

STATE BANK OF INDIA
OFFICERS' ASSOCIATION

PATNA CIRCLE

REGD. NO. 1972 OF 1975
(REGISTERED UNDER THE TRADE UNION ACT, 1926)



B Y E L A W S

(Amended as on 26.03.2022)

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STATE BANK OF INDIA OFFICERS' ASSOCIATION
PATNA CIRCLE
A BRIEF HISTORY

Our country achieved independence on the 15th August, 1947 but Officers in the Imperial Bank of India and on its take-over by the State Bank of India continued to be treated like salaried slaves. Even the right of casual leave was denied to Officers in the Bank. Working conditions were woefully inadequate. Against this background the All India State Bank Officers' Federation (initially known as All India State Bank of India Supervising Staff Federation) was founded in 1965 with an initial membership of approximately 4,000.

The All India State Bank Officers' Federation federates the Circle Associations of Officers. The Federation is the pioneer of the officer's movement in the country and was the first Trade Union of Officers' to raise the voice of protest against unilateralism of the Management. In June 1969, at the call of the Federation, officers of the State Bank of India were on strike for 16 days demanding right of joint determination of salary structure and conditions of service of the Officers. That was the first strike of the Managerial employees in the world.

We were then a zone of the Bengal Circle. The strike in our Bihar State was 100%. Consequent upon the creation of a Local Head Office at Patna on the 1st July 1972 we became an autonomous body of Officers and called ourselves State Bank of India Supervising Staff Association. The Association was subsequently registered with the Registrar of Trade Unions, Government of Bihar in 1975. From the small beginning in 1972 when we had only 251 members, today we are a mighty organization having over 6800 members.

Since the inception, the affairs of the Association have been directed towards securing for the Officers fair and equitable conditions of service through bipartite process. The Circle Association has got a periodical, "SUP-Power", registered with the Registrar of Newspapers and Publications. This periodical gives valuable and current information benefiting the members.

Due to change in the organizational structure of the Bank from 1st January 1981, the necessary changes in the set up of the Association had become imperative. Accordingly, the set up of Regional Committees now renamed as Zonal Committees was provided in all the Modules to take care of decentralized structure. The Association is a non-political body and its office bearers are the serving officers of the Bank; the Central Committee and the respective Zonal Committees are elected triennially through the secret ballot directly by members through a single non-transferable vote.

BYE - LAWS

- 1 The name of the Association shall be STATE BANK OF INDIA OFFICERS' ASSOCIATION (PATNA CIRCLE). It shall, in the following bye-laws and rules, be referred to as the "ASSOCIATION". The Registered Office of the Association shall be within the city of Patna. The operation of the Association shall be confined to whole of the STATE OF BIHAR AND JHARKHAND. Only the Courts at Patna shall have the jurisdiction to hear and pass judgment in respect of any case filed for interpretation of these bye-laws and functioning of the Association and its various Committees.



OBJECTS:

2. The objects of Association shall be :-

- (a) To organize and unite all Supervising Staff of the State Bank of India and to regulate their relations with the employers.
- (b) To secure to the members fair conditions of life and service.
- (c) To try to redress their grievances.
- (d) To try to prevent any reduction of salaries, wages and if possible to obtain an advance thereof whenever circumstances allow.
- (e) To endeavour to settle disputes between employers and employees amicably so that a cessation of work may be avoided.
- (f) To endeavour to arrange with the employers and/or to raise and administer contributions from members against sickness, unemployment, infirmity, old age, accident and death and to make such other arrangements as may be feasible.
- (g) To endeavour to provide legal assistance to members in respect of matters arising out of or incidental to their employment.
- (h) To endeavour to obtain information in reference to banking industry in India and outside.
- (i) To co-operate and federate with organizations, particularly those having similar objects in India and outside.
- (j) To take other steps as may be necessary to ameliorate the social, economic and civic conditions of Officers and their families.
- (k) To edit and publish, periodical(s) voicing, amongst other matters, grievances of the supervising staff and containing matters of interest to them for circulation amongst all Supervising Staff of the Bank and other persons interested in the Banking Industry.
- (l) To acquire, purchase, hire, sell, lease whole or part of any land and/or building for the furtherance of the objects of the Association.
- (m) To ensure thrift and co-operation and to promote co-operative societies for the benefit of members.
- (n) To invest the money of the Association not immediately required in such investment as may, from time to time, be determined.
- (o) To raise such money or moneys, by way of subscriptions, donations or loans from members and others and to borrow from any financial agency on the security of the property and assets of the Association such sums as may be necessary for the furtherance of the objects of the Association.
- (p) To draw, make, accept, endorse and negotiate cheques, promissory notes, bills of exchange, hundies and other negotiable instruments in pursuance of the objects of the Association.
- (q) Generally to do all such other acts, matters and things as may be necessary, incidental or conducive to the attainment of above objects or any of them.

ADMISSION OF MEMBERS:

3. (a) Any person employed in Supervising Cadre in the State Bank of India (Patna Circle) who subscribes to the objects of the Association, shall be eligible to become an ordinary member, provided he is not a member of other Association, Union or any other body whether recognized or otherwise which purports to represent either workmen staff or Supervising officials in the Bank.



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- (b) A Person eligible and desirous to become ordinary member shall submit an application in the prescribed form and pay the prescribed admission fee and furnish necessary authority in respect of the facility of check-off for realisation of the monthly subscription from his salary and allowances.
- (c) All applications for admission shall be placed before the General Secretary. The Central Committee shall have the right to reject any application without assigning any reason therefore and the decision of the Committee in the matter shall be final. No one can claim the membership of the Association as a matter of right.

