the General Secretary. She / He may, however, be allowed to rejoin the Union, if approved by the Central Executive Committee, after paying all arrears.

(c) The Core Committee of the Union shall be competent to accept donations, gifts, presents, etc., from any person interested in the Union.

(d) Allocation of Funds

No amount out of the monthly subscriptions shall be remitted to the Unit Committees of the respective Units. Full amount of the monthly subscription shall be remitted to the respective Union's Head Quarter along with the list of members. The Units having membership strength more than 20 members, which incur or are likely to incur the expenditure in connection with Union activities, shall submit the details for such expenditure along with the account of the amount required for them in unit account shall send to the Deputy General Secretary / General Secretary for ~~for~~ sanction and reimbursement. Such funds at the Unit will be deposited in a separate account maintained in the name of the Unit of the same branch. In case of administrative offices, the Unit account should be maintained at the branch where the Bank has provided the facility of account. Such Unit account should be operated by the Unit Secretary or the Unit President jointly with the Unit Treasurer or any of the Unit Committee Members as approved by the Unit Committee.

(i) Affiliation fees / levy / any other contribution towards the Federation and NCBE will be paid by the respective Circles directly under information to Central Committee.

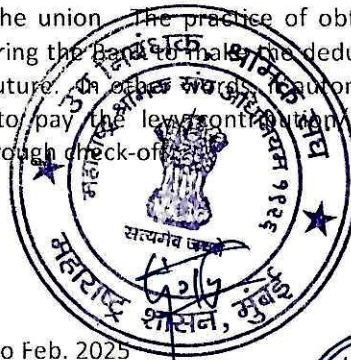
(ii) Rs. 5/- per member per month will be remitted to Central Committee by each circle.

(iii) Maintenance charges, salary of staff, cleansing material charges, laundry charges etc. all income and expenditure of Holiday Home, Wadala will be done by Central Committee. As and when situation warrants / face shortfall of funds Central Committee is authorised to demand additional funds from each circles equally. Account opened for Wadala Holiday Home under superintendence of Central Committee to manage expenses of Holiday Home.

(e) (i) Every General member shall be bound to pay levy/contribution/enhancement of subscription as and when demanded by the union. The practice of obtaining a letter of authorisation from the employee empowering the Bank to make the deductions as decided by the union would not be necessary in future. On effect of this order, it automatically becomes binding on the members of the union to pay the levy/contribution/enhancement of subscription as demanded by the union, through check-off.

Ganmit
(General Secretary)

Amended upto Feb. 2025



(ii) Any CEC member who defaults in payment of abovementioned payment of levy / contribution / enhancement of subscription (Defaulter) will cease to be member of CEC and will be treated as an ordinary member.

(iii) If any ordinary member becomes defaulter, then his / her explanation will be called for giving him 15 days notice to make good the amount failing which disciplinary action will be initiated against the member in terms of clause No. 8 of constitution.

(f) Every Other member shall be bound to pay levy / contribution / enhancement in subscription as and when demanded by the Union. She / He will have to deposit monthly subscription every month in the account maintained by the Union at respective union Head quarter on or before the last working day under advice to the Unit Secretary. She / He will also be liable to pay levy / other contribution as demanded by the Union.

(g) After the bifurcation of Circle Union, Central Committee will open the account as per its decision taken in the Central Committee Meeting. The said account will be operated by Central President, Chief Secretary and General Treasurer. Both the Circle Union Head Offices will open separate account in the Bank/branch of their convenience to receive subscription/donation/levy/contribution from members by mean of check-off and manual transfer/credit to manage expenses of respective circle union. ✓

7. REGISTER OF MEMBERS

- (i) The Union should keep a register of all its members containing their names and particulars of their place of work, their residence etc.
- (ii) The register shall be open for inspection by any member or office bearer of the Union during the hours when the office of the Union is open on any week day excluding holidays on a prior notice of 3 days to the General Secretary of the Union.

8. REMOVAL / SUSPENSION OF MEMBER

The Central Executive Committee of the Union shall be the competent authority to remove and / or suspend any member including the delegate member of Unit Committee, member of Regional Committee, member of Modular Committee, member of Central Executive Committee, member of Working Committee and member of Core Committee from the respective Committee or from the primary membership of the Union by a resolution of the Central Executive Committee provided a reasonable opportunity is given to her / him to explain her / his position and three-fourth majority of members present in the Central Executive Committee Meeting vote for such removal / suspension.

(i) whose conduct in the opinion of the Central Executive Committee is contrary and detrimental to the interests of the Union and who has or is likely to bring the Union into contempt or disrepute.

(ii) Any person who is removed / suspended from membership of any Committee or from the primary membership of the Union may be re-admitted on such terms and conditions as the Central Executive Committee may deem fit.

(iii) A member removed / suspended under clause 7 (i) and (ii) above shall cease to hold any position in the Union with immediate effect from the date of his removal from the Register of members.

(iv) A member shall not be removed / suspended from the membership for misconduct under this Rule unless she / he has been given a fair opportunity to explain her / his position.

(v) A member who is removed / suspended from membership by the Central Executive Committee for misconduct shall have the right to appeal to the General Council.

(General Secretary)

Amended upto Feb. 2025



9. BENEFITS

- (i) No member of the Union shall be entitled to any benefits that the Union may decide to give to its members unless she / he has been a member and has paid all contributions.
- (ii) A member of the Union who is in arrears of the subscription or dues shall not be entitled to any benefits until all arrears have been paid and a period of 2 months has elapsed from the date of payment of such arrears.
- (iii) Should a member of the Union go on strike without the sanction or approval of the Central Executive Committee, she / he shall not be entitled to any benefit whatsoever.

