



State Banks' Staff Union

(Chennai Circle)

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State Banks' Staff Union

(CHENNAI CIRCLE)

Regd.No.883

STATE BANK BUILDING

84, RAJAJI SALAI,
CHENNAI - 600 001

BYE-LAWS & RULES

(As amended upto July 2019)





STATE BANKS' STAFF UNION

(CHENNAI CIRCLE)

Regd. No. 883

BYE-LAWS & RULES

(As amended upto July 2019)

1. The name of the Union shall be "State Banks' Staff Union (Chennai Circle)". It shall in the following bye laws and rules be referred to as the "Union". The Registered Office and Headquarters of the Union shall be within the City of Chennai.

OBJECTS

2. The objects of the Union shall be :

(a) To foster a spirit of co-operation, comradeship and esprit de corps among the Members of the Union.

(b) To organize and unite all employees of the State Bank of India at their Chennai Local Head Office, Administrative Units and at all branches and sub-offices in their Chennai Circle and to regulate the relations of their employees with their employers.

(c) To secure to the Members fair conditions of life and service.

- (d) To try to redress their grievances.
- (e) To try to prevent any reduction of salaries, wages and allowances and, if possible, to obtain an advance, whenever circumstances allow.
- (f) To endeavour to settle disputes between employers and employees amicably so that a cessation of work may be avoided.
- (g) To endeavour to arrange with the employers for provision against sickness, unemployment, infirmity, old age and death and to make such other arrangements as may be feasible.
- (h) To endeavour to secure compensation for Members in case of accidents under Workmen's Compensation Act and in cases of injuries or death sustained while on duty or while acting in the interest of the employers.
- (i) To endeavour to provide legal assistance to Members in respect of matters arising out of or incidental to their employment.
- (j) To endeavour to render aid to the Members during any strike brought about with the sanction of the Union or a Lock-out.
- (k) To endeavour to obtain information in reference to Banking in India and outside.
- (l) To afford opportunities to its Members to acquire Banking knowledge by giving facilities for reading, discussion and publication of approved papers by

Members and others.

- (m) To arrange for lectures, talks, debates etc. by and amongst Members and others on Banking, Mercantile Law, Political Economy and other kindred subjects and also on such other subjects which Members may be interested in.
- (n) To found, if possible, a reading room and Library for the benefit of its Members.
- (o) To edit and publish, if possible, a periodical, voicing, amongst other matters and grievances of the employees and containing matters of interest to them for circulation amongst all Members and employees of the State Bank of India.
- (p) To found, if possible, for the benefit of Members, Clubs and to organise various facilities for sports, recreation and entertainment etc.
- (q) To acquire, purchase, hire, sell or lease whole or part of any building for the furtherance of the objects of the Union.
- (qq) To offer surety or stand as guarantor to any person or organization or body of persons for the furtherance of the objects of the Union.
- (r) To encourage thrift and co-operation and to promote co-operative societies for the benefit of Members.
- (s) To invest the money of the Union not immediately required in such investments as may from time to

time be determined.

- (t) To raise and acquire such money or moneys by subscriptions, levies, donations or loans from Members or other persons as may be determined as may be necessary for the furtherance of the objects of the Union.
- (u) To draw, make, accept, endorse and negotiate cheques, promissory notes, bills of exchange and other negotiable instruments in pursuance of the objects of the Union.
- (v) To co-operate and federate with organizations of labour, particularly those having similar objects in India and outside.
- (w) To help, in accordance with Indian Trade Union Act the working classes in India and outside, particularly those engaged in the banking profession, in the promotion of the objects mentioned in this Rule.
- (x) To take-such other steps as may be necessary to ameliorate the physical, social, economic, civic and political conditions of the Members.
- (y) And 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.
- (z) And in pursuance of the above objects and for attainment thereof, the union may organise centers and / or branches in various localities of Chennai

City and at all places where offices, branches or sub-offices are located both in India as well as outside.

MEMBERSHIP

- 3. Any permanent staff employed in State Bank of India (Chennai Circle) operating within Chennai Circle shall be qualified to become Member of the Union.
- 3(a) To the end of promoting unity and of securing necessary discipline within the Organisation, it refuses all alliances, direct or indirect, with any political parties or anti-political sects and disclaims responsibility for any individual opinion or act which may be at variance with the purposes herein expressed

APPLICATIONS

- 4. Any employee 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 bye-laws and rules 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 in which the application is presented.
- 5. All applications for membership shall be placed before the Central Committee of the Union which shall be competent to accept or reject any application without assigning any reason therefor.

5. (a) All Members shall be simultaneously admitted to State Banks' Staff Union (Chennai Circle) Death-cum-Accident-cum-Retirement Benefit Scheme and a sum of Rs.40/- p.m. out of the subscription shall be appropriated towards Death-cum-Accident-cum-Retirement Benefit Scheme in respect of each Member.

SUBSCRIPTIONS

6. Each Member shall pay an Admission fee and Subscription as follows:

	Admission	Monthly
	Fee	Subscription
Cash / Clerical	Re.1/-	Rs. 100/-
Subordinate & Menials	Re.1/-	Rs. 80/-

REMOVAL

7. The Central Committee of the Union shall be competent to suspend/remove from the Register of Members any Member,
- Who has submitted his resignation in writing or who has revoked his Authorisation to recover his subscription under 'Check off' facility.
 - Who has failed to pay his subscriptions for three consecutive months and or LEVY as and when imposed and such members become ineligible for any form of payment under DARB scheme.
 - Whose conduct in the opinion of the Central Committee is contrary to the interest of the Union and

who has or is likely to bring the Union into contempt or disrepute.