HONORARY MEMBERS:

4. Persons who are not eligible to become ordinary Members of the Association, may be admitted into the association as Honorary Members of the Association for the purpose of being elected/co-opted to the Central Committee, and they shall be honorary members of the Association during the period of their office, subject to provisions of Section 22 of the Trade Union Act, 1926. The number of such Honorary members should not exceed four.

SUBSCRIPTION:

5. (a) Every member shall pay an admission fee of Rs.501/- (Rupees five hundred one only) and monthly subscription of Rs.300/-, payable every calendar month from the month he/she joins the Bank and/or promoted as Supervising Official. He/She shall, for the purpose, give an authorization under, "Check-off" facility for the deduction of his/her monthly subscription from his/her salary payable every calendar month. The Central Committee is the competent authority to make changes in the rate of subscription from time to time.

No subscription shall be received from the members who are placed under suspension by the order of the disciplinary Authority or other appropriate authority during the period of his suspension. However, if his suspension is revoked from retrospective date treating him as on duty, the subscription shall be payable by him in one go.

Any decision to enhance the subscription may be taken by the Central Committee subject to its ratification in the General Body meeting.

- (b) Any member who fails to pay his subscription for a period of four months consecutively shall be liable to have his name struck off the Register of Members. Such members may, however, be allowed to rejoin the Association on paying all the arrears and a fresh admission fee, at the discretion of the Central Committee.
- (c) Besides the usual rate of subscription, every member shall be liable to pay any special subscription or levy, recurring or otherwise that may be fixed by the Central Committee or by the General Meeting of the Association from time to time. Any member who fails to pay such subscription or levy within the stipulated period shall be liable to have his name struck off the Register of Members. Such member may be re-admitted to membership at the discretion of the Central Committee on payment of all arrears in this regard.

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BENEFITS:

6. (a) No member of the Association shall be entitled to any special benefits that the Association may decide to give to its members, or shall be entitled to be represented by the association unless he has been a member for at least six months and paid all dues, subscription, levies and contributions, except for defending them in disciplinary proceedings or appeal under grievance procedure.
- (b) A member who is in arrears with his subscription/levy contribution or any other dues shall not be entitled to any benefits or to be represented until all arrears have been paid and a period of two months has elapsed from the date of payment of such arrear.
- (c) Members of the Association who ceases work or go on strike without the sanction or approval of the central Committee may not be entitled to any benefits or to be represented.

REMOVAL/CESSATION OF MEMBER:

7. (a) The Central Committee shall have the power to remove from the membership of the Association any member whose conduct in the opinion of the Committee is contrary and/or detrimental to the interest of the Association and who has or is likely to bring the Association into contempt or disrepute. The decision of the Central Committee shall be communicated to the Member within 15 days of the decision of the Central Committee.
- (b) A member who is removed from the membership pursuant to the above clause shall have a right to appeal to the General Body which appeal should be forwarded to the General Secretary at least 15 days in advance of the General Body Meeting.
- (c) Any member who has submitted his/her resignation in writing shall, from the date his/her resignation is accepted by the Central Committee ceases to be a member of the Association. Such members are not entitled to be re-admitted as members for at least one year from the date he/she ceases to be a member of the association.
- (d) Any member who voluntarily revokes his letter of authority for deduction of monthly subscription by way of check-off will cease to be member of the Association. Such members may, however, be re-admitted, at the discretion of the Central Committee on payment of all arrears of subscription/levy/contributions etc. and re-admission fee.

REMOVAL/CESSATION OF OFFICE-BEARERS AND MEMBERS
OF CENTRAL / ZONAL / REGIONAL / UNIT COMMITTEES:

8. (a) Any office-bearer of members of Central / Zonal / Regional Committee may be removed from his post only if the committees of which he is a member, in his own right and not in ex-officio capacity recommends to the General Body which elected him / her by 2/3 majority for such removal, provided the General Body which elected him / her vote for such removal by a simple majority.
- (b) Any member of the Central / Zonal / Regional Committee who fails to attend three consecutive meetings without leave may be removed from the membership by the respective Central Committee / Zonal Committee.
- (c) All vacancies caused by resignation, disqualification, transfer, death or removal of any office-bearer or member of Central / Zonal Committee shall be filled by co-option.

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by the Central Committee. Likewise, vacancies in District / Unit Committees shall be filled by co-option by Zonal Committees. A member of the Zonal Committee shall automatically cease to be the member of the said committee if he is transferred outside the jurisdiction of the said Zonal Committee.

REGISTER OF MEMBERS:

9. (a) The Association shall keep a Register of all its members containing their names and particulars of their place of work, residence etc.
- (b) The Register shall be open to inspection by any member of the Association provided a proper notice in respect thereof is given to the General Secretary. However, once notification of election to the Circle Association is made, the Register shall not be made available for inspection till the election process is over.

GENERAL BODY:

10. (I) (a) All ordinary members working in the Circle shall form the General Body of the Circle Association. Similarly, members working under the jurisdiction of the Zonal Offices, Regions, Districts and Units shall form the General Body of the respective Zonal / Regional / District / Unit which shall rank in importance in their respective descending order.
- (b) The General Body shall be the competent authority to take decisions affecting policy matters within their respective areas, provided that the General Body of a smaller wing cannot take a decision in contradiction with the decision of a larger body.