Note: The contribution/dues shall mean (1) the monthly subscription (2) levy demanded by the Union and (3) donations called for by the Union

10.1 MANAGEMENT AND OFFICE-BEARERS

The Union shall consist of

- (a) General Members.
- (b) General Council constituted of the delegates elected to the General Council by the Ordinary Members of the Union from all the units throughout the areas specified in Clause 1 (a) & (b).
- (c) Unit Committee elected by the general members in each unit.
- (d) The management of the Union shall be vested in the Central Executive Committee, Core Committee and Working Committee which shall be as under :

10.1 (I) CENTRAL COMMITTEE COMPRISING OF TWO CIRCLES 7 POSTS

- | | |
|-------------------------------------|---------|
| 1. PRESIDENT of each Circle | 2 Posts |
| 2. GENERAL SECRETARY of each Circle | 2 Posts |
| 3. CIRCLE TREASURER of each Circle | 2 Posts |
| 4. GENERAL TREASURER | 1 Post |

(From where Register Union Office is situated)

Note : Central President, Chief Secretary, will be elected /nominated by both the Circle President, General Secretary, Circle Treasurer every three years with mutual consultation i.e. after Triennial General Elections of both the Circles. If any dispute arises it will be resolved in joint core committee of both the Circles. General Treasurer will be nominated by Chief Secretary in consultation with Central President. General Treasurer will be from where Union Registered Office is situated. Central President and Chief Secretary will be from different Circle.

CENTRAL COMMITTEE COMPRISING OF TWO CIRCLES

The Central Committee comprising of two Circle Head Offices shall generally meet at least once in three months on such day and place as may be fixed by the Chief Secretary in consultation with the Central President.

10.1 (i) The Central Executive Committee of each Circle shall comprise

- (A) (i) President 1 POST

(General Secretary) Amended upto Feb. 2025



(ii) Senior Vice President

2 POST

(B) Vice Presidents

- a) One for Circle Head Quarter
- b) One for each module of the Bank
one for Mid-Corporate & Corporate Group and one for Local Head Office & LHO establishments for Mumbai Metro Circle.
One for Local Head Office & Establishments of LHO, Mid Corporate Group CCGRO, CC Establishments for Maharashtra Circle

- c) 5 – One for each undernoted category at circle level
 - (i) Female employees
 - (ii) Sub-ordinate Staff
 - (iii) Ex-Servicemen
 - (iv) SC/ST/OBC employees
 - (v) General Category employees

(C) General Secretary 1 POST

(D) Deputy General Secretary

- (a) One for Circle Head Quarter
- (b) One for each module of the Bank, one for Mid-Corporate & Corporate Group and one for Local Head Office & LHO establishments for Mumbai Metro Circle
One for Local Head Office & Establishments of LHO, Mid Corporate Group CCGRO, CC Establishments for Maharashtra Circle.

(E) Organising Secretary 1 POST

(F) Circle Treasurer 1 POST

(G) Deputy Circle Treasurer 1 POST

(H) Under Secretary - One for each Network in the Circle and one exclusively for Marketing & Cross Selling from entire Circle

(I) Assistant General Secretary

One for each module of the Bank.

One for Mid-Corporate & Corporate Group and one for Local Head Office & LHO establishments for Mumbai Metro.

One for Local Head Office & Establishments of LHO, Mid Corporate Group CCGRO, CC establishments for Maharashtra Circle.

(J) Assistant Treasurer (Modular)

One for each module of the Bank.

One for Mid-Corporate & Corporate Group and one for Local Head Office & LHO establishments for Mumbai Metro Circle.

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One for Local Head Office & LHO establishments for Maharashtra Circle.

(K) **Regional Secretaries**

One for each administrative region of the Bank.

Five for Mid-Corporate & Corporate Group.

Three for Local Head Office & LHO establishments for Mumbai Metro Circle.

One for Local Head Office & establishments of LHO, Mid-Corporate Group, CCGRO, CC establishments for Maharashtra Circle.

Dy. Organising Secretaries

Five posts for each module of the Bank.

Five for Mid-Corporate & Corporate Group and five for Local Head Office & LHO establishments for Mumbai Metro Circle.

Five for Local Head Office & establishments of LHO, Mid Corporate Group CCGRO, CC Establishments for Maharashtra Circle.

- One for General Members
- One for Female Employees
- One for Subordinate Staff
- One for Ex-Servicemen
- One for SC/ST/OBC Employees

(M) **Assistant Regional Secretaries**

One for each group of 15 branches in each district of a region

NOTE : CLAUSE 1 AND 2 FOR MUMBAI METRO :

- (1) Mid-Corporate and Corporate Group Module shall comprise of branches and establishments under Mid-Corporate Group and Corporate Group
- (2) LHO establishments shall include branches under the control of General Manager.
- (3) The members of the Modular Committee if transferred to another module shall be deemed to have vacated her/his post in the committee.
(This provision will not be applicable where there are more than one module at a centre.)
- (4) Additional Assistant Regional Secretary for minimum of 08 branches up to 15 branches and so on.

(ii) **Circle Core Committee:**

Core Committee shall comprise of Working Committee Members mentioned at 10.1(i) (A) (B) (C) (D) (E) (F) (G) (H) & (I).

(iii) **Circle Working Committee:**

Working Committee shall comprise of the members of Central Executive Committee and Modular Committees

(iv) **Modular Committee:**

Modular Committee shall be competent to manage the affairs of module under the supervision and control of the General Secretary and the decisions of the Central Executive Committee / General Secretary shall prevail upon the Modular Committee. The Modular Committee shall comprise of Vice President, Deputy General Secretary, Deputy Organising Secretaries, Assistant Treasurer (Modular), Assistant General Secretary (Modular)



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HQ) of the respective modules and all Regional Secretaries and Assistant Regional Secretaries of the module.

The President & General Secretary of the Union shall be ex-officio members of the modular committee.

Other Working Committee Members posted in the module shall also be ex-officio members of the modular committee.

Regional Committee:

The affairs of the region will be managed by the Regional Committee which shall consist of

- (i) Vice President of the Module – ex-officio member
- (ii) Deputy General Secretary of the Module – ex-officio member
- (iii) Assistant General Secretary (Modular HQ) of the Module – ex-officio member
- (iv) Regional Secretary of the respective region
- (v) All Assistant Regional Secretaries in the region
- (vi) Secretaries of the Units of the Union in the respective region
- (vii) All other Working Committee members posted in the region shall be ex-officio members of the Regional Committee.

