

CORPORATION BANK RETIRED OFFICER'S ASSOCIATION (R)

(A wing of CBOO)

RULES AND BYE LAWS

RULE – I. NAME OF THE ASSOCIATION:

The name of the Association shall be “**Corporation Bank Retired Officers' Association**”.

RULE – II. REGISTERED OFFICE:

The Registered Office of the Association shall be situated in Mangalore at CBROA Centre, S. No. 6, 2nd Floor, Meridian Guru Palza, Bejai Church Road, Mangalore – 575 004, for the present.

(As amended by the general body meeting held on 06-02-2006)

RULE – III. AIMS AND OBJECTIVES:

The aims and objects of the Association shall be:

- a) To organize and unite the retired officers of Corporation Bank.
- b) To secure the members fair conditions of life and socio-economic justice.
- c) To redress grievances of members.
- d) To ensure improvement in pensionary and other benefits to its members and obtain it from Corporation Bank or any other institution like Reserve Bank of India, Indian Banks' Association or Government of India etc.
- e) To negotiate and endeavor to settle disputes between management of Corporation Bank and its members amicably.
- f) To endeavor to arrange with the management of the Bank for provision against sickness, hospitalization / medical disability, infirmity, old-age and death.
- g) To endeavor to provide legal assistance to members in respect of matters arising out of or incidental to their retiral packages.
- h) To take such other steps as may be necessary to improve the social, economic and civic conditions of its members / families.

- i) To co-operate, co-ordinate and affiliate with organizations particularly those having similar objects in India and outside.
 - j) To edit and publish periodical(s) for the purpose of dissemination of knowledge and information.
 - k) To encourage thrift and co-operation and to promote co-operative societies for the benefit of members.
 - l) To invest the money of the Association not immediately required, in such investments as may, from time to time, be determined by the Central Committee.
 - m) To raise and acquire such money or monies by subscriptions, levies, donations, subsidies from Government or others, old age benefits, gifts or loans from members / other persons and / or agencies as may be determined by the Central Committee.
 - n) To secure participation in the Management and to lay down a Code of Conduct for observance.
 - o) To promote education, science, literature or fine arts, **health and welfare*** etc., through effective participation or in collaboration with others or through sponsoring such institutions for furtherance of such causes.
- (* As amended in General Body meeting held on 28th January, 2018).
- p) Generally to do all such acts, matters and things as may be necessary, incidental to the conduct and the attainment of the above objects or any of them.
 - q) The income and / or profit of the Association shall be utilized for furtherance of its objectives and shall not be distributed among its members or anybody.

RULE – IV. DEFINITIONS:

In these rules and byelaws unless there is anything repugnant to the subject or context:

- a) **“The Association”** means Corporation Bank Retired Officers’ Association.
- b) **“Bank”** means Corporation Bank.

- c) **“Financial Year”** means the year commencing with 1st day of April and ending with 31st day of March every calendar year.
 - d) **“Management”** means management of Corporation Bank Retired Officers’ Association.
 - e) **“Member”** means the member of the Association whose name is found on the rolls of the Association. **“Associate Member”*** means a spouse of a deceased members of the Association who is admitted as Associate Member of the Association*.
- (*as amended by the General Body Meeting held on 28-01-2018).
- f) **“Retired Officer”** includes officers retired on superannuation, or on voluntary retirement, or compulsorily retired under any other provisions under the Service Regulations of the Bank.
 - g) **“Year”** means the financial year of the Association.

RULE – V. MEMBERSHIP:

a) Eligibility:

Any retired officer of the Bank shall be eligible to become a member of the Association.

A spouse of a deceased members of the Association is eligible to become an Associate Member of the Association.*

b) Admission of Member / Associate Member:

Any retired officer of the Bank or any spouse of a deceased Member, desirous of becoming a Member / Associate Member respectively shall apply to the General Secretary in writing in such form as may be prescribed by the Central Committee and shall remit the prescribed membership fee provided he/ she agrees to abide by the rules and bylaws of the Association in force from time to time.*

The General Secretary may provisionally admit the applicants for membership of the Association from time to time and place them before the next meeting of the Central committee.

The Central Committee may accept the applications to the membership of the Association or reject all or any of the applications. In the event of rejection of any application(s), the reasons for such rejection(s) be recorded in the minutes book and such rejection of the Central Committee shall have approval of 2/3 majority of its members present.