MEETINGS:

10. (II) (a) At least one General Meeting of the Circle Association shall be held within six months of declaration of results of Triennial Elections to transact the following business. Such meeting shall be called "General Council".
 - i) To adopt Secretary's Report and the audited statement of accounts of the association for the preceding 3 years.
 - ii) To appoint external and internal auditors.
 - iii) To place the results of elections for the Central, Zonal and such other committees, elections of which were conducted by the Central Election Committee.
 - iv) To adopt proposal for amendments in the by-laws and rules of the Association.
 - v) To transact such other business as may be considered necessary.
- (b) In addition to the General Council at least one General Meeting of the Association shall be held every 3 years in respective modules.
- (c) At least one general meeting of the Districts shall be held every 3 years which should be participated by Central and Zonal Committee office-bearers.
- (d) The General Meeting of the Districts and the Units shall be held as frequently as considered necessary.

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- (e) The election of the Unit Committees should be held as and when considered desirable by the members of the unit. The election of the District Committees shall be held by last day of September of the year in which Triennial General Election of the Zonal Committee is held or as instructed by the Central / Zonal Committee.
- (f) i) The General / Zonal Secretary shall convene extra-ordinary General Meeting of the Association within a period of one month of the receipt of a requisition from not less than 750/300 members of the respective general body stating the purpose and the reasons for which the meeting has been sought to be convened. At least 15 days notice will be given to members in such cases. Before convening such extraordinary general meeting, the concerned Secretary will have to place the requisition before their respective committees.
- ii) In case the concerned Secretary fails to comply with the requisition within a period of one month from the date of the receipt of the notice, the members signing the requisition shall have the right to convene such an Extra-ordinary General Meeting, announcing the date, time and place of the meeting by a suitable notice to the members and insertions in the local dailies.
- (iii) No requisition meeting can be convened within three months from the last general meeting or one month before the next meeting.
- (iv) The quorum for General Council shall be 1500.
- (v) The quorum for an extra-ordinary General Meeting of the Circle Association / Zonal General Meeting shall be 25% of the membership or 1000/300 respectively whichever is less.
- (vi) No quorum will be necessary to hold a meeting adjourned for want of quorum except a requisition meeting, for which separate notice will be necessary.
- (vii) The Association shall keep separate minute books for the concerned committees and general body meeting and all resolutions passed at the respective body meeting shall be recorded in the minute books.
11. (a) The Central Committee and Zonal Committees shall meet at least once in three months on such dates and at such places as may be fixed by the General Secretary and / or Zonal Secretary.
- (b) The quorum for a meeting of the different committees shall be 50% of the strength of the respective committee plus one.
- (c) At least 5 days notice shall be given to members for Central Committee and Zonal Committee meeting except in emergency.



12. (A)

MANAGEMENT OF VARIOUS COMMITTEES
CENTRAL COMMITTEE:

The affairs of the Association at the Circle level shall be conducted by a committee which shall be called Central Committee and shall consist of :-

One President
One Vice – President,
Zonal Presidents as Ex-officio Vice President
One General Secretary,
Zonal Secretaries as ex-officio Asstt. General Secretary
Two Deputy General Secretaries

(The Central Committee may appoint one additional Dy. General Secretaries (raising the number from two to three) subject to approval by the majority of members elected for Central Committee, which consists of 15 members.)

Two Organizing Secretaries
Secretary Finance
Seven Members of the Central Committee,

(In a case where the Central Committee for the Current Triennial decides to raise the position of Dy. General Secretary from two to three. The number of Central Committee shall be six)

Secretary, SBI Supervising Staff Co-operative and Consumer Co-operative Credit Society – in ex-officio capacity.

(The Zonal President and Zonal Secretary will have full voting rights in the Central Committee except for election of office-bearers).

(B) ZONAL COMMITTEE :

The affairs of the Association at the Zonal offices shall be conducted by an Executive Committee which shall be called Zonal Committee and shall consists of :-

One Zonal President,
One Zonal Vice – President
One Zonal Secretary,
One Deputy Zonal Secretary,
One Zonal Organising Secretary
One Zonal Treasurer
Five Executive Committee members.

Regional Secretaries of all Districts falling under the jurisdiction of the Zonal Office (in ex-officio) capacity shall have voting rights except for election of office-bearers of the Zonal Committee in the 1st meeting after Triennial General election called for the purpose of election of office bearer.

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(C) (i) REGIONAL COMMITTEE:

- (a) The affairs of the Association in the area of operation of a Regional Business Office shall be looked after by a Regional Committee which shall consist of:

One Regional President,
One Regional Secretary,
One Treasurer
Five Committee Members,

There will be Assistant Regional Secretary for each Non. RBO District.

- (b) The officers working under Dy. General Manager (B&O) and officers working in CPCs under the Dy. General Manager (B&O) at a particular centre will be represented by a Regional Committee.
(c) At Centres where there is / are CPC, but there is no Dy. General Manager (B&O), the officers working in CPCs will be represented by the Regional Committee at that centre.
(d) If an R.B.O. has more than one District, there will be Assistant Regional Secretary in Districts other than the district where R.B.O. is located.
- (ii) The status of Local Head Office Patna and L.C.P.C, Patna will be that of a Regional Committee.

(D) (i) UNIT COMMITTEES :

The affairs of the Association at branches/other offices shall be conducted by a Unit Committee which shall be called Local Unit. The Local Unit shall consist of:-

One President
One Secretary,
One Treasurer
Two Committee Members.

- (ii) A unit Committee will be established at branches where there are 5 or more members. "The branches having less than 5 members will be clubbed together to form units.

13. DUTIES OF THE OFFICE-BEARERS OF VARIOUS COMMITTEES:

(A) PRESIDENT :

The President shall be the Executive Head of the ASSOCIATION, and shall preside over all the meetings of the Association and the Central Committee, reserve order, sign all minutes and shall have the power to call a special meeting of the Central Committee of the Association, whenever necessary. He/she may also provide such guidance to the General Secretary and other office-bearers in the discharge of their duties as considered necessary.