Note :

Bringing the Union into disrepute includes the following in social media :

aggressively criticising or entering into personal arguments with colleagues online;

make defamatory comments about individuals or other groups;

post links or any inappropriate images or other content that are discriminatory or offensive;

giving away confidential information ;

discussing the internal workings of the Union or its future business plans that have not been communicated to the public;

using someone else's images or written content without permission;

failing to acknowledge where permission has been given to reproduce some offensive or derogatory/bullying comments relating to sex, gender, race (including nationality), disability, sexual orientation, religion, belief or age, civil status;

- d) Who fails to attend 3 consecutive General Body Meetings of the Unit without valid reason

8. The President when the Central Committee is not in

session shall have power to suspend any member whose action in his opinion is contrary to the interests of the Union and who has brought or is likely to bring the Union into contempt or disrepute. Such action shall be subject to ratification by the Central Committee at the earliest opportunity.

9. Any person who is removed from membership may be readmitted on such terms and conditions as the Central Committee may deem fit.

a) The suspension of any Member or Members by the President / Central Committee may be revoked on such terms and conditions as the President / Central Committee may deem fit.

10. A Member shall not be removed from membership for misconduct under the clause 7 (c) above unless he/ she has been given a fair opportunity to explain his/her position.
11. A Member who is removed from membership by the Central Committee for misconduct shall have the right of appeal to General Council.

MEMBERSHIP REGISTER

12. The Union shall keep a register of all its Members containing their names and particulars of their place of work, their residence etc.
13. The register shall be open to inspection by any Member of the Union during the hours when the office of the Union is open.

MANAGEMENT

14. The General Members at all the units in Chennai Circle shall elect once in three years from among themselves Delegate(s) on the basis of one Delegate for every 50 Members or a part thereof with the minimum of one Delegate for each unit who shall be the Unit Secretary. If there are two or more Delegates in a Unit the delegate who is elected as such by the unit committee shall be the Unit Secretary.
15. The Central Committee Members of the Union and the delegates elected as per Bye-law No.14 shall form the General Council which shall be the Representative General Body of the Circle Union.
16. A meeting of the General Council shall ordinarily be held once in three years or as soon as thereafter at such place and date as will be decided by the Central Committee. The General Council shall in such meetings transact the following business.
 - a) To adopt General Secretary's Report and Statement of Accounts of the Union.
 - b) To elect Office-Bearers.
 - c) To consider amendments to Bye Laws and other propositions given notice of by units and recommended by the Central Committee and those proposed by the Central Committee.
 - d) To transact such other business as may be approved by the Central Committee of which notice has been given in the Circular convening the

meeting.

- e) To consider other business that may be brought forward with the permission of the Chair.

17. Subject to control and directive of the General Council the Management of the affairs of the Union shall vest in a Committee called Central Committee. This Committee shall consist of

17.1 HEAD QUARTERS

- i) President
- ii) Vice -Presidents (Two)
- iii) General Secretary
- iv) Dy. General Secretaries (Three)
- v) Treasurer
- vi) Asst. Treasurers (Two)

17.2 SUB-OFFICE, CHENNAI - I

- vii) Vice-President at Chennai
- viii) Two Dy. General Secretaries at Chennai
- ix) Dy. General Secretary at branches in Sub-Office Chennai - I
- x) One Committee Member from among the Subordinate staff in Sub-Office, Chennai - I and other offices situated within Chennai Zone - I.

17.3 SUB-OFFICE, COIMBATORE

- xi) Vice-President at Coimbatore
- xii) Two Dy. General Secretaries at Coimbatore
- xiii) Dy. General Secretary at branches in Sub-Office Coimbatore
- xiv) One Committee Member from among the Subordinate staff in Sub-Office Coimbatore.

17.4 SUB-OFFICE, MADURAI

- xv) Vice-President at Madurai
- xvi) Two Dy. General Secretaries at Madurai
- xvii) Dy. General Secretary at branches in Sub-Office, Madurai
- xviii) One Committee Member from among the Subordinate staff in Sub-Office Madurai.

17.5 SUB-OFFICE, TIRUCHIRAPALLI

- xix) Vice-President at Tiruchirapalli
- xx) Two Dy. General Secretaries at Tiruchirapalli
- xxi) Dy. General Secretary at branches in Sub-Office, Tiruchirapalli
- xxii) One committee Member from among the Subordinate staff in Sub-Office Tiruchirapalli.

17.6 SUB-OFFICE CHENNAI - II

xxiii) Vice-President at Chennai

xxiv) Two Dy. General Secretaries at Chennai

xxv) Dy. General Secretary at branches in Sub-Office Chennai Zone - II.

xxvi) One Committee Member from among the Subordinate staff in Sub-Office, Chennai - II and other offices situated within Chennai Zone - II.

17.7 SUB OFFICE SALEM

xxvii) Vice-President at Salem

xxviii) Two Dy. General Secretaries at Salem

xxix) Dy. General Secretary at branches in Sub-Office, Salem

xxx) One Committee Member from among the Subordinate staff in Sub-Office Salem

17.8 TWENTY SIX ASSISTANT GENERAL SECRETARIES

They will be in-charge of their respective Zones, numbering 26 Zones as a whole.

NOTE:

- a) For the posts (i), (ii), (iii), (iv), (v) and (vi) Members working in offices situated at Chennai shall alone be eligible to contest.
- b) For the posts (vii) and (viii) at Sub office Chennai - I,

Members working in offices situated at Chennai under Administration office of Chennai Zone - I shall alone be eligible to contest.

- c) For the posts (ix) Members working in Sub-Office Chennai - I excepting those working in offices situated in Chennai under Administrative Office of Chennai Zone-I shall alone be eligible to contest.
- d) For the posts (xi) and (xii) Members working in offices situated at Coimbatore shall alone be eligible to contest.
- e) For the posts (xiii) Members working in Sub-Office Coimbatore excepting those working in offices situated in Coimbatore shall alone be eligible to contest.
- f) For the posts (xv) and (xvi) Members working in offices situated at Madurai shall alone be eligible to contest.
- g) For the posts (xvii) Members working in offices situated at Sub-Office Madurai excepting those working in Offices situated at Madurai shall alone be eligible to contest.
- h) For the posts (xix) and (xx) Members working in offices situated at Tiruchirapalli shall alone be eligible to contest.
- i) For the posts (xxi) Members working in Sub-Office Tiruchirapalli excepting those working in offices situated at Tiruchirapalli shall alone be eligible to contest.

