

KERALA GRAMIN BANK EMPLOYEES' UNION

RULES & BYE LAWS

NAME

The name shall be "Kerala Gramin Bank Employees' Union". The Registered office of the Union shall be at Malappuram. In the following Rules and Bye- laws it shall be referred to as "Union". The jurisdiction of the Union shall be the entire state of Kerala.

OBJECTS

The objects of the Union shall be:

- To foster a spirit of Co-operation and comradeship amongst the members of the Union and ensure loyalty to the Bank.
- To secure to the members fair conditions of life and service.
- To redress their grievances.
- To prevent any deduction of salaries, wages and allowances and if possible, to obtain an advance whenever circumstances permit.
- To endeavour to secure compensation for members in case of accidents, injuries or death sustained while on duty, or acting in the interest of employers
- To endeavour to help the members during any strike brought about with the sanction of the Union or a lockout
- To endeavour to obtain information in reference to Banking in India and outside.
- To arrange for lectures and debates on banking, mercantile law, economics and other kindred subjects and also on such other subjects which members are interested in.
- To edit and publish, if possible, a periodical, voicing amongst other matters, the grievances of employees including officers and containing matters of interest to them for circulation amongst employees including officers of Kerala Gramin bank.
- To acquire, hire, purchase, sell, lease, whole or part of any building and land for the furtherance of the object of the Union
- To form, if possible, for benefit of the members, clubs and to organize various facilities for sports and recreation, entertainment etc.
- To encourage thrift and co-operation and to promote co-operative societies for the benefit of members.
- To raise and acquire such fund or funds by subscription, donations or loans from members or other persons, as may be determined necessary for the furtherance of the objects of the Union.
- To invest moneys acquired in Bank / Banks or Co-operative Societies as may from time to time be determined in pursuance of the objects of the Union.

- To co-operate, federate and merge with those organizations in India and outside having similar objects and to help the Unions' Act.
- To organize and unite all employees of Kerala Gramin Bank at their branches and offices and to regulate their relationship with the employers.
- To take such other steps as may be necessary to ameliorate the physical, social, economic, civic and political conditions of the members.
- And generally, to do all such other acts, incidental or conducive to the attainment of the above objects or any of them.

MEMBERSHIP

Any employee of Kerala Gramin Bank employed in the Indian Union and who is not below the age of fifteen years shall be eligible to become members of the Union provided he/she agrees to satisfy the following conditions.

- He/she shall abide by the Rules and Bye- Laws that are made by the Union from time to time.
- He/she shall submit an application form for membership duly signed as prescribed under the rules and bye- laws.
- He/she agrees to pay the subscriptions, levies etc...as prescribed under the rules and bye- laws.
- He/she shall implement the directives of the Union. The term employee shall, however, include probationers and apprentices. Honorary members may be admitted to serve in the Central Committee by a resolution of the General Body or the central committee. In any case their number, shall not exceed five. (An honorary member is one who is not an employee of Kerala Gramin Bank.

(A) EACH MEMBER SHALL PAY AN ADMISSION FEE AND MONTHLY SUBSCRIPTION AS FOLLOWS:

- Admission Fee Rs. 10/-
- Monthly Subscription Rs. 50/-

(B) THE CENTRAL COMMITTEE OF THE UNION SHALL BE COMPETENT TO ACCEPT PRESENTS, GIFTS AND DONATIONS FROM ANY PERSON INTERESTED IN THE UNION. ADMISSION

- Any Employee who is employed by the Kerala Gramin Bank and who desires to become a member shall present a written application in the prescribed form declaring that he/she will abide by the rules and bye- laws made by the Union from time to time.

Such applications shall be forwarded to the General Secretary together with the admission fees and the subscription for the month. The application so received by the General Secretary shall be provisionally accepted for being placed before the central committee for its disposal.

- All applications shall be placed before the central committee which shall be competent to scrutinize the applications. If an application is rejected, the central committee shall place the reason before the General Body. If the application for membership is rejected, the fees shall be refunded.

REGISTER OF MEMBERS

- The Union shall keep a Register of all its members containing their names and particulars of their places of work etc.
- The Register shall be open for inspection by any member or office- bearer of the Union during the working hours of the Union on any day excluding holidays.