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(B) VICE – PRESIDENT

The Vice-President shall act for the president in his/her absence and shall assist the President.

(C) GENERAL SECRETARY

The General Secretary shall perform all such duties as are necessary for achieving the objects of the Association. He shall arrange to minute the proceedings of all General Body and committee meetings, conduct all correspondences, convene meetings and exercise supervision over the affairs of the Association. He/she shall prepare Report on the working of the Association for the previous years showing its activities, progress in financial condition etc. The draft of the report shall, however, have to be approved by the Central Committee before presentation to the General Council. He/she shall cause to prepare balance sheet and statements of receipt and expenditure. He / She shall also be responsible for submitting to the Registrar of Trade Unions all returns that are required to be submitted under the Indian Trade Unions Act, 1926 and any other provision of law.

He shall also be responsible for proper administration over the affairs of the Association, including maintenance of discipline amongst office staff. He shall have the power to employ office staff on wages for smooth functioning of the Association, as also to take suitable disciplinary action against such office staff, subject to prior approval of the Central Committee.

He shall conduct negotiations and also sign agreements along with the President or any other office – bearer, on behalf of the Association with the consent of the Central Committee.

The General Secretary shall have the power to give call for organizational protests in consultation with the members of the Central Committee posted at Patna on matters not settled by negotiations with the management where immediate action is required to be taken. Provided that where the protest is in the form of cessation of work for indefinite period, the consent of Central Committee will be necessary.

(D) DEPUTY GENERAL SECRETARY:

The Deputy General Secretaries shall generally assist the General Secretary in the performance of his/her duties, and shall act for him/her during his/her absence. He/she shall also perform such other work which may be entrusted by the Central Committee.

(E) ORGANIZING SECRETARY:

The Organizing Secretaries shall generally assist the General Secretary and the Deputy General Secretaries in their work and perform such other duties as may be entrusted/delegated to them by the Central Committee. He /She shall also co-ordinate the activities of the Modules.

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(F) SECRETARY FINANCE:

The Secretary Finance shall receive all moneys on behalf of the Association and shall issue receipts for all moneys received. He / She shall also disburse all payments for and on account of the Association subject to provision in Clauses 18 (a) & 19 of the bye-laws, maintain books of accounts of the Association, shall assist the General Secretary in the preparation of the balance sheet and other relevant financial statements. He/She shall also make available all books of accounts/vouchers etc. available for internal and/or external audit. He shall operate upon the Bank account jointly with President, General Secretary/Deputy General Secretary or Organizing Secretary.

(G) ZONAL PRESIDENT:

The Zonal President shall preside over the meeting of the Executive Committee or General Body of members in the Zone/Region and provide such guidance as may be necessary to the Zonal Secretary and other office-bearers located at the respective centre in discharge of their duties. He shall also preside over the meeting of the Central Committee of the Association in the absence of the President and Vice-President.

(H) ZONAL VICE – PRESIDENT:

The Zonal Vice-President shall assist the President and act for him/her in his/her absence.

(I) ZONAL SECRETARY:

The Zonal Secretary will look after the interest of the members working under the area of jurisdiction of the respective Zonal Office and shall endeavour to find solution to their grievances by taking them up with the bank functionaries. He shall further act and perform all such duties as may be assigned to him by the General Secretary. Generally, he shall perform all the duties assigned to the General Secretary pertaining to his area of operation, except signing agreements with the Bank Management, giving a call for organizational protests and employing office staff, unless specially directed by the Central Committee. He shall also co-ordinate/monitor the activities of the District Secretaries and Local Units in the area of his jurisdiction.

(J) DEPUTY ZONAL SECRETARY:

The Deputy Zonal Secretary shall generally assist the respective Zonal Secretary in his/her duties, and act for him/her in his/her absence.

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(K) ZONAL ORGANISING SECRETARY

The Zonal Organising Secretary shall generally assist the Zonal Secretary and the Deputy Zonal Secretary in their work and perform such other duties as may be entrusted / delegated to them by Zonal Committee. He/She shall also co-ordinate the activities of Regional Committee.

(L) ZONAL TREASURER:

The Zonal Treasurer will keep account of the funds received from the Central Committee and their disposal. He will operate upon the Association's Account jointly with the President, Asstt. General Secretary or Regional Secretary. He will also be responsible to furnish to the Circle Treasurer a monthly statement of expenses incurred by him, together with all bills/vouchers etc. in connection with the functioning of the Association's Zonal Office at his/her centre. He/She will arrange to meet all expenses for the smooth functioning of the District Committee falling in his area of operations.

(M) REGIONAL PRESIDENT:

The Regional President shall preside over the meetings of Regional Committee or General Meeting of the Region and provide such guidance as may be necessary to the Regional Secretary and other office-bearers in the District in the discharge of their duties.

(N) REGIONAL SECRETARY:

The Regional Secretary shall be responsible for organizing the units in the Revenue District. He shall visit the units as and when necessary and shall attend to any grievances brought to his/her notice by members, and bring the same to the notice of Zonal Secretary.

(O) REGIONAL TREASURER:

The Regional Treasurer will keep account of the funds received from the Central Committee/Zonal Committee and its disposal. He/She will operate upon the Association's account jointly with the Regional Secretary/President. He/She will also be responsible to furnish to the Central/Zonal Committee a monthly statement of expenses incurred by him/her together with the bills/vouchers etc. in connection with the functioning of the Association's Regional Committee at his/her centre. He/She will arrange to meet all expenses for the smooth functioning of the units falling in the area of operation of the Region. He/She will endeavour to incur minimum expenditure within the limits and guidelines given by the Central/Zonal Committee.