10.2 No Office Bearer shall hold two posts simultaneously in same Circle.

- 10.3 i) In terms of 10.1.(v) above, the General Secretary and President of the Union will be the Ex-officio members of all modular Committees. In the absence of the General Secretary, Deputy General Secretary (Head Quarters) will represent the General Secretary and in the absence of the President, one of the Sr. Vice President will represent the President.
- (ii) The Central Executive Committee is empowered to create special module as deemed necessary and expedient for the purpose of managing the affairs of the Union.

11. FORMATION OF THE GENERAL COUNCIL OF CENTRAL COMMITTEE

- (A) General Council of Central Committee consist of Central Executive Members of both the circles. Each Circle CEC members as on the date of notice of General Council will be delegates for the General Council of Central Committee. The General Council of Central Committee will be held once in three years. The quorum for meeting shall be one half the number of total delegates. At least 30 days notice shall be given for ordinary meeting of the General Council.

(B) General Council of Each Circle

- (a) Each branch/unit shall elect delegates to the General Council on the basis of one delegate for every 10 members with a minimum of at least one delegate per Unit. If the number of remaining members is six or more one additional delegate will be elected. The elections for delegates shall be held after issuance of notice for General Council Meeting by secret ballot or in the General Body meeting of the Unit and a notice of at least 7 days will be given for the purpose.

Meeting of the General Council of each Circle shall ordinarily be held triennially in the calendar year in which it falls due. The quorum for each meeting shall be one fourth the number of total delegates. At least 90 days notice shall be given for



ordinary meeting of the General Council. Emergency meetings may also be called at a short notice of 15 days.

- (c) Delegate elections shall be held only at the time of the General Council meeting as and when notified by the General Secretary. The delegates once elected shall hold office till such time they are posted in the same unit or are replaced by those elected in the next elections. Vacancy of delegate may be filled in by co-option / election in the general body meeting of the respective unit.
- (d) The Working Committee Members of the Union shall be the ex-officio delegates and together with the delegates elected as per clause no. 11.(a), shall form the General Council which shall be the representative General Body of the Union. The ex-officio delegates shall have the right of voting on par with the delegates elected as per clause no. 11.(a) above.
- (e) Each Branch, Local Head Office, Zonal/Administrative Office, Residential Learning Centre/School, Zonal Inspection Office/Zonal/Circle Stationery Department/Central Stationery Department. RACPC, CAC, CPPC, CCPC, SMECCC, MPST, TFCPC, HLST, LCPC, SARC, SAMB, MCG, RASMECCC, RACC or any other branch/office/cell having different code number of State Bank of India shall be considered as separate unit for the purpose of electing Unit Committee and delegates to the Circle General Council.

12. MEETINGS OF THE CIRCLE GENERAL COUNCIL

Meeting of the respective circle General Council shall ordinarily be held in the calendar year in which it falls due. In case the meeting is not held within the stipulated period for reasons beyond the control of Central Executive Committee, the Committee shall continue to remain in office for a maximum period of 6 months and the General Council Meeting shall necessarily be held before the 30th June in the succeeding year when the new committee shall take charge. The functions at the Circle General Council Meeting shall be:

- (a) To read and confirm the minutes of the last general meeting.
- (b) To receive, consider and adopt the report of the General Secretary on the working of the Union.
- (c) To consider and adopt the audited statement of account and the balance sheet and the auditors' report.
- (d) To appoint auditors and to fix their remuneration.
- (e) To transact such other business as may be brought forward with the permission of the Chair.

13. POWERS AND FUNCTIONS OF THE CENTRAL COMMITTEE COMPRISING OF TWO CIRCLES

The committee shall look after the General direction management and transaction of business of each Circle Union. To see that the rules of Union are correctly interpreted and

the approval of amendments submitted by both the Circles from Registrar after satisfying for the amendments in Constitution of State Bank of India Staff Union (Mumbai Circle) suggested by Central Executive Committee of each Circle

to help General Treasurer to complete and consolidate the Audited balance sheets of each Circle within the stipulated time frame and submit the consolidated balance sheet duly signed by Central President, Chief Secretary and General Treasurer to concerned authorities.



POWERS AND FUNCTION OF THE COMMITTEES OF RESPECTIVE CIRCLE

(I) CENTRAL EXECUTIVE COMMITTEE

(II) CORE COMMITTEE

(III) WORKING COMMITTEE

- (i) The entire management and control of the Union and its properties and funds shall, save as otherwise provided by these rules, vest in the Core Committee/Central Executive Committee which shall consist of members as detailed in clause 10. 1. (i) & (ii) supra.
- (ii) The Central Executive Committee shall generally meet at least once in six months on such day and place as may be fixed by the General Secretary in consultation with the President. The presence of at least one third the number of members of the Central Executive Committee shall be necessary to form a quorum. If the meeting could not be held for want of quorum, the meeting will be adjourned for half an hour. No quorum is necessary for such adjourned meetings. Ordinarily 14 days notice shall be given for a meeting of the Central Executive Committee, but in case of emergency, shorter notice may be given, however, not less than 7 days.
- (iii) The Working Committee shall generally meet at least once in eighteen months on such day and such place as may be fixed by the General Secretary in consultation with the President. The presence of at least one third the number of members of the Working Committee shall be necessary to form a quorum. If the meeting could not be held for want of quorum, it will be adjourned for half an hour. No quorum is necessary for reconvening the adjourned meetings. Ordinarily 21 days notice shall be given for a meeting of the Working Committee, but in case of emergency, shorter notice may be given in any case not less than 14 days.
- (iv) The Core Committee / Central Executive Committee of respective circle shall be competent to co-opt members to any position created in the Central Executive Committee of respective Circles during its tenure. The Core Committee / Central Executive Committee shall also be competent to fill in by co-option any vacancy that arises in the Working Committee during its tenure. The Core Committee/ Committee Central Executive shall effect co-option from the proposals moved in its meeting.
- (v) The Core Committee shall keep the members of the General Council in constant touch with the current affairs of the Union and communicate to them all the resolutions of the Core Committee from time to time. The Core Committee shall have power to take decisions of any issue of general importance involving

(vi) The members of the Central Executive Committee shall be elected triennially and they shall hold office till they are replaced by those elected in the next election. The outgoing Central Executive Committee will hand over the charge to the new Committee immediately.