- j) For the posts (xxiii) and (xxiv) at Sub-Office Chennai - II, Members working in offices situated at Chennai under Administrative Office Chennai Zone-II shall alone be eligible to contest.
- k) For the post (xxv) Members working in Sub-Office Chennai - II excepting those working in offices situated at Chennai under Administrative Office of Chennai Zone-II shall alone be eligible to contest.
- l) For the posts (xxvii) and (xxviii) at Sub - Office Salem, Members working in offices situated at Salem shall alone be eligible to contest.
- m) For the posts (xxix) Members working in Sub-Office Salem excepting those working in Offices situated at Salem shall alone be eligible to contest.
- n) For the posts Assistant General Secretaries only Members in the respective Zones shall be eligible to contest.
- o) For the posts (x), (xiv), (xviii), (xxii), (xxvi) and (xxx) the subordinate staff Members working in any office, situated in the concerned Sub - Office shall be eligible to contest for the posts in the concerned Sub Office.

Sub Note: Sub-Office Chennai - I and Sub-Office Chennai - II include the Administrative offices and Special branches.

The entire General Council shall vote and elect for posts as prescribed in Bye Law 17.1 to 17.7.

The Assistant General Secretaries detailed under Bye-Law 17.8 for the Zones shall be elected only by the Delegates of the respective Zones.

- 17.9** Nominated Representatives one each for SC/ST, Ladies and Ex-servicemen Members.

CIRCLE COMMITTEE

17. (a) Subject to control and directive of the Central Committee there will be a Circle Committee. This Circle Committee shall ensure implementation of the decisions taken at the Central Committee and may also take decisions on policy matters in emergent circumstances which should be reported to the Central Committee at the earliest. This Committee shall consist of Office Bearers at the Head Quarters and at sub offices viz. Vice Presidents, Dy. General Secretaries. The Committee shall meet once in 3 months or as often as necessary.

REGIONAL COMMITTEE

17. (b) Subject to control of the Central Committee the affairs of the Sub Offices of the Union shall vest in a Committee called the Regional Committee. This Committee shall consist of all Office Bearers of the concerned Sub Office (viz. Vice-Presidents, Deputy General Secretaries, including Assistant General Secretaries and Sub-staff Representative)

The General Secretary shall be the Ex-Officio member of all the Regional Committees.

Regional Committees shall meet once in two months or as often as necessary. The General Secretary who is Ex-

Officio Member or any one of the Office Bearers from the Headquarters, as may be decided upon shall necessarily attend the meeting.

17. (c) The Central Committee may, depending on exigencies, co-opt such additional Office Bearers / Committee Members as are necessary which number shall not exceed 7. Such co-option shall be subject to the ratification of the next General Council.
18. The day to day affairs of the Union shall be managed by the Members of the Central Committee in Chennai who may meet as often as necessary.
19. At least 40 days notice shall be given for the Triennial General Council meeting. The notice shall be accompanied by (i) a copy of the audited statement of accounts and (ii) auditor's reports, if any.
20. Units desiring to move any resolution or proposition or amendments to the Bye-Laws at the Triennial General Council Meeting shall give 21 days clear notice thereof to the General Secretary for the consideration of Central Committee.
21. Amendments to Bye-Laws and Resolutions or Propositions given notice of by units in accordance with Bye Law-20 above and recommended by the Central Committee and those proposed by the Central Committee shall be circularised to all the units at least 7 days before the date of the General Council Meeting.
22. Extraordinary General Council Meeting shall be convened by the General Secretary either

i. On the motion of the President

or

ii. On the motion of the Central Committee

or

iii. Within a month from the date of receipt of a signed requisition from atleast 1/3rd of General Council Members stating the purpose of such meeting.

23. At least 7 days notice shall be given for such Extraordinary General Council Meetings specifying the nature of business proposed to be transacted.
24. The non receipt by any Member of the notice convening an ordinary or extraordinary General Council or copies of resolutions and amendments to Bye-Laws to be moved at the meeting shall not invalidate the proceedings of the meetings.
25. The quorum for an ordinary or extra-ordinary General Council Meeting shall be 200 General Council Members. No quorum shall be necessary for a meeting adjourned for want of quorum.
26. The Members of the General Council shall ordinarily hold office for three years or till they are removed by the Members whom they represent or till they are replaced by fresh elections conducted as per the directions of the President / Central Committee.
27. Any Member of the General Council shall be removed by the Unit which he represents from such Council for misconduct or for having acted contrary to the interest of

the Union after giving him a reasonable opportunity to explain his position. His place in the General Council shall be filled up in the manner prescribed under clause (28) below.

28. Subsequent to the Triennial election of delegates to the General Council / Committee Members from the Units, any vacancy caused by death, resignation or removal etc. of any Delegate / Committee Member of the unit shall be deemed to be an interim vacancy and such vacancy shall be filled up by co-option by the respective unit committee.
29. The General Council shall ordinarily take decision on any issues of General importance including direct action.
30. The Office Bearers shall endeavour to advise the Members of the General Council from time to time the current affairs of the union and communicate to them all the decisions of the Central Committee.
31. The Central Committee shall ordinarily meet once in 6 months. Atleast 7 days notice shall be given for such meetings.
32. The quorum for a meeting of the Central Committee shall be 20.
33. It shall be competent for the Central Committee to constitute a Sub-Committee out of the Members of the Central Committee for any purpose that may be specified by the Central Committee. The sub Committee shall, however, be subject to the control of the Central

Committee.