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(P) UNIT PRESIDENT:

The Unit President shall preside over the meetings of the Local Unit and provide such guidance to the Unit Secretary/Assistant Secretary as may be necessary.

(Q) UNIT SECRETARY:

The Unit Secretary shall be responsible for collection and remittance of subscription/levy/donations to the Circle Association and for enrolling new members and obtaining authorization of check-off facility. He shall also keep the members of the unit informed of the activities/programmes of the Association. He shall submit a report of the functioning of the Unit once a year in the month of December or as early as possible thereafter to the Regional Secretary.

(R) UNIT TREASURER:

The Unit Treasurer will keep account of the funds collected/received by him from Zonal/District Committee and their disposal. He/She will operate upon the Association's account jointly with the Unit Secretary/President. He/She will furnish to the District/Zonal Committee, a monthly statement of expenses incurred by him/her together with the bills/vouchers etc. in connection with the functioning of the Association's Local Unit at his/her centre.

14. ELECTION OF CENTRAL AND ZONAL COMMITTEES:

- i) Triennial election to the Central and Zonal Committees shall be held in the month of Sept./October or as early as possible thereafter. Elections may be postponed in exceptional circumstances for a period not exceeding 60 days on the Central Committee deciding by $\frac{3}{4}$ majority for such postponement.
- ii) The outgoing Central Committee of the Circle Association shall fix the programme for election of the Central and Zonal Committees by the 15th August and the General Secretary would notify the election schedule along with the composition of the Election Committee.
- iii) The outgoing Central Committee of the Circle Association shall appoint an Election Committee consisting of three officer members one of whom shall be designated Chairman of Election Committee from amongst such members who are not contesting for any post in the elections. The Election Committee may appoint such number of presiding officers as deemed proper and expedient for the smooth conduct of the elections from amongst such members who are not contesting the elections after nominations are received in consultation with the General Secretary. The Chairman of the Election Committee may delegate specific duties and powers to any member of the Election Committee in writing during his absence or whenever considered necessary.
- iv) If considered necessary and expedient, the Central Committee may seek the assistance of the Registrar of Trade Unions or such other

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statutory body or bodies, as deemed proper to associate/supervise and/or conduct fair and impartial elections.

- v) While the outgoing General Secretary shall notify the composition of the Election Committee along with the election programme, Centre-wise list of the presiding officer(s) shall be notified by the Chairman of the Election Committee for information of members.
- vi) The outgoing General Secretary shall forward the list of eligible voters or the electoral roll to the Election Committee one month before the close of date of nomination. The final voters list will be forwarded to him one week after the date of publication of final list of contestants by the Election Committee.
- vii) The electoral roll shall contain the names of such of the members on the register of members who have paid up-to-date subscriptions and all dues till the date to be decided by the Central Committee. The names of those who are admitted afresh to the fold of Association can also be included in voters list at the discretion of the Central Committee but not after the final voters list is made available to the Election Committee. The voters list shall be prepared District-wise.
- viii) A copy of the Electoral Roll shall be made available for perusal by the members as soon as the copy has been made available to the Chairman, Election Committee in terms of bye-laws 14 (vi) and such copy shall be kept at the office of the Association at Patna and at each Regional Office covering all the revenue districts falling within that Regional Office. The copy of voters list shall not be provided to any member, contestant or otherwise. However, the voters list prepared district-wise shall be sent to branches in the District which should contain the names of all the branches within the District concerned and the members posted thereat.
- ix) All nominations in prescribed forms shall be sent in a closed cover marked "NOMINATION FOR ELECTION TO CENTRAL/ZONAL COMMITTEE" as the case may be, to the Chairman of the Election Committee who shall arrange for their proper custody until the date fixed for opening therefore.
- x) Security Deposit of Rs.500/- and Rs.250/- will have to be deposited by means of Bank Draft by each member desiring to contest the election of Central Committee and Zonal Committee respectively. Members posted in any office of the Bank within the area of the respective Modules of the Bank shall be eligible to contest for election to the respective committees. All members of the Association as per the electoral roll shall be eligible to vote/contest for election to the Central Committee. However, for election to the Zonal Committees, members posted in the branches/offices under territorial area of operation of the respective Modules, only shall be eligible. Members under order of transfer to other modules shall not be eligible to contest from the transferee module. Officers posted at Local Head Office shall be entitled /eligible to vote/contest for election to Zonal Committee at the centre. Training Centres and such offices of Local Head Office establishments located outside Patna, shall be deemed to be part of the Module under which the centre is located.

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- xi) The date of opening of envelopes containing nomination papers and scrutiny thereof, date of publishing of valid nominations papers and date of publication of final valid nominations after withdrawal of the nominations shall be announced separately by the existing Central Committee at the time of fixing the schedule for elections of Central and Zonal Committees.

Any candidate who has filed nomination shall be allowed to withdraw their nominations within 3 days from the date of publication of valid nominations. Thereafter, no nomination shall be allowed to be withdrawn.

On the day appointed for the purpose, the Election Committee shall open all envelopes containing nomination papers for scrutiny. After scrutiny, the list of valid nominations of candidates for the Central Committee shall be sent by email (on email of the candidates provided by them in their nomination papers) to all candidates whose nomination have been found valid. Likewise, list of valid nominations of all Zonal Committees shall be sent by email (on email of the candidates provided by them in their nomination papers) to all those candidates in the respective Zones whose nominations have been found valid. A copy of the list of valid nominations of Central committee as well as all Zonal committee shall be sent to the General Secretary of existing Central Committee to paste that on the notice board of the SBI Officers' Association office.

Candidates whose nominations are found invalid will be advised the reasons for rejection by email (on email of the candidates provided by them in their nomination paper).