(vii) Any member of the Committee can be removed from the Central Executive Committee for misconduct or misappropriation of the Union's funds by a resolution of the Central Executive Committee provided a reasonable opportunity is given to her / him to explain her / his position and three-fourth



(General Secretary)

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majority of members present in the Central Executive Committee Meeting vote for such removal.

- (viii) All propositions other than those for removal of member moved at a meeting of the Central Executive Committee and the General Council shall be decided by a majority of votes by those present. The President or the Chairman of the meeting shall have only the casting vote.
- (ix) The members of the Central Executive Committee working in the Module shall be the ex-officio members of the Modular Committee.
- (x) The day-to-day functions of the Union shall be managed by the members of the Core Committee who may meet at least once in six months. Ordinarily 7 days notice shall be given for the meeting of the Core Committee. The Core Committee shall be competent to frame the policies of the Union after ratification of the CEC
- (xi) All the decisions of the Core Committee will be communicated to all the members of the Union by way of posting on the Union's website or through SMS services on cellular phone.
- (xii) It shall be competent for the Core Committee and / or Central Executive Committee to constitute a sub-committee out of the members of Central Executive Committee for any purpose that may be specified. The sub-committee shall however be subject to the control of Central Executive Committee. The General Secretary shall also have the power to appoint a sub-committee in emergent situation but the report of such sub-committee shall be subject to the approval of the Central Executive Committee.

14. DIS-QUALIFICATION BY ABSENCE

Any member of the Core Committee absents herself / himself for three consecutive meeting without leave of absence shall be deemed to have vacated her / his seat on the Core Committee but the Core Committee shall have the right to waive the operation of this rule.

15.a ELECTION OF THE MEMBERS OF THE CENTRAL EXECUTIVE COMMITTEE

The election of the members of the Working Committee other than Under Secretary shall be held before the meeting of General Council and they shall be elected by members, as provided hereunder, on the principle of majority. Only the members working in respective circle can contest the elections of the respective circle union.

For the posts mentioned at clause 10.1 (i) (L) only the members belonging to the respective categories shall be eligible to contest.

For the posts mentioned at clause 10.1 (i) (B) (a) and clause 10.1 (i) (D) a), (F) (G) only the members working in the city where Circle union Head Office is located shall be eligible to contest.

For the posts mentioned at clause 10.1 (i) (I) & (J), the members working in the branches/offices under the respective modules shall be eligible to contest. In the case of Mid-Corporate and Corporate Group Module and Local Head Office and LHO Establishment Module only the members working in respective establishments are eligible to contest.



[Signature]
(General Secretary)

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(v) For the posts mentioned in clause 10.1 (i) (B)(b) and clauses 10.1 (i) (D) (b) only the general members working in the branches/offices under the respective modules shall be eligible to contest.

(vi) For the post of Working Committee members at 10.1 (i) (A), (B) (c) (C), (E), and members working in respective circle shall be eligible to contest and will be elected by all the members of the Union of respective Circle.

For the posts of Working Committee members listed at 10.1 (i) (B) (b), (D) (b), (I), (J) and (L) members working in respective module/centre (Provision of Centre is for Mumbai Metro Circle Only) shall be eligible to contest and will be elected by all the members of the Union of respective module. The posts listed at 10. 1 (i) (K) (M) members working in respective region shall be eligible to contest and will be elected by all the members of the Union of respective region.

The Under Secretaries mentioned at 10.1 (i) (H) will be nominated at the discretion of the General Secretary. Under Secretary is a member of Core Committee.

(vii) Any General Member desiring to file his nomination for any post on the Core Committee shall be required to have her / his candidature proposed by a general member and seconded by another general member.

(viii) General Members desiring to file their nomination for any post on the Working Committee other than those of Core Committee would need to have their candidature proposed by a general member and seconded by another general member.

(ix) A member will be eligible to propose and / or second only one individual for a particular post. In case more than one person has been proposed and / or seconded for the same post by the same member, the respective candidates would be given an opportunity to obtain alternate proposer and / or seconder. If the candidates are not able to or fail to obtain alternate proposer and / or seconder before declaration of valid nominations her / his candidature would be deemed invalid.

(x) A member will be eligible to propose and / or second the candidature of as many candidates on the Working Committee as she / he desires. However, as mentioned at 15.a (ix) above she / he should not propose and / or second the name of more than one person for the same post as such action would invalidate all such multiple proposals.

The candidature of general members should be proposed / seconded from among the general members of the respective category. For example the nomination of a person seeking appointment to a position reserved for ex-servicemen should necessarily be proposed / seconded by general members of ex-servicemen category only. Similarly, the nomination of persons seeking appointment to a position reserved for general members of the respective module / region should necessarily be proposed / seconded by general members of the respective module / region.

PROCEDURE FOR ELECTIONS

Election of Core Committee, Central Executive Committee and Working Committee members shall be held before holding Triennial General Council Meeting of the Union. The schedule of elections shall broadly be as under.



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Elections be conducted during the ensuing period, prior to the General Council meeting, at respective centres as per schedule decided by the Central Election Committee.

to be framed for conducting the affairs of the election with details of election schedule before handed by the concerned committee.

QUALIFICATION FOR ELECTION TO CENTRAL EXECUTIVE COMMITTEE OF EACH CIRCLE & OFFICE BEARERS OF THE UNION

Save as hereunder provided all members of the Union shall be eligible to contest the election of Central Executive Committee members and / or the Office Bearers of the Union.