33. (a) It shall be competent for the Central Committee to nominate one Member in the Central Committee from the Members belonging to Scheduled Caste / Scheduled Tribe. The Central Committee shall also nominate one member each in the Central Committee from among the Members belonging to Ex- Servicemen and lady employees respectively.
34. The Central Committee shall be competent to accept donations, gifts etc.
35. Any Member of the Central Committee shall be removed from the said Central Committee for misconduct or for having acted contrary to the interests of the Union provided (i) a reasonable opportunity to explain the position is given to Member concerned and (ii) three fourth of the Members present at the Central Committee meeting vote for such removal.
36. The action of the Central Committee in removing any Office Bearer as provided in Bye law (35) above shall, however, be subject to ratification by the General Council where also the concerned Member shall be given reasonable opportunity to explain his position.
37. All propositions moved at the General Council or Central Committee meeting, when dealing with day to day affairs and or with general issues shall be decided by majority of votes by those present. The President or Chairman of the meeting shall have only the casting vote.
38. Any member of the Central Committee who fails to attend two consecutive meetings without notice of

absence shall be deemed to have vacated his seat in the committee but the Central Committee shall have the right to reinstate him. Meetings that break up for want of quorum shall also be reckoned as meetings.

39. Subsequent to the Triennial Election of Office Bearers any vacancy caused by the death, resignation, retirement or removal of any Office Bearer shall be deemed to be an interim vacancy in the Central Committee and shall be filled up by co-option by the Central Committee.

OFFICE BEARERS ELECTION

40. The election of the Office-Bearers shall be conducted by the Committee strictly in accordance with the rules framed under this Bye-Law. Nominations for the election of all Office Bearers should be called for by the General Secretary 40 days before the date of the General Council Meeting and received in the Union Office 21 days before the General Council Meeting. Each candidate should be proposed and seconded by one Delegate/General Council Member each from two different Units of the Union. The contesting candidates should be notified to branch units through Circulars 7 days before the date of the General Council Meeting.

No Delegate/General Council Member shall propose or second one and the same Member for different posts in the organizational elections and no member shall contest for more than one post in the organizational elections though he might have been duly proposed and seconded for more than one post. If a contesting candidate who had been proposed for more than one

post does not withdraw the other nominations except one, in time, all his nominations shall be treated as invalid.

DUTY OF PRESIDENT

41. The President shall be the Executive Head of the Union and his advice shall be taken in all matters pertaining to the administration of the Union. He shall preside at all meetings of the Union and shall have a casting vote only. The President shall have power to call for special meetings of the Central Committee and the General Council. In cases of emergency requiring immediate action he may adopt such measures as the circumstances may demand and report his action to the Central Committee at the earliest possible opportunity. He shall when necessary visit the various branch centres and touring expenses in such cases be borne by the Union.
42. The Vice-President shall assist the President and act for him in his absence. When there are more than one Vice President, the Central Committee shall decide as to which of them shall act for the President. The Vice President stationed at the respective Sub Office shall preside over the meetings of the Regional Committee.

GENERAL SECRETARY

43. The General Secretary shall act and perform all such duties as are necessary for achieving the objects of the Union. He shall conduct all correspondence, convene all meetings and generally exercise control and supervision over affairs of the Union. He shall prepare at

the close of each year an annual report on the working of the Union for the previous year, showing its activities, progress, financial conditions etc. The draft of the report shall be subject to the approval of the Central Committee before presentation to the General Council. In case of emergency requiring immediate action and in the absence of the President, he may adopt such measures as are absolutely necessary and report his action to the Central Committee at the earliest possible opportunity. The General Secretary may visit branch centres, if necessary, at the expense 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 Trade Union Act.

DY.GENERAL SECRETARIES

Head quarters:

44. The Dy. General Secretaries shall assist the General Secretary and act in his absence. When there are more than one Dy.General Secretary the Central Committee shall decide as to which of them shall act for the General Secretary.

The Sub - Offices

- 44.(a) The Deputy General Secretaries of the Sub Offices will be in charge of the Union's Sub Offices at the respective Administrative Office / RBOs of the Bank and shall discharge their functions and attend to grievances relating to Members in the Zones under the respective Sub-offices in consultation with the General Secretary and Vice-President at the respective Sub

office. They shall also convene the Regional Committee and maintain the minutes thereof.

TREASURER

45. The Treasurer shall receive all moneys payable to the Union by Members and others, shall issue receipt for all moneys received, shall disburse all payments for and on account of the Union, keep accounts and shall take custody of and be responsible for all properties and valuables of the Union.

TWO ASSISTANT TREASURERS

46. The Assistant Treasurers shall assist the Treasurer and act in his absence. When both are available, the Central Committee shall decide as to who amongst them shall act for the Treasurer.

ASSISTANT GENERAL SECRETARIES

47. The Assistant General Secretaries shall look after all affairs of organising the Union in their respective zonal branches in general. They shall visit the branches in their zones as often as necessary. They may contact the Managers of the branches in regard to problems of respective branches which may be settled with the Branch Manager. Any problem which may require contact with the Head Office / Administrative Unit should be attended to through the Union Headquarters / Sub Office concerned. They shall keep the General Secretary and / or Deputy General Secretary as the case may be informed of the developments in the branches of their zone and their organizational work to the Central Committee from time to time.

They may arrange to convene Zonal Conference in their respective zones in consultation with the General Secretary. Funds for the expenses of the Assistant General Secretaries should be obtained from the Union Headquarters either in advance for the approximate amount or by submitting bills. They should not collect subscriptions direct. But, they may collect donations from any individual Member or Unit for specific purposes for which detailed accounts should be submitted to the Central Committee. A sum of Rs.50/- will be placed at the disposal of each Assistant General Secretary to meet any emergent expenses.

- 47.(a) The Committee Members for Subordinate Staff shall assess the grievances of the Subordinate Staff in general and keep the General Secretary/Deputy General Secretary as the case may be, informed of the conditions and grievances of the Subordinate Staff in the Circle/ Sub-office with their suggestions if any for their improvements or ameliorations. They may, when required by the Assistant General Secretaries, visit the branches / centres and their travelling expenses in this regard shall be borne by the Union. They may obtain funds for their expenses either in advance for the approximate amount or by submitting bills. A sum of Rs.50/- each will be placed at their disposal to meet any emergent expenses.

FINANCE

48. The General funds of the Union shall be deposited in a Bank or Banks approved by the Central Committee in the name of the Union. The account with such bank or banks shall be operated jointly by the General Secretary

or one of the Deputy General Secretaries at Chennai with the Treasurer or one of the Assistant Treasurers.