The Security deposit of members withdrawing their candidatures shall not be refunded.

The security deposit of members who filed their nominations shall be sent by the Election Committee to existing GS, SBIOA for depositing the proceeds to the account of SBIOA, Patna circle.

- xii) Nomination paper received without security deposit shall automatically be treated as invalid.

A minimum gap of 15 days will be maintained from the date of publication of valid nomination and the date of polling.

- xiii) The election shall be held by secret ballot or by appropriate electronic medium of a single non-transferable vote. Each member is required to vote for total number of strength of the respective Central/Zonal Committees. Votes cast more or less than the strength of the respective Committees shall automatically be cancelled. At all district headquarters or at other centres where it may be deemed necessary by the Central Committee, the Election Committee, shall conduct the election with the assistance of Presiding Officers to be deputed by the Election Committee.

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In case of Electronic Voting the logistics shall be arranged by the Election Committee. The necessary assistance to the Election Committee shall be provided by outgoing General Secretary.

- xiv) Separate ballot papers will be printed for Election to Central and Zonal Committees in two different colours.
- xv) The Presiding Officer for the Centre shall arrange to furnish ballot papers to members after satisfying himself as to his genuineness as per the electoral roll.
- xvi) Such members who do not desire to cast their votes at the specified centres under whose jurisdiction they are posted may request in writing to the Election Committee to allow them to cast their votes at another centre, at least 15 days before the date of poll but such centre should be within the territory of the concerned Module where the member is posted.
- xvii) On receipt of ballot papers, members after casting their votes shall insert the same in special boxes. Latches, key-holes etc. of the boxes shall be sealed before insertion of any ballot-paper, jointly by the Chairman, Election Committee and the Presiding Officer(s) of the centre. The for insertion of ballot paper in the boxes shall be sealed after the polling is over by suitable paper seals containing his signatures, of the Presiding Officers(s) and at least two independent witnesses. On receipt of ballot papers, members after casting their votes shall insert the same in special boxes. Latches, key holes etc. of the boxes shall be sealed before insertion of any Ballot-Paper, jointly by the representative identified by the Election Committee and the Presiding Officer(s) of the Centre. The representative (Member of the association only) for the purpose shall be generally head of the Branch/Office where polling shall be held. In case of unavailability of the Head of the Branch on the date of polling for any reason whatsoever or if he is not a member of SBIOA, any other member of Association (Preferably a senior official) from that Branch/Office will be identified by the Election Committee.

The slit for insertion of ballot papers in the boxes shall be sealed after the polling is over by suitable papers seals containing the signatures of the Presiding Officer(s) and at least two independent witnesses.


- xviii) After polling is over and boxes are sealed, the procedure for deposit of the sealed boxes to the election committee against acknowledgement shall be as under:
- i. The ballot boxes shall be deposited with the election committee not later than 10.00 pm on the date of polling for nearby centres.
 - ii. The existing GS, SBIOA shall obtain permission from the Bank Management for keeping the boxes in the vault of the nearby Branch of the office of SBIOA, Patna.

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- iii. In case of delay for any reason whatsoever in start of journey from the Branch / Office where the polling is held the ballot boxes shall be kept by the Presiding Officer with him only where he will stay overnight under intimation to Chairman, Election Committee.
- iv. In case of any eventually when the Presiding Officer is stuck up between the Branch where polling is held and the office of Election Committee, the Presiding Officer shall advise the same to the Chairman of the election Committee and suitable emergency arrangement shall be made by the Election Committee with the help of GS, SBIOA, Patna for safe custody of the boxes and its transportation to the office of the Election Committee.
- v. For centres wherefrom it would not be possible to reach office of Election Committee by 10.00 pm on the date of polling, the Presiding Officer shall decide the time of start of journey and will keep the ballot boxes with him only where he will stay overnight under intimation to Chairman, election Committee. The sealed ballot boxes should reach the office of election Committee latest by 10.00 p.m. next day.
- vi. For such centres mentioned in sub para (v) above, in case of any unforeseen circumstances, if the Presiding Officer is stuck up on the way, he would inform the chairman of election Committee and suitable emergency arrangement shall be made by the election Committee with the help of GS, SBIOA, Patna for safe custody of the boxes and its safe transportation to the office of the Election Committee not later than 10.00 p.m. on the next day.
- vii. In no case, the Presiding Officer will keep the boxes elsewhere without permission of the chairman of the election Committee.
- viii. In any event, the box(es) must be deposited with the Election Committee not later than two days (48 hours from closing time of polling) after the poll.
- ix. The Chairman, election committee shall scrutinize the irregularities at the time of receipt of ballot boxes and other related papers. The Presiding Officer shall give a report along with evident of malpractices. If any, to the Chairman, Election Committee while handing over the ballot boxes.
- xix) The Election Committee shall arrange for proper custody of the ballot boxes pending scrutiny under advice to the General Secretary.

The existing General Secretary, SBIOA, Patna shall make arrangements for proper safe keeping of the ballot boxes and advise the Chairman, Election committee at least 10 days before the date of polling. The General Secretary shall also extend all support to the Election Committee for providing other logistics in this regard.

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- xx) The Election Committee having satisfied itself may order repoll at such centres where malpractices have been reported. Repoll shall be ordered at all centres where either the ballot boxes or the seals have been tampered with. Such repoll should be completed within 15 days.
- xxi) The Election Committee shall arrange for scrutiny of ballot papers by 5 independent observers nominated by them in consultation with the General Secretary on the date and time fixed for the purpose.