- (1) The contesting candidate should be the member of the Union atleast for a period of one year before the date of election. The Core Committee may however waive the operation of this condition in case of deserving candidates.
- (2) The contesting candidate must have paid her / his subscription and her / his share of donations called for by the Central Executive Committee of the Union, upto date.
- (3) Any member who has been convicted by the competent court for 'Moral Turpitude' shall not be eligible for election to the Core Committee, Central Executive Committee, Working Committee, Delegate and / or Office Bearers of the Unit, provided a period of five years has lapsed since such conviction.
- (4) The contesting candidates must have attained the age of 18 years.
- (5) Any member who has been removed from the Core Committee, Central Executive Committee, Working Committee and / or from the membership of the Union and / or as the member of the Union and / or as the member of the General Council shall not be eligible to contest any elections to any position in the Union for a period of 3 years from the date of her / his such removal. The Core Committee of the Union may however, waive the operation of this condition.
- (6) Any member who has failed to give the account of the Union Funds shall not be eligible to contest the elections of the Office Bearers and Central Executive Committee members. The Union funds shall mean the general funds of the Union and the local unit funds.
- (7) Any member who has willfully absented himself from participating in any agitational programmes organised by the Union and / or her / his Unit, especially the strike call, shall not be eligible to contest the elections of the Office Bearers and Central Committee members.
- (8) The member disqualified from contesting the elections for Office Bearers and / or Central Executive Committee members shall not be co-opted and / or nominated on Central Executive Committee and / or Regional Committee and / or Unit Committee.

Any member who has lost the delegate elections and / or the elections of Central Executive Committee members and / or Office Bearers shall not be eligible for co-option on the Central Executive Committee and / or Unit Committee. However, the Central Executive Committee may waive the operation of this condition for co-option and / or nomination on Central Executive Committee and the Unit Committee may waive the operation of this condition for co-option on Unit Committee.

Any member against whom disciplinary action is initiated by the Union and approved by the Core Committee is not eligible to contest election and / or for co-option on any of the Committee.



FORMATION AND FUNCTIONS OF THE UNIT COMMITTEE

- (i) All the Offices / Branches of the State Bank of India within the area specified in clause 1 (a) & (b) and who are permanent employees of State Bank of India shall be known as the 'Units' of the Union.
- (ii) Each Office / Branch of the Bank shall be a Unit of the Union. Where more than one office / branch of the Bank is located in one building, each of the office / branch shall be deemed separate individual Unit of the Union.
- (iii) Each Unit Committee shall have one President, one Secretary, one Treasurer and as many other members as deemed fit by the General Body of the Unit. Units having the Unit Committee of more than seven members may elect additional posts of Vice President, Assistant Secretaries and one post of Assistant Treasurer. The Unit Office Bearers will, however, consult the Central Executive Committee members of the Union, if any, in the branch / office in day to day affairs of the Union.
- (iv) Units having a membership of less than seven members shall elect from among themselves one member who shall be the 'Representative' of the Unit and he shall carry out all the duties of the Unit Secretary in respect of her / his Unit.
- (v) (a) The Unit Secretary shall represent the issues and grievances of the members of his unit to the local management of the Bank and shall have correspondence with the Deputy General Secretary of her / his Module or the Regional Secretary of her / his region as well as the Union Head Quarter of Circle.
- (b) The Unit Secretary shall regularly monitor the Union's website and keep members informed of the developments on the Union front. She / He shall also keep members aware of the circulars / communications posted on the website.
- (vi) The Unit Secretary shall be responsible for submitting the accounts of the unit funds to the members of her / his Unit.
- (vii) The President of the unit shall preside over all the meetings of the Unit Committee and shall generally assist and guide the Unit Secretary in managing the day to day affairs of the Union at Unit level.
- (viii) The Treasurer shall carry out all the duties of the Circle Treasurer of the Central Executive Committee as far as the members of his unit are concerned.
- (ix) All the decisions of the Unit Committee shall be taken by majority votes and the President shall have only a casting vote.
- (x) The Unit Committee shall be competent to give any call for agitation to resolve and / or redress the grievances of the members of the Unit, by obtaining the prior approval of the President / General Secretary of the Union.
- (xi) If, in the opinion of the Unit Committee a member and / or Office bearer of the said Unit Committee has acted contrary to the interest of the Union and is guilty of misconduct which is likely to bring the Union in disrepute, the Unit Committee may, subject to the final approval by the General Body of

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the Unit, remove such member and / or office bearer from the Unit Committee. However, the approval of the General Body should be obtained within 7 days from the date of such decision and until the matter is so decided by the General Body of the Unit, the accused member and / or office bearer shall continue to remain in her/ his post and discharge all her / his duties in relation thereto.

- (xii) Any member of the Unit Committee who fails to attend three consecutive meetings of the Unit Committee without the leave of absence shall be deemed to have vacated her / his post and the Unit Committee shall elect / co-opt any one from among the general members of the Unit in her / his place.
- (xiii) The Unit Committee shall call the General Body meeting of the Unit on receipt of a signed requisition notice signed by more than 50% of the total members of the Unit for transacting the special business mentioned in the notice. A seven days' notice shall be given of such special General Body Meetings and the quorum for such meetings shall be two thirds of the total number of members of the Unit. In case of the failure of the Unit Committee to convene the requisitioned meeting, the requisitioners shall have the right to call the meeting by giving the required seven days' notice to the members.

The members shall elect annually a Unit Committee which shall comprise of members as detailed in clause 16. a. (iii).

ELECTIONS OF THE UNIT COMMITTEE

- i) All the members of the Unit, save as otherwise provided by the rules of the Union shall be eligible to contest the Unit Committee Elections.
- ii) The Unit Committee may decide to hold the elections either by secret ballot or in the General Body Meeting of the Unit. However, a clear notice of at least 7 days shall be given by the Unit Committee at the time of holding the election.
- iii) The Unit Committee shall appoint an Election Committee of two non-contesting members for the purpose of conducting the elections. The Unit Secretary shall call for the nominations from the members of the Unit and the decision of the Election Committee regarding the acceptance and / or rejection of any nomination shall be final and binding on all concerned.
- iv) All disputes regarding the Unit Committee Elections shall be referred to the General Secretary and her / his decision taken in consultation with the President of the Union shall be final and binding on all concerned.
- v) The outgoing Unit Committee shall handover the charge to the newly elected Unit Committee immediately. The Election Committee shall automatically go out of Office after the completion of elections for which it has been appointed.

16.d The Secretary shall be responsible for submitting the Unit Accounts to the Local Unit every year and Statement of Accounts to the Union Head Quarters before 15th January of subsequent year.

16.e The President shall conduct the Unit meetings and shall guide and assist the Secretary as and when such guidance and assistance is sought from the President.