- 48.(a) The General Secretary will be remitting from time to time funds to the Sub-Offices to enable the latter to maintain and run the Sub-Offices. The funds so remitted shall be deposited in a Bank or Banks as approved by the Central Committee in the name of the Union. The accounts with such Bank or Banks shall be operated jointly by any two of the Office Bearers attached to the Sub - office. The balance at anyone time in such accounts shall not exceed Rs. 3,000/-. The Sub-Office Office Bearers concerned will submit every month to the Treasurer at the Headquarters statement of receipts and payments with all relative vouchers.
49. All money received on account of the Union shall be first deposited in the Bank or Banks with whom the Unions' accounts are maintained. On no account moneys received shall be utilized for meeting payments but all expenditure shall be met by withdrawing funds from the Bank or Banks.
50. The Treasurer and the General Secretary shall not at any one time have more than Rs.25000/- in cash with them for meeting current expenses.
51. The general funds of the Union shall not be spent on any other object than the following namely:
- (a) The payment of salaries, allowances and expenses to the Office Bearers and employees of the Union.
 - (b) The payment of expenses for the administration of the Union including Audit of the Accounts of the

general funds of the Union.

- (c) The prosecution or the 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 relations of any Member with his employer.
- (d) The conduct of trade disputes on behalf of the Union or any Member thereof.
- (e) The compensation of Members for loss arising out of trade disputes.
- (f) Allowances of Members or their dependents on account of death, old age, sickness, accidents or unemployment of such Members.
- (g) The issue of undertaking of liability under policies of assurance on the lives of Members or under policies insuring Members against sickness, accident or unemployment.
- (h) The provision of educational, social and other similar benefits for Members and other dependents.
- (i) The upkeep of a periodical published mainly for the discussion of questions affecting employers and employees as such, voicing the grievances of the employees and containing matters of interest to them.
- (j) The payment, in furtherance of any of the objects on

which the general funds of the union may be spent, of contribution to any cause intended to benefit workers and 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 of the gross income which has upto that time accrued to the general funds of the union during that year and the balance at the credit of those funds at the commencement of that year.

- (k) Subject to any conditions contained in the notification, any other object notified by the appropriate Government in the official Gazette.

- 52. 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.

ACCOUNTING YEAR

- 53. The Union's accounting year shall be the year ending with the 31st December
- 54. The accounts of the Union shall be audited annually 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.
- 55. The accounts of the union shall also be audited each year by an Honorary Auditor elected by the General Council at its Triennial Meeting from among the members.

INSPECTION OF BOOKS OF ACCOUNTS

56. The books of accounts of the union shall be open for inspection by any member of the union at the Headquarters of the Union during the hours when the office of union is open.

MISCELLANEOUS AMENDMENTS TO BYE-LAWS

57. The Bye-Laws of the union may be amended, altered, replaced, rescinded or added to at any time by majority of Members present at General Council Meeting.
58. The Central Committee shall have the right to frame and / or amend rule under any of the Bye-Laws and implement them. This shall, however, be subject to ratification by the General Council at its next meeting.

58(a) SETTLEMENT OF INTERNAL DISPUTES

- (i) Disputes involving Union members or its office-bearers shall be made in writing and submitted to the General Secretary who shall undertake to have their differences amicably settled.
- (ii) In the event of failure to settle the dispute amicably, the General Secretary shall pass on the dispute to the Sub-committee which shall undertake to investigate or hear the case on the merits.
- (iii) The Sub-committee shall request the respondent within Five days from the date of the aforementioned confrontation of the parties to reduce their answers in writing. Thereafter, both sides shall be entitled to a hearing.

- (iv) After proper evaluation of evidence submitted, the Committee shall render its written decision on the dispute within five working days from termination of the hearing to the General Secretary for further action.
- (v) No Member shall resort to legal proceedings involving the Union, without resorting to the procedure evolved above and in the event of any such member(s) fails to adhere to the above procedure, the same will be viewed as the said member(s) have indulged in subversive of discipline and expose themselves for disciplinary proceedings.

58(b) INTERPRETATION OF RULES

In case a dispute should arise as to the correct interpretation of Rules or as to Union matters, not covered by the above Rules, the Central Committee shall determine the dispute.

DISSOLUTION

59. The Union shall not be dissolved except by a motion passed by two-thirds majority of Members present at a General Council Meeting of the union, expressly convened for the purpose provided the members present shall constitute a majority of the total members of the General Council on the rolls of the union. The funds of the Union after meeting all the liabilities shall be disposed of in accordance with the decision of the dissolution meeting.

RULES

In exercise of the power conferred under Bye-Law No. 58, the Central Committee at its meeting held at Madras on the 4th Day of August 1963, is pleased to frame the following rules.

1. DEFINITIONS

In these rules unless the context otherwise requires 'Union' shall mean the State Banks' Staff Union (Chennai Circle). Bye-Laws shall mean the Bye-Laws of the union.

Office Bearers shall have the meaning assigned to it in Bye-Law 17.

Central committee shall mean the Central Committee of the Union

2. MEMBERSHIP, ADMISSION AND REMOVAL

- i) Application for membership shall be in Form K.
- ii) On receipt of an application on the prescribed form accompanied by the prescribed fee, from a person eligible to become member under the Bye-Laws, the General Secretary shall provisionally admit the applicant to the membership of the union.
- iii) The General Secretary shall place all such applications with his recommendations, before the Central Committee for approval at the earliest possible opportunity.

- iv) The Central Committee shall have the right to reject any application and on its doing so the membership of the application shall cease to ab initio.
- v) A member against whom action under Bye-Laws 7(b) and (c) is proposed to be taken shall be given notice specifying in brief the reason for the proposed action. The Member may explain his / her position in writing, which shall be placed before the Central Committee.