However, the Chairman of the election Committee may engage more number of observers for smooth and faster completion of scrutiny and counting process,

- xxii) The Election Committee shall arrange for centre-wise counting of votes on the date following the date when scrutiny of ballot papers is over. For the purpose, they may take the assistance of such members who are not contesting the elections.

A sum of Rs.500/- shall have to be deposited by way of Bank Draft in favour of the Association or by transfer of such amount to SBIOA Account for making request for recounting of ballot papers as non-refundable security amount. Request for recounting can be made within a period of 48 hours from the announcement of result by the Election Committee. Advance copy for request for recounting of ballot papers may be made on email of the Chairman of Election Committee with a proof / evidence of deposit of amount to SBIOA Account (J. No. / Ref. No. etc) provided by the General Secretary, SBIOA, Patna at the time of service of appointment letter to the proposed Chairman, Election Committee.

- xxiii) The observers appointed for scrutiny of ballot papers shall be made observers at the time of counting. However, neither the Election Committee nor the observers will engage themselves in counting. Candidates or their representatives shall not be permitted to be present at the place of scrutiny and/or counting.

- xxiv) The Election Committee shall be competent subject to the provision of these bye-laws to frame guidelines in consultation with the General Secretary for the conduct of election. The election committee is authorized to arrange for scrutiny and counting of ballot papers with the help of computers. The services of OCA may be taken by the election Committee for the purpose of punching and counting of votes. To ensure the system as fool proof, the election committee may devise methods of punching of 1st 2nd or more rounds so that there is no discrepancy in process. The ballot papers may also be suitably provide required number of cages for Central Committee and zonal Committees in which the Serial Number of candidates are printed to help the members to cast their votes in the boxes they desire.

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- xxv) Election shall be held to the respective Committees as per their strength. Member securing the highest number of votes in order of merit shall be declared to have been elected to the respective committees as per their respective composition. Ballot paper containing less or more number of votes than the specified number shall stand cancelled.
- xxvi) No member shall contest for elections to more than one committee simultaneously.
- xxvii) Results of the Election will be notified by way of circular under the signature of the members of the Election Committee, within 24 hours from the time of counting.
- xxviii) Dissolutions of election Committee :

The election committee shall be dissolved after 15 days of formation of the new Central committee or 15 days after recounting of votes, if takes place, whichever is later. All the election materials including the keys of boxes used in election process shall be taken over by the new Central Committee before the date of dissolution of the election Committee.

15. APPEAL AGAINST MALPRACTICES IN ELECTIONS:

Once the Central Committee notifies the composition of Election Committee, the Election Committee will be authorized and empowered to entertain all complaints regarding conduct of elections. The Chairman of the election Committee shall be the Authority to pass necessary orders regarding these complaints in consultation with other two members of the Election Committee. The Election Committee shall interpret the provisions of bye-laws regarding conduct of elections and such orders will be binding on the complainant and the Central Committee. A complaint regarding malpractices, if any, in the election must be advised not later than one hour from the close of polling to the presiding Officer (s) or Election Committee against acknowledgement. All such complaints received will be forwarded by the Presiding Officer (s) or members of the Election Committee to the Chairman within 24 hours of their receipt by them together with comments/reports, if any. The Election Committee will consider all complaints and take appropriate action under advice to the complainant at least 24 hours before the scrutiny of ballot papers. The decision of the Election Committee in this regard shall be final. For the purpose of the above rule dispatch of letter by registered post by the Election Committee shall be deemed to be valid.

16. ELECTION OF OFFICE – BEARERS:

- (a) The newly Elected Central/Zonal Committee shall meet within 14 days from the date of the Triennial General Election Result to elect office-bearers of the Central/Zonal Committee. The first meeting of the newly elected members of the Committee shall be called by the outgoing General Secretary/Zonal Secretary.

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- (b) In case it is not possible for the outgoing Committee to convene the General Council within 7 days of the results of the election to the Central Committee, he shall notify the date of election of office-bearers of the newly elected Central Committee within 21 days of the date of counting. On his failure to do so majority of the newly elected members of the Central Committee may meet at a place, date and time specified to elect office-bearers.
- (c) Elections of office-bearers of Regional and Unit Committees shall be held by secret ballot or by raising of hands as per the desire of the members at a meeting specifically convened for the purpose by the Zonal Secretary. The election shall be conducted by a Chairman, elected for the purpose from amongst members present at the Regional/Unit meeting. The Zonal Committee shall be the sole arbitrator in disputes regarding elections to Regional and Unit Committees.

17. DISPUTE RESOLVING MACHANISM:

- (a) In respect of interpretation/ clarification of these rules of bye-laws, the Central Committee is the competent body to clarify/interpret. All the members should, therefore, take up the matter with Central Committee for any grievance and/or for interpretation of these rules. If the member is not satisfied with the decision of the Central Committee, he can appeal against the decision of the Central Committee to the General Body. In case he is still not satisfied, he can raise a dispute to the Federation against the decision of the General Body. In respect of any dispute regarding conduct of election of Central/Zonal Committee, all the complaints/disputes shall be lodged to the Election Committee during the pendency of election process. If the member is not satisfied with the decision of the Election Committee, he may prefer his appeal to the other forum (Central Committee/General Body) after completion of election process only. All the members will strictly abide by these provisions and violation of these provisions by any member shall be liable to have his name struck off from the Register of membership with the approval of the Central Committee.
- (b) The Courts at Patna only shall have the jurisdiction to hear and pass judgment in respect of any case filed for interpretation of these bye-laws and functioning of the Association and its various Committees against the decision of the Central Committee/General Body and Federation passed earlier in this regard in terms of rule 17 (a).