REMOVAL OF MEMBERSHIP

Any member who fails to pay his subscription and annual levy shall automatically cease to be a member. However, a person who so ceases to be a member shall have a right to represent to the Central Committee for revival of his/her membership.

The central committee of the Union shall be competent to remove from the Register of members any member.

- Who has submitted his/her resignation in writing
- Whose conduct in the opinion of the central committee is detrimental to the interest of the Union and who has or is likely to bring the Union into contempt or disrepute.

Any person who is removed from membership may be readmitted on such terms and conditions as the Central committee may think fit. No member shall be removed from membership under this unless he/she has been given a fair opportunity to explain his/her conduct. A member so removed from membership shall have the right to appeal against the decision of the Central committee to the General

body which shall have the power to rescind the decision of the Central Committee removing the member.

AFFAIRS OF THE UNION

- The affairs of the Union shall be managed by a Central Committee consisting of one President, two Vice- Presidents, one General Secretary, three Joint Secretaries, one Treasurer and fifteen other members all elected by the General Body at the conference or an extra ordinary General Body meeting specially called for the purpose where a vote of no- confidence has been passed. All the District Secretaries elected by the District Conference shall be the members of the Central Committee. The elected members shall have the power to add to the Committee not more than five members by co-option. No member of the central committee shall be below the age of eighteen years.
- The members of the District Committee consist of one President, one Vice President, one Secretary, one Joint secretary and 10 other members elected by the District Conference
- The Central Committee shall be assisted by representatives from branches elected by the members in the respective branches from time to time.
- The central committee will keep the branch Secretaries informed with the current affairs of the Union and communicate to them all the resolutions from time to time
- The members of the Central/District committee and the branch secretaries shall ordinarily hold office during the period between two conferences and/ or till they are replaced by those duly elected.
- Interim vacancies in the Central/District committee shall be filled by co-option.
- All propositions moved at a meeting of the Central Committee shall be decided by a majority of the votes cast. The President or the Chairman of the meeting shall have the right to give a casting vote in the event of an equality of votes, in addition to his vote as a member of the committee.
- Seven days' notice shall be given for a meeting of the central committee, but urgent meetings of the central committee can be convened by the General Secretary by giving less than seven days' notice to all the members of the committee. The quorum for meetings of the Central committee shall be half of the total number of its members including office- bearers.
- Any member of the Central committee who fails to attend five consecutive meetings without reasonable causes shall be deemed to have vacated his seat unless he is reinstated by the central committee at the next meeting.
- Any member of the central committee may be suspended by the central committee for misconduct by a vote of 2/3 of the members present.

PRESIDENT

- The President shall preside at all meetings and shall have a casting vote in case of equality of votes. He shall have the power to call for special meetings of the central committee or the General Body.

VICE- PRESIDENT

- The Vice – President shall assist the president and act for him in his absences.

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 correspondences, arrange for meeting, records and maintain minutes of the proceedings of all meetings and generally exercise control and supervision over the affairs of the Union.

He shall prepare a report of the working of the Union showing its activities and progress which shall subject to the approval of the Central Committee before presenting it to the conference. The General secretary shall be responsible for the statement and other documents required to be submitted by the Union under Indian Trade union Act.

JOINT SECRETARY

- The joint secretary shall assist the General secretary and act in his absence.

TREASURER

- The Treasurer shall receive all moneys payable to the Union by member and others, shall issue receipt for all moneys received, shall disburse all payment for and on account of the Union, keep accounts and shall have the custody and be responsible for all properties and valuables of the Union.

DUTIES AND FUNCTIONS OF THE BRANCH SECRETARIES

- The Branch secretary shall look after the interest of the members of their branch and make representations to the central committee voicing the feelings of their members. They shall bring to the notice of the Central committee any events of importance particularly those affecting any member of the branch for such action as the Central committee may deem fit. They shall forward application for membership to the central committees and will be responsible for collection of subscription of members of the branch.
- All money received shall be deposited in a Bank or Banks approved by the central committee in the name of the Union. All expenditures shall be met by withdrawing funds from the Bank or Banks, Co-

operative Societies. The accounts with such Bank or Banks shall be operated by the treasurer jointly with the General Secretary or Joint Secretary.