3 MANAGEMENT AND ORGANISATION

- a
 - i) **Units:** Members of the Union at each place, where branch or the Local Head office of the Bank is established or may be opened hereafter, shall constitute a unit of the union.
 - ii) **Zones:** The totality of the units in each Regional Business Offices of the Bank shall for the purposes for organization be grouped under Zone. The basis of the grouping shall be membership cum units. The Central Committee shall, however, take into account the geographical contiguity, transport facility and any other relevant circumstances for the purpose of grouping.
 - ii) **(a) Sub-Offices:** The totality of zones shall for the purposes of organization be grouped under Sub-Offices. The basis of the grouping shall be membership cum units. The Central Committee shall, however, take into account the geographical contiguity, transport facility and any other relevant circumstances for the purpose of grouping.

- iii) The Central Committee shall be the Working Committee of the Union responsible for evolving and shaping the policies and ensuring implementation of the decision taken at the General Council. The Central Committee shall have control over the Circle Committee and Zonal Committees of the union. The Central Committee shall be competent to amend, alter, rescind or replace schedule I by a resolution passed at its meeting by 2/3rd majority.
- iv) Each Zone shall be in charge of an Assistant General Secretary referred to in Bye-Law No.17.8. The Assistant General Secretary shall look after all affairs of organizing the union in their respective Zonal units in general. They shall visit the units in their zones as often as necessary. They shall settle the problems if any in their respective zones through the union Head Quarters/Sub Offices concerned. They shall keep the General Secretary and/or the concerned Deputy General Secretaries as the case may be informed of the development in the units of their zones. They should submit a report regarding the units in their zone and their organizational work to Central Committee from time to time.
- v) All the members of a Unit shall form the General body of that Unit.
- vi) The day to day management of the affairs of the units with membership less than 200 shall vest in a Unit committee consisting of not less than 3 and not

more than 5 Members as under :

- a) Delegates to the Conference as provided in Bye-Law 14.
- b) Such additional Members as may be necessary among whom one must be from the subordinate comrades.
- vii) The day-to-day management of the affairs of units with membership exceeding 200 shall vest in a Unit Committee consisting of the Delegates elected under Bye-Law 14.
- viii) The Unit Committee shall elect one of the Delegates as the Unit Secretary of the Unit. Where there is only one Delegate in Unit such Delegate shall be the Unit Secretary.
- ix) The elections to Unit Committee shall be conducted in the manner prescribed under Rule 5.
- x) The Unit committee shall look after the interests of the Members of the Unit. They shall keep the Assistant General Secretary concerned posted of all the developments at the unit affecting the interests of the Members of the organization. All matters on which representations at the Head Office / Administrative Unit level are necessary, shall be referred to Headquarters / Sub office of the Union, who shall deal with the same in appropriate manner. For any concerted action at the unit level the Unit Committee / Unit Secretary shall obtain prior approval of the Headquarters of the Union.

- xi) The Unit committee shall also be responsible for collection of the subscription and/or other levies from the members, maintenance of proper accounts, and the remittance of the collections to the Union.
- xii) Subject to Bye-Law No.51 the expenses for conducting the affairs of the local unit shall not be a charge on the General Funds of the Union. However, the units committee may have such local expenses met by the Members from time to time.
- xiii) It shall be the duty of the Unit Committee to receive applications for membership and forward the same to the General Secretary.
- xiv) The General Body of the Unit shall meet atleast once in six months and the Unit Committee shall meet every month for purpose of rule (xi) and (xii) above.
- xv) The Unit Secretary shall ordinarily convene all the meetings of the unit committee and the general body.
- xvi) The Extra Ordinary general body meeting of the unit shall be convened by the Unit Secretary
 - 1. on the motion of the Unit Committee
 - or
 - 2. on receipt of a requisition in writing signed by atleast 50% of ordinary members.

- xvii) The quorum for the unit General Body, Extraordinary General Body and the Unit Committee Meetings shall be 1/3, 2/3, and 1/2 respectively of the Members of the respective bodies. No quorum is necessary for a General Body or Extraordinary General Body which was adjourned for want of quorum.

Note : Rule 3 (ii) (a) added at the 35th General Council Meeting - March 2013

4) ELECTIONS OF OFFICE BEARERS

- i) The outgoing Central Committee shall be responsible for the conduct of the elections, provided that the Central Committee may appoint an Election Sub Committee for the purpose.
- ii) The President shall nominate a committee consisting of members from among the non contesting Members of the General Council for the conduct of the Elections at the General Council Meeting and their decision on all matters shall be final.
- iii) The Central Committee shall fix the date for the Triennial General Council meeting.
- iv) Notice calling for the nominations shall be issued by the General Secretary, atleast 40 days before the dates fixed for the polls.
- v) The nomination shall be in Forms L&M and shall be proposed and seconded by one Delegate / General Council Member each from two different units of the Union as prescribed under Bye-Law 40.

- vi) A list of valid nomination shall be notified to the Branch units 12 days before the polls.
- vii) The candidates shall be permitted to withdraw their nominations within 4 days of the notification of the list or the period extended upto 10 days as may be decided by the Central Committee.
- viii) The counting shall commence immediately after completion of the polling.
- ix) In case of a tie, lots shall be cast to decide the successful candidate.
- x) Voting shall be in person. Neither proxy nor postal is allowed.
- xi) The candidates shall be permitted to be present either in person or through a representative, at the time of opening of the ballot boxes and counting.
- xii) The list of voters shall be open for inspection by the Member atleast 7 days before the election.
- xiii) Only Members from the Units situated in Chennai shall be eligible to contest for offices (i), (ii), (iii) (iv), (v) and (vi) under the Bye-Law No-17.1.
- xiv) Only Members from Units situated in Sub-Office Chennai - I (under the administrative office of Chennai Zone - I) shall alone be eligible to contest for Offices (vii) and (viii) under the Bye-Law 17.2.
- xv) Only Members from Units from Sub-Office Chennai - I (excepting those working in offices situated at