18. FINANCE:

- (a) The funds of the Association shall vest in the Central Committee who shall open such account(s) with the State Bank of India, State Bank of India Supervising Staff Co-operative Credit Societies Ltd. or any other bank as may be necessary to be operated jointly by any two office-bearers.

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- (b) All moneys received on account of the Association shall be deposited in the Bank. On no account moneys received shall be utilized directly for meeting expenses but all expenditure shall be made by withdrawing funds from the Bank.
- (c) All expenses incurred will be in accordance with rules framed by the Central Committee for the purpose from time to time.

19. OBJECT FOR WHICH THE GENERAL FUNDS CAN BE EXPENDED:

The General Funds of the Association shall not be spent for any other purpose than the following:

- (a) Payment of salaries, allowances and expenses to the office-bearers and employees of the Association.
- (b) Payment of Auditor's fees, if necessary.
- (c) Payment to establishment expenses, including rent, taxes, etc.
- (d) The prosecution and/or defence in any legal proceeding to which the Association or any member thereof is a party, such prosecution or defence is undertaken for the purpose of securing or protecting the interests of the association.
- (e) To conduct the disputes on behalf of the Association or any member.
- (f) Financial assistance to members or their dependants in case of death, old age, sickness, accidents or unemployment.
- (g) Provision of educational, social and other activities for the benefit of members and their dependants.
- (h) Publication of periodical(s).
- (i) The payment in furtherance of any of the objects on which the general funds of the Association may be spent or contributions to any cause intended to benefit Officers in general.
- (j) Any other object, notified by the appropriate Government in the official Gazette, subject to any conditions laid down in such notification and/or as decided by the Central Committee.
- (k) "If any Office Bearer of the SBIOA, Patna Circle is victimized by the Bank for persuing collective action on the call given by the Association or AISBOF & suffers financial loss due to action by the Bank, he will be financially compensated to the extent of loss by the SBIOA. Law expenses, if any, for seeking justice from the Court of law will also be borne by the Association."

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20. The Association's accounting year shall be from April to March next year.

21. INTERNAL AUDIT:

The Accounts of the Association shall be audited by an internal auditor appointed by the General Council from amongst active members of the Circle.

The Internal Auditor, so appointed, will audit the accounts on month to month basis, and submit his monthly report to the General Secretary for information of the Central Committee by the 7th day of the month to which the report pertains. In case of vacancy caused by resignation, transfer, death or on the internal auditor's proceeding on long leave, the Central Committee may appoint an internal auditor for the rest/part of the time from amongst active members of the Association who are not members of the Central/Zonal Committee.

22. EXTERNAL AUDIT:

The accounts of Association shall also be audited annually by auditor(s) elected by the General Council.

23. INSPECTION OF BOOKS:

The books of accounts and membership of the Association shall be open for inspection by any member, provided 15 days' notice in respect thereof is given to the General Secretary. However, these will not be made available for inspection between the dates of notification of ensuring election and formation of the Central Committee after the election.

Normally, Vouchers shall not be made available for inspection unless request for specific voucher is approved by the Central Committee.

24. AMENDMENTS TO BYE-LAWS:

The Bye-laws of the association may be amended, altered, replaced, rescinded or added to at any time by passing suitable resolution by a majority of the members present in the General Council and/or Special General Meeting or through referendum, except amendments in the name of the Association which must be passed as per provision of the Trade Unions Act. 1926.

25. DISSOLUTION:

The Association shall not be dissolved except by a motion passed in accordance with the provision in the Trade Unions Act 1926.



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		Election called for the purpose of election of office-bearers)
14 (xi)	<p>On the day appointed for the purpose, the Election Committee shall open all envelopes containing nomination papers, scrutinise them, and publish a list of valid nominations under their signatures. The list of valid nominations shall be despatched by the Election Committee to all candidates seeking elections by Registered post. Candidates whose nominations are found invalid will be advised the reasons for rejection.</p>	<p>The date of opening of envelopes containing nomination papers and scrutiny thereof, date of publishing of valid nominations papers and date of publication of final valid nominations after withdrawal of the nominations shall be announced separately by the existing Central Committee at the time of fixing the schedule for elections of Central and Zonal Committees.</p> <p>Any candidate who has filed nomination shall be allowed to withdraw their nominations within 3 days from the date of publication of valid nominations. Thereafter, no nomination shall be allowed to be withdrawn.</p> <p>On the day appointed for the purpose, the Election Committee shall open all envelopes containing nomination papers for scrutiny. After scrutiny, the list of valid nominations of candidates for the Central Committee shall be sent by email (on email of the candidates provided by them in their nomination papers) to all candidates whose nominations have been found valid. Likewise, list of valid nominations of all Zonal Committees shall be sent by email (on email of the candidates provided by them in their nomination papers) to all those candidates in the respective Zones whose nominations have been found valid. A copy of the list of valid nominations of Central Committee as well as all Zonal Committee shall be sent to the General Secretary of existing Central Committee to paste that on the notice board of the SBI Officers' Association office.</p> <p>Candidates whose nominations are found invalid will be advised the reasons for rejection by email (on email of the candidates provided by them in their nomination paper.)</p> <p>The security deposit of members withdrawing their candidatures shall not be refunded.</p> <p>The security deposit of members who filed their nominations shall be sent by the Election Committee to existing General Secretary, SBIOA for depositing the proceeds to the account of SBIOA, Patna Circle.</p>
(xii)	<p>Nomination paper received without security deposit shall automatically be treated as cancelled. A minimum gap of 15 days will be maintained from the date of publication of valid nomination and the last date of withdrawal and the date of polling. The security deposit of</p>	<p>Nomination paper received without security deposit shall automatically be treated as invalid.</p> <p>A minimum gap of 15 days will be</p>

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