-) The Treasurer, the General Secretary, the joint Secretary shall not at any one time have more than Rs. 5000/-individually in cash for meeting current expenditure and if so required, they can keep individually any amount exceeding Rs.5000/- in cash with the prior approval of the central Committee.
- Any single item of expenditure exceeding Rs. 100/- shall require the previous sanction of the central committee and all items of expenditure shall be supported by vouchers.
- The Treasurer shall submit a quarterly statement of receipts and disbursement to the Central Committee

UTILISATION OF GENERAL FUNDS

The General funds of the Union shall not be spent on any other object than the following: -

- The payment of salaries, allowances and expense to the office- bearers of the Union.
- The payment of expenses for the administration including Audit of accounts of the Union.
- The compensation of members for loss arising out of trade disputes and to conduct trade disputes on behalf of the Union or any member thereof.
- The Up keep of a periodical published mainly for discussing questions affronting the employees including officers and employees as such voicing the grievances of employees including officers and containing matters of interest to them.
- Allowances to the members or their dependents on account of death, old age, sickness, accidents of such members.
- The provision of educational, social and other similar benefits for members.
- The payments in furtherance of any of the objects, of contribution to any cause intended to benefit employees including officers in general provided that the expenditure in any financial year shall not at any time exceed one fourth of the gross income during that year.
- Subject to any conditions contained in the notification any other object notified by the appropriate Government in the official gazette.

AUDIT

- The accounts of the Union shall be audited by a competent auditor appointed by the central committee whose remuneration shall be fixed by the central committee and paid out of the funds of the Union.

ACCOUNTING YEAR

- The Union's accounting year shall be the year ending 31 March

INSPECTIONS

- The books of Accounts, Membership register and other books of the Union shall be open for inspection by any member of the Union during the hours when the office of the Union is open.

MEETINGS

- The District Conference of the Union shall consist of delegates elected at the respective branch units.
- The General Body of the Union shall ordinarily meet in its conference at least once in two years to transact the following business. Members other than delegates, may also attend and participate in the conferences without however having any voting rights.
- To adopt the report of the General Secretary and statement of Accounts of the Union.
- To elect the office bearers and members of the Central committee.
- To consider amendments to Rules and bye laws and other proposition given notice of by the members, or the Central Committee.
- To transact such other business as may be approved by the Central committee of which notice has been given.
- Such meetings shall ordinarily be held at Malappuram or such other centres as the Central committee may decide.
- The General Secretary shall give 21 days of notice to the members for the General Body to meet in its conference. A copy of the report of the General Secretary and statement of accounts of the Union shall be circulated among members and presented in the meeting.
- If a member wants to move any resolution or amendments to the rules and byelaws, he shall give ten day's clear notice to the General Secretary,
- On a requisition made in writing by not less than one third of the total number of members on the rolls, for transecting the specific business mentioned in the requisition, an extra ordinary meeting of the General Body as defined in Rule 16 (1) herein of the Union shall have to be convened by the General Secretary by issuing necessary notice for such meeting within a period of 30 days from the date of receipt of such requisition at the Central office.
- The non-receipt by any member of the notice for conference or extra- ordinary general body meetings copies of resolutions and amendments to be moved in the meeting shall not invalidate the proceedings of the meetings
- The quorum for a conference or for an extra ordinary General Body meeting Shall be 50 or 1/4th of total number of delegates whichever is less.

AMENDMENT TO RULES

- The rules and Byelaws of the Union may be amended, altered, replaced, rescinded or added to at any time by majority of delegates present at a duly convened conference

- The Central Committee may constitute a separate fund for the promotion of the civic and political interest of the members subject to the provisions of section 16 of the Indian Trade Union Act.
- With reference to the financial position of the Union the Central Committee 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 if he has paid his membership dues up to date

DISSOLUTION

- The Union Shall not be dissolved except by a vote of majority of 2/3rd of the delegates present at an extra-Ordinary meeting specifically convened for this purpose. The funds and assets of the Union shall be disposed of in accordance with the decision of the dissolution meeting