- Chennai under Administrative Office of Chennai Zone - I) shall be eligible to contest for office (ix) under Bye-Law No.17.2
- xvi) Only Members from Units in Coimbatore shall be eligible to contest for the posts (xi), and (xii) under Bye-Law No.17.3.
- xvii) Only Members from Units in Sub-Office Coimbatore (excepting those working in offices situated at Coimbatore) shall be eligible to contest for the post (xiii) under Bye-Law No.17.3.
- xviii) Only Members from units in Madurai shall be eligible to contest for the posts (xv) and (xvi) under Bye-Law No.17.4.
- xix) Only members from units in Sub-Office Madurai (excepting those working in offices situated in Madurai) shall be eligible to contest for the post (xvii) under Bye Law No.17.4.
- xx) Only members from units in Tiruchirapalli shall be eligible to contest for the post (xix) and (xx) under Bye-Law No.17.5.
- xxi) Only Members from units in Sub-Office Tiruchirapalli (excepting those working in offices situated at Tiruchirapalli) shall be eligible to contest for post (xxi) under Bye-Law No.17.5.
- xxii) Only Members from the Units situated in Chennai under Sub-Office Chennai - II (under the Administrative Office of Chennai Zone - II) shall alone be eligible to contest for Offices (xxiii) and

(xxiv) under the Bye-Law 17.6.

xxiii) Only Members from Units from Sub-Office, Chennai-II (excepting those working in offices situated at Chennai under administrative office of Chennai Zone-II) shall be eligible to contest for offices (xxv) under Bye-Law 17.6.

xxiv) Only Members from Units in Salem shall be eligible to contest for the posts (xxvii) and (xxviii) under Bye-Law No.17.7.

xxv) Only Members from Units in Sub-Office Salem (excepting those working in offices situated at Salem shall be eligible for the post (xxix) under Bye-Law No.17.7.

xxvi) Only Members of the Subordinate staff working in any office situated in the Sub office concerned shall be eligible to contest for post in the Sub office concerned for the posts (x), (xiv), (xviii), (xxii), (xxvi) and (xxx) under Bye-Law No.17.

Note: Sub-Office Chennai - I and sub Office Chennai-II Offices include the Administrative offices and Special branches.

xxvii) The entire General Council shall vote and elect for posts as prescribed in Bye-Laws 17.1 to 17.7.

xxviii) The Assistant General Secretaries detailed under Bye-Law No.17.8 for the Zones shall be elected only by the Delegates of the respective Zones.

5. ELECTION - UNIT COMMITTEE

- i. The outgoing Unit Committee shall be responsible for the conduct of elections.
- ii. The Central Committee shall fix the last date for the election of Unit Committees.
- iii. Notice calling for the nominations shall be issued by the Unit Secretary atleast 10 days before the date fixed for the polls.
- iv. The nomination shall be in Form N and shall be proposed and seconded by two different members.
- v. A list of all valid nominations shall be notified to the Members 3 days before the polls.
- vi. The candidates shall be permitted to withdraw their nominations within 2 days of the notification of the list.
- vii. The counting shall commence immediately after the completion of the polling.
- viii. In case of a tie, lots shall be cast to decide the successful candidate.
- ix. The voting shall be in person. Neither proxy nor postal is allowed.
- x. The candidate shall be permitted to be present either in person or through a representative at the time of opening of the ballot boxes and counting.
- xi. The list of voters shall be open for inspection by the

Members atleast 7 days before the election.

- xii. At Unit where Unit Committee is not formed or for any reasons is unable to conduct the elections, the Central Committee or the President when the former is not in session, shall appoint the General Secretary, the Assistant General Secretary, or Unit Secretary of a nearby Unit or a member of the same Unit to conduct the elections.

6. DISQUALIFICATION

- i. Members whose action attract any of the clause under Bye-Law No.7 shall not be eligible to contest or vote and/or propose or second a nomination in any organisational elections.
- ii. Members who failed to pay the levy/subscription in the normal course as and when called upon by the Union shall not be eligible to vote or contest and/or propose or second a nomination in any organisational elections.
- iii. Members who fail to pay levy shall not be eligible to participate in the deliberations/discussions of any meeting of the Union until such time the levy is paid by them.

APPENDIX I [SEE RULE 2 (I)] ADMISSION FORM FORM K

No.

Place :

Date:

The General Secretary,
STATE BANKS' STAFF UNION (CHENNAI CIRCLE)
Chennai -600 001.

Dear Sir,

I request you to enlist me as an ordinary Member of the Union and remit herewith the admission fee of Re. 1/- (Rupee One only) and a sum of Rs..... being subscription for the month of

I have read the Bye-laws and Rules of the Union and I will abide by them as amended from time to time.

Full Name (in block letters).....

Designation.....

Salary Rs.

Department or Branch.....

Residential Address.....

Remarks / Recommendation

Yours faithfully,

Unit Secretary

Unit.....

Signature of applicant.

APPENDIX II
[SEE RULE 3 (xi)]
FORM A

Unit

Monthly statement showing particulars of Members and amount collected for the month of20

Sl.No.	Name of Member	Designation	Amount Paid Rs.	Subscription for the month of
1	2	3	4	5

IMPORTANT NOTE: ADDITIONS / DELETIONS, if any, during the month in the list of Members (eg. New Members/transferred from : Branches/transferred to Branch) should invariably be explained. In case of new Members, relative application forms duly filled in and signed by them should be forwarded along with this statement

FORM B

Statement of income & expenditure for the month of

1. Total amount i.e. Total of Statement 'A' Rs.
2. Less amount Spent/retained locally Rs.
3. Net amount remitted by MT on Rs.

Enclosures Vouchers

NOTE: All expenditure should be supported by vouchers

Unit Secretary

APPENDIX III
NOMINATION FORM L

(SEE Rule 4 (xiii) (xv) (xvii) (xix) ...