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17. DUTIES AND FUNCTIONS OF OFFICE BEARERS

- (1) a) The Central President shall keep a watchful eye over the general affairs of the Circles and will be in constant touch with Chief Secretary. The Central President shall be the Executive Head of the Union and her / his advice shall be taken in all matters pertaining to administration of the Union.
- b) The Chief Secretary shall keep a watch over the affairs of the Union and co-ordinate between their offices under their control. He will assist General Treasurer to complete the audited statements of both circles jointly to Govt. Authorities before the stipulated time. The Chief Secretary will assist the General Secretary of both the circles to submit the constitutional amendments approved by the Central Executive Committee of the respective Circles and get it approved by Registrar of Trade Union.
- c) The General Treasurer shall have the charge of maintaining and handling the accounts. He shall draw the balance sheet of joint circles and arrange to get it audited by the Union's auditors at the close of each calendar year. He will coordinate with both the Circle Treasurers for early submission of audited balance sheet of their circle. The Chief Secretary shall be responsible for submitting the statements and other documents required to be submitted by the Union under the Indian Trade Union Act. Chief Secretary and General Treasurer will also submit the Income Tax Return of both the Circles before 31st March of every year.

- (i) (a) The Circle President shall be the Executive Head of the Union and her / his advice shall be taken in all matters pertaining to the administration of the Union. She / He shall preside at all meetings, preserve order, sign minutes and shall have a casting vote only. She / He shall conduct negotiations alongwith the General Secretary and sign agreements on behalf of the Union with the consent of the Core Committee. The President shall have power to call for special meeting of the Core Committee. In cases of emergency, requiring immediate action, she / he may adopt such measures as the circumstances may demand in consultation with the Core Committee members.

- (b) The Executive President shall assist the President and shall act for the President in her / his absence.

- (ii) The Senior Vice President shall assist the President and the Executive President and the Senior Vice President shall act for President in the absence of both the President and the Executive President. If the President, the Executive President and the Senior Vice President remain absent for any of the meetings, any one member of the Central Executive Committee shall act as President of the Meeting with the consent of the members of the Committee who are present.

The General Secretary shall act and perform all such duties as are necessary for achieving the objects of the Union. She / He shall conduct all correspondence, convene the meetings, record and maintain minutes of the meetings of all meetings and generally exercise control and supervision over the affairs of the Union. She / He shall prepare at the close of each year an annual report on the working of the Union for the year showing its activities, progress, financial conditions, etc. The drafts of the report shall be subject to the approval of the Working Committee before presenting it to the



General Council. In case emergency requires immediate action and in the absence of the President, she / he may adopt such measures as are absolutely necessary in consultation with the Core Committee members available at the time. The General Secretary shall visit branches and centres at the expenses of the Union. 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, 1926 to the General Treasurer of Central Committee to enable him to submit the joint audited statement of accounts to the Registrar of Trade Unions, Mumbai. She / He shall have the power to engage or relieve in consultation with the President and subject to the approval or confirmation of the Core Committee, any assistance for organising and clerical purposes she / he considers necessary either at a fixed salary or on remuneration, such persons as are necessary. All such assistance shall be under the control of the General Secretary. She / He shall conduct negotiations and also sign agreements alongwith the President or any of the Vice Presidents on behalf of the Union with the consent of the Core Committee.

The Deputy General Secretary (Headquarters) shall assist the General Secretary and carry out such duties as assigned to him by the General Secretary. In the absence of the General Secretary, during tenure of office, the Deputy General Secretary (Headquarters) shall discharge the duties of General Secretary.

The Organising Secretary shall carry out such duties as are necessary for organising the programmes of the Union, under the advice and guidance of the President, General Secretary, and / or Deputy General Secretary (Headquarters). The Organising Secretary shall organise tours of principal office bearers in consultation with the Deputy General Secretary of the Module / Zone. She / He shall also arrange trainings, Regional / District Conferences etc.

The Circle Treasurer shall receive all monies payable to the Union by the members and others, issue receipts for all monies received, shall disburse all the presents for and on account of the Union, keep accounts and have custody and be responsible for all properties and valuables of the Union. She / He shall not have the power to draw money from the Bank without first having the cheque countersigned by the Vice President (H.Q.) or the General Secretary. The Circle Treasurer shall submit a monthly statement of receipts and payments to the Central Executive Committee in its meeting. He is responsible for proper handling and maintaining the accounts of the Circle. He should ensure to submit the Accounts of his Circle at the end of the calendar year to General Treasurer of Central Committee at the earliest and assist him to get it audited from Union's Auditor and timely submission of returns to the Registrar of Trade Unions.

The Deputy Circle Treasurer shall generally assist the Circle Treasurer and act in her / his absence including drawing money from Bank accounts

(a) The Deputy General Secretary (Modular) shall generally assist the General Secretary to carry out day to day functions of the Union, in their respective modules



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(b) The Vice President (Modular) shall be Executive head of the module and her / his advise shall be taken in all the matters pertaining to the administration of the module. She / He shall preside at all the modular committee meetings / regional committee meetings, preserve order, sign minutes and shall have a casting vote only. She / He shall have power to call for special meeting of the modular committee with prior approval of President / General Secretary.

The Regional Secretaries shall assist the Deputy General Secretary (Modular) in organising the Union in the area entrusted to them. Where the Bank has its Regional Office at a place away from the Zonal Office of the Bank, Regional Secretary working in the area of the Regional Office shall communicate with the local management and shall be competent to represent the grievance of members in the Region on behalf of the Deputy General Secretary of the Module. However, she / he shall not have any power to take policy decision without the consent of the Deputy General Secretary / Modular Committee.

The Assistant General Secretary (Modular HQ) shall generally assist the Deputy General Secretary (Modular) in following up the matters at Zonal Office level and shall act as Deputy General Secretary (Modular) in her / his absence.

(xi) Assistant Regional Secretaries shall organise the area entrusted to them and assist the Regional Secretary in the area.

(xii) The Deputy Organising Secretaries and Assistant Organising Secretaries shall perform the duties of Organising Secretary in his / her area of operation. He / She shall organise the tours of Deputy General Secretary of module. He / She shall also assist the Organising Secretary as and when required by him / her.