For Offices (i) to (vii) (ix) (xi) (xiii) (xv) (xvii) (xix) (xxi)

(xxiii) (xxv) (xxvii) (xxix) (xxxi) & (xxxii)

Under Bye Law 17

I propose.....(in block letters) of
.....Unit as a Candidate for the office of
.....(Name of office with relative No.)
of the State Banks' Staff Union (Chennai Circle) for the Triennial
period 20 -20

Signature of Proposer

(General Council Member/DelegateUnit)

Date	Name of Proposer	Designation	Branch	Department
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I SECOND THE ABOVE PROPOSAL

Signature of Secunder

(General Council Member/DelegateUnit)

Date	Name of Proposer	Designation	Branch	Department
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NOMINEE'S CONSENT

I do hereby give my consent to the above nomination

Place :

Date :

Signature of the Nominee

Note:

1. Nomination should be sent in sealed cover superscribed "NOMINATION"
2. Only members from the city where Head Office/Administrative Unit is located shall be eligible for the nomination
3. Proposer and secunder shall be Delegate / General council Member from two different units.
4. No Delegate /General council member shall propose or second one and the same Member for different posts in the organisational elections.
5. No member shall contest for more than one post in the organisational elections.

APPENDIX IV NOMINATION FORM M-1

(SEE Rule 4 (xiv) (xvi) (xviii) (xx)
For Offices (viii) (x) (xiv) (xvi) (xx) (xxii) (xxvi) (xxviii)
Under Bye Law 17

I propose.....(in block letters) of
.....Unit as a Candidate for the office of
.....(Name of office with relative No.)
of the State Banks' Staff Union (Chennai Circle) for the Triennial
period 20 -20

.....
Signature of Proposer

(General Council Member/DelegateUnit)

Date	Name of Proposer	Designation	Branch	Department
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I SECOND THE ABOVE PROPOSAL

.....
Signature of Secunder

(General Council Member/DelegateUnit)

Date	Name of Proposer	Designation	Branch	Department
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NOMINEE'S CONSENT

I do hereby give my consent to the above nomination

Place :

Date :

.....
Signature of the Nominee

Note:

1. Nomination should be sent in sealed cover superscribed "NOMINATION"
2. Only members from the respective Administrative Units excepting those working in offices situated in cities Administrative Unit is located shall be eligible for the nomination.
3. Proposer and seconder shall be Delegate/ General Council Member from two different units.
4. No Delegate / General Council Member shall propose or second one and the same Member for different posts in the organisational elections..
5. No member shall contest for more than one post in the organisational elections.

APPENDIX V NOMINATION FORM M-2

(SEE Rule 4 (xxiii)
For Offices of Assistant General Secretaries
Zone (i) to (xxiii) Under Bye-Law 17.7)

I propose(in block letters)
ofUnit as a candidate for the office of
Assistant General Secretary (Zone No.....) of the
State Banks' Staff Union (Chennai Circle) for the Triennial period 20
-20

.....
Signature of Proposer

(General Council Member/DelegateUnit)

Date	Name of Proposer	Designation	Branch	Department
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I SECOND THE ABOVE PROPOSAL

.....
Signature of Secunder

(General Council Member/DelegateUnit)

Date	Name of Proposer	Designation	Branch	Department
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NOMINEE'S CONSENT

I do hereby give my consent to the above nomination

Place :

Date :

.....
Signature of the Nominee

Note:

1. Nomination should be sent in sealed cover superscribed "NOMINATION"
2. Only members from the office / branch within the respective zones shall be eligible for the nomination.
3. Proposer and seconder shall be Delegates / General council Member from two different units in the same zone.
4. No member shall contest for more than one post in the organisational elections.

APPENDIX VI FORM M-3

(SEE Rule 4 (xxi)
For Offices (xii) (xviii) (xxiv) (xxx)
Under Bye Law 17)

I propose.....(in block letters) of
.....Unit as a candidate for the office
of CENTRAL COMMITTEE MEMBER AMONG
SUBORDINATE STAFFSub office
of the State Banks' Staff Union (Chennai Circle) for the Triennial
period 20 -20

.....
Signature of Proposer

(General Council Member/DelegateUnit)

Date	Name of Proposer	Designation	Branch	Department
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I SECOND THE ABOVE PROPOSAL

.....
Signature of Secunder

(General Council Member/DelegateUnit)

Date	Name of Proposer	Designation	Branch	Department
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NOMINEE'S CONSENT

I do hereby give my consent to the above nomination

Place :

Date :

.....
Signature of the Nominee

Note:

1. Nomination should be sent in sealed cover superscribed "NOMINATION" ..
2. Only sub-staff members from the respective Sub-Office shall be eligible for nomination (Chennai Sub-Office include the administrative unit and special branches).
3. Proposer and seconder shall be Delegate/ General council Member from two different units.
4. No member shall contest for more than one post in the organizational elections.

APPENDIX VII FORM N (SEE RULE 5 (iv))

Ido hereby propose
.....for election to the post
of Member of the General Council of the Union / Member of the Unit
Committee.

.....
Signature of Proposer

Date	Name of Proposer	Designation
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I SECOND THE ABOVE PROPOSAL

.....
Signature of Secunder

Date	Name of Proposer	Designation
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NOMINEE'S CONSENT

I do hereby give my consent to the above nomination

Place :

Date :

.....
Signature of the Nominee

FORM C

CERTIFICATE OF REGISTRATION OF TRADE UNION

No. 883

It is hereby certified that the Imperial Bank of India Indian Staff Union, Madras Circle has been registered under the Indian Trade union Act, this 25th day of September 1948.

Sd/-.....

Registrar of Trade Unions for the
Presidency of

Madras

R No.883

Certified that the change of name of the union as "The State Bank of India Staff Union, Madras Circle" has been registered under the Trade Union Act, 1926 this 7th day of April 1956.

Sd/-

Registrar of Trade Unions for the
State of Madras

R No. 883

Certified that the change of name of the union as "The State Banks' Staff Union (Madras Circle)" has been registered under the Trade Union Act, 1926 this 19th day of September 1972.

Sd/-.....

Addl. Registrar of Trade Unions for the
State of Tamilnadu

R No.883

Certified that the change of name of the union as "The State Banks' Staff Union, (Chennai Circle)" has been registered under the Trade Union Act, 1926 this 31st day of May 1997.

Sd/-.....

Addl. Registrar of Trade Unions
Chennai 600 006.