(xiii) The Under Secretary shall generally assist the General Secretary and the Deputy General Secretary (Headquarters) to carry out the day to day functions of the Union. The Under Secretary shall also be responsible for co-ordinating matters pertaining to disciplinary action initiated by the Bank in his / her designated network

(xiv) The Assistant Treasurer (Modular) shall generally assist the Circle Treasurer and shall operate the account of the Union at Modular level jointly with the Dy. General Secretary or the Assistant Secretary (Modular) of the Union in the Module.

GENERAL FUNDS

- i) The General Funds of the Union shall consist of subscription from the members, donations, funds collected through advertisements etc. received from members or otherwise and profits or interests accrued on deposits or investments and receipts of like nature. The General Funds of the Union shall be deposited in the name of the Union in a Bank or Banks approved by the Central Executive Committee of each Circle. The accounts of the Union with such Bank or Banks shall be operated by the Circle Treasurer or Deputy Circle Treasurer jointly with the General Secretary and / or the Vice President (Head Quarter) of respective Circle. The accounts of the Union at modular level shall be operated by the Deputy General Secretary (Modular) or Assistant General Secretary (Modular) jointly with the Assistant Treasurer (Modular).

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ii) All Monies received on account of the Union shall be first deposited in the Bank or Banks with whom the Union's accounts are to be maintained. On the account monies received shall be utilised for making payments but all expenditure shall be met by withdrawing funds from the Bank or Banks.

iii) The General Secretary and the Circle Treasurer shall not have at any time more than Rs. 25,000/- each in cash with them for meeting the current expenditure. Any expenditure exceeding a sum of Rs.2,50,000/- shall have prior sanction from the Central Executive Committee/Core Committee. The office bearer is entitled to avail second time advance only after liquidation of the earlier one, in short there should not be any advance outstanding at the time of availing advance.

However, the above-mentioned ceiling will not be applicable in case of expenditure for conducting CEC/Core Committee/ Working Committee/ NCBE/ Federation meetings.

19. OBJECTS ON WHICH GENERAL FUNDS CAN BE EXPENDED

Subject to the provisions of Section 15 of the Indian Trade Unions Act, 1926, the General Funds of the Union shall not be spent on any other objects than the following, namely :

- The payment of salaries, allowances, bonus, overtime and expenses to the Office Bearers and employees of the Union.
- Payment of allowances and expenses to the Office Bearers / Members of the Union.
- The payment of expenses for the administration of the Union including audit of the accounts of general funds of the Union.
- The prosecution or defence of any legal proceedings to which the Union or any member thereof is a party when such prosecution or defence is undertaken for the purpose of securing or protecting any rights of the Union as such or any rights arising out of the relations of any member with her / his employer.
- The conduct of trade disputes on behalf of the Union or any member thereof.
- The compensation to members for loss arising out of trade disputes.
- Allowance to members or their dependents on account of death, old age, sickness, accidents or unemployment of such members.
- The provisions of educations, social and other similar benefits for members and their dependents.

The upkeep of a periodical published mainly for the discussion of question affecting employers and employees as such, voicing the grievances of the employees and containing matters of interests to them.

The payment in furtherance of any of the objects on which general funds of the Union may be spent out of contribution to any cause intended to benefit workers or employees in general, provided that the expenditure in respect of such contributions in any financial year shall not at any time during that year be in excess of one-fourth of the combined total gross income which has upto that time accrued to the general funds of the Union during the year and the balance at the credit of these funds at the commencement of that year.

Subject to any conditions contained in the notification, any other object notified by the appropriate Government in the Official Gazette.



20. AUDIT

The **each** Circle Union shall make due provision for the annual audit of the accounts of the Union by competent auditors appointed by the General Council in accordance with rule 18 of the Central Trade Unions Regulations, 1963. Each Circle will submit the audited copy of Accounts to General Treasurer of Central Committee well in advance. General Treasurer will consolidate the Audited statement received from both the Circle Unions. General Treasurer with the help of Chief Secretary will submit the consolidated audited statement to Appropriate Govt Authority and will get it approved in stipulated period.

21. INSPECTION OF BOOKS OF ACCOUNTS

The books of accounts of the Union shall be open for inspection to any member of the Union at the Head Office of the Union during the hours when the office of the Union are open on any week day, excluding holidays.

22. MEETINGS

The following procedure shall be followed for the General Meetings :

- i) Such Meetings shall ordinarily be held at the centre of Circle Head Quarter or at such other centre as the Core Committee may decide.
- ii) The Core Committee shall give 75 days clear notice of the General Council meeting to its members furnishing at the same time to each member a copy of the statement of accounts of the Union and the General Secretary's report.
- iii) Members desiring to move any resolution or amendments to Bye-laws and Rules, at the General Council Meeting shall give 30 days clear notice of the same to the General Secretary. Copies of the amendments to the Bye-laws and Rules and other present propositions to be moved at the General Council Meeting / Central Executive Committee Meeting have to be sent to all the members atleast 14 days before the meeting.
- iv) General Secretary shall convene an extra-ordinary General Council Meeting within 45 days of the receipt of a signed requisition from at least three fourths of the members of the General Council of the Union, stating the purpose and reasons for such meetings or on the motion of the President as provided under rule 17(i) above, or on the motion of the Central Executive Committee. At least 15 days' notice shall be given of such Extra Ordinary General Council Meeting specifying the nature of business of such meetings. In the event of the failure on the part of the General Secretary, requisitioners themselves shall convene the meeting with a due notice of 30 days and the proceeding of the meeting shall be binding on the Union.

The non-receipt by any member of the notice convening an ordinary or Special General Council Meeting or copies of the resolution and amendments to the Bye-laws and rules to be moved in the meeting shall not invalidate the proceedings of the meetings.

- vi) The quorum of an Ordinary or Extra Ordinary General Council Meeting shall be one-fourth of the General Council members. ~~The quorum shall be necessary for a meeting adjourned for want of quorum.~~

22.a MODULAR COMMITTEE FUNCTIONS / RULES

The matters to be dealt with the Modular Committee shall be

- a) To look after the interests of the members of the module.



- b) To recommend steps that may be considered necessary to be taken by the Core Committee to ameliorate the working and service conditions of the members of the Module in particular and the Union in general.
- c) To decide and to recommend to the Core Committee of the Union the matters affecting the interest of the members of the Module in particular and the Union in general.
- d) To apprise the members and to chalk out, where necessary, the ways and means to successfully implement the directions / programmes of the Union from time to time.

22.b REGIONAL COMMITTEE FUNCTIONS / RULES

- a) To look after the interests of the members of the Region.
- b) To recommend steps that may be considered necessary to be taken by the Modular Committee to ameliorate the working and service conditions of the members of the region in particular and the Union in general.
- c) To decide and to recommend to the Modular Committee and Core Committee of the Union the matters affecting the interest of the members of the region in particular and the Union in general.
- d) To apprise the members and to chalk out, where necessary, the ways and means to successfully implement the directions / programmes of the Union from time to time.

23. AMENDMENT TO THE RULES AND THE MEANING OF THE BYE-LAWS AND RULES OF THE UNION

The Rules and Bye-laws of the Union may be amended, altered, replaced, rescinded or added to at any time by majority of the members present at a General Council Meeting / Central Executive Committee Meeting. In case of any dispute regarding the meaning and / or interpretation of the Rules and Bye-laws of the Union, the decision of the Central Executive Committee shall be final and binding on all concerned. The members aggrieved by such decisions shall, however, have the right to appeal to the General Council whose decision shall be final.

Any amendments proposed by the Circle Union will be submitted to Central Committee to get it approved from Central Register. The Chief Secretary will follow up with the Central Registrar for the approval and will convey developments to the Circle Union who has proposed these amendments.

24. DISSOLUTION OF THE UNION

The Union shall not be dissolved except by the vote of the majority three-fourths of the members present and atleast by 50 per cent of the members on the rolls at a General Council Meeting specially convened for the purpose. The funds of the Union after meeting all the liabilities shall be disposed off in accordance with the decision of the dissolution meeting.

25. SCOPE

All the decisions taken at the Core Committee / Central Executive Committee on matters exclusively pertaining to the members of the Module shall be binding on all the members of the Module.



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(Gen. Secretary)

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26. MEETINGS OF THE MODULAR COMMITTEE

- a) The meetings of the Modular Committee shall be held once in six months or as frequently as possible depending on the circumstances.
- b) Ordinarily, seven clear days notice shall be given for the Modular Committee Meetings. In case of urgency short notice may be given.
- c) The quorum for the meetings shall be one third of the members of the Committee. If the meeting could not be held for want of quorum, the meeting will be adjourned for half an hour. No quorum is necessary for such adjourned meetings.
- d) The meeting of Modular Committee shall normally be convened by the Deputy General Secretary of the Module. In the absence of the Deputy General Secretary or where it is otherwise expedient and necessary to do so, the meeting of the Modular Committee shall be convened by the Vice President (Modular) with prior approval of President / General Secretary.
- e) The meetings of the Regional Committee(s) shall be held once in three months or as frequently as possible depending on the circumstances.
- f) Ordinarily seven clear days notice shall be given for the Regional Committee. In case of urgency, short notice may be given. The quorum for the meeting shall be one third of the members of the Committee. If the meeting could not be held for want of quorum, the meeting shall be adjourned for half an hour. No quorum is necessary for such adjourned meetings. The meeting of the Regional Committee shall normally be convened by the Regional Secretary and in his absence or where it is otherwise expedient and necessary the meeting of the Region shall be convened by the Assistant General Secretary (Modular HQ) or Deputy General Secretary (Modular) or General Secretary.

27. PROCEDURE TO DEAL WITH MEMBERS' GRIEVANCE.

Notwithstanding what has been contained in these rules; members, units, regions, modules shall be provided with a Forum for redressal of grievances before seeking remedy in any Court of Law against member / members of the Unit, Regional Committee, Modular Committee, Working Committee, Central Executive Committee, Core Committee of the Union.

For the purpose of resolving grievances members should approach the appropriate Grievance Committee. If concerned member is not satisfied with the result of the Grievance Committee, she / he should appeal to the Grievance Appellate Committee for further redressal.

The decision of the Grievance Appellate Committee shall be final and binding on all concerned. However, after all such attempts have been made to resolve a contention and a member continues to be aggrieved, she / he may seek such recourse as available with respective authorities.

28. GRIEVANCE COMMITTEE

The Grievance Committee shall comprise of the General Secretary, Deputy General Secretary (HQ) and three Deputy General Secretaries of modules other than from where the grievance has emanated.

In case the grievance is against a member of the Grievance Committee stated above she / he will not be part of the Committee and will be replaced by one of the Senior Vice Presidents of the Union.

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29. GRIEVANCE APPELLATE COMMITTEE.

The Grievance Appellate Committee shall comprise of the President, Vice President (HQ) and three Vice Presidents of modules other than from where the grievance has emanated and other than from the modules represented in the dealing Grievance Committee. In case the grievance is against a member of the Grievance Appellate Committee stated hereinabove she / he will not be part of the Committee and will be replaced by the Executive President of the Union.

TIME SCHEDULE FOR DEALING WITH GRIEVANCES.

When a grievance is received at the Circle Head Quarters the relevant Grievance Committee will be set up within a week's time by the President of the Union. The Grievance Committee shall ascertain and verify the details at the earliest not beyond a period of two weeks. The concerned parties shall be given an opportunity to place their contentions before the Committee during the next two weeks. The Grievance Committee shall convey its decision immediately thereafter however, not beyond a period of 45 days from receipt of the grievance at Circle HQ.

After the decision of the Grievance Committee is conveyed to the aggrieved member, in case she / he prefers an appeal against the same, she / he should convey such decision in writing to the Circle Head Quarters within a period of 30 days.

On receiving an appeal against the decision of a Grievance Committee the relevant Grievance Appellate Committee will be set up within a week's time by the General Secretary of the Union. The Grievance Appellate Committee shall ascertain and verify the contentions independently and convey its decision thereafter however, not beyond a period of 30 days from receipt of the appeal at Circle HQ.

(Shivprasad Bhamare)
GENERAL SECRETARY



उपनिर्बंधक 18/11/25
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कोकण विभाग, मुंबई