(*as amended by the General Body Meeting held on 28-01-2018)

c) Membership Fees:

Every member shall pay to the Association a membership fee of **Rs.3,500/- (Rupees Three thousand five hundred only) effective from 01/03/2018***.

Every Associate Member shall pay to the Association an Associate Membership fee of Rs.1500/- (Rupees One Thousand Five Hundred only)*

(*As amended by the general body meeting held on 28-01-2018).

d) Cessation of Membership:

The membership shall cease –

- 1) By death
- 2) By resignation in writing to the General Secretary who shall place the same before the next Central Committee Meeting for record and acceptance or otherwise by Central Committee.
- 3) On removal of member from the membership of the Association as provided in this bye-laws.

e) Liability of the members:

The liability of the members is limited to the extent of subscribed shares only.

f) Removal of Membership:

If the Central Committee, on consideration of a report received from the General Secretary on the acts of commission and omission on the part of any member, comes to the conclusion that it is prejudicial to the interest of the Association to permit such individual to continue his/her membership of the Association, the Central Committee may resolve to expel or

remove such a member from the Association by 2/3 majority of the members of the Central Committee present at the meeting. The Central Committee, before taking such decision, shall give an opportunity to the member concerned to submit an explanation. If the member so expelled or removed feels aggrieved, he shall have a right to appeal to the General Body at its next General Meeting provided he/she gives notice in writing to the General Secretary within 30 days from the date of expulsion or removal, of his intension to do so. A member who is so expelled or removed shall not be readmitted for a period of 2 years from the date of expulsion or removal.

g) Register of Membership to be maintained at the Registered Office:

The Association shall maintain at its Registered Office, a Register of Members including office bearers of the Association wherein the full name and address of the member shall be entered including any other particulars which the Central Committee deems necessary.

A member of the Association may, on obtaining prior permission from the General Secretary in writing, inspect the Register of Members and books of accounts at the Registered Office of the Association on such day and at such time as may be prescribed by the General Secretary.

RULE – VI – MINUTES BOOK:

The Association shall maintain Minutes Book wherein shall be recorded the minutes of the Central Committee and the minutes of the General Body and Extra – ordinary General Body Meeting of the Association.

RULE – VII – MANAGEMENT OF THE AFFAIRS OF THE ASSOCIATION:

The Management of the Association shall vest in –

- (1) General Body
- (2) Central Committee

1) General Body:

a) General Body shall meet periodically and the interval between two meetings shall not exceed three years. 21 days clear notice shall be given to the members for every meeting specifying the place, the date and the time of such meeting together with the agenda for the same. However, non-receipt of the notice by the members or others shall not by itself void the proceedings of the Meeting. Such notice shall also be displayed in the Notice Board of the Association.

b) The agenda for the General Body Meeting shall be:

- 1) To adopt the reports of the working of the Association.
- 2) To adopt annual audited statements of accounts.
- 3) To appoint auditors and to fix their remuneration.
- 4) To elect the office bearers and the members of Central Committee and
- 5) To transact such other business as may be brought before it as provided by the rules and bye-laws or with the permission of the chair.

2) Extra – ordinary General Meetings:

a) The Central Committee *suo moto* may or on a written requisition received from not less than 2/3 of the members on the rolls of the Association, shall call an Extra – ordinary General Meeting of the Association to transact any business set out by the requisition for the Extra – ordinary General Meeting.

b) If within 60 days of the receipt of the notice from the requisitionists, the General Secretary / President fails to convene the Extra – ordinary General Meeting as demanded, the requisitionists shall give the notice of not less than 21 (twenty one) clear days of the proposed Extra- ordinary General Meeting to all the members of previous General Body Meeting and shall hold such meeting at such time and at such place as may be determined by the requisitionists and the proceedings

of such meeting shall be binding on the Association. However, non-receipt of notice by any member or others by itself shall not void the proceeding of the meeting.

3) Quorum for General Body / Extra-ordinary General Meeting:

The Quorum for General Body / Extra-ordinary General Meeting will be 20 members. If within ½ an hour of the time fixed for the meeting, no quorum is present the meeting shall stand adjourned and reconvened after an hour on the same day at the same place and the agenda fixed for the original meeting shall be discussed and disposed of. No quorum is necessary for the meeting adjourned for want of quorum.

4) Business to be discussed at General Body/Extra-Ordinary General Meeting:

At General Body Meeting no business other than what is set out in the notice calling for the meeting shall be transacted except the following:

Any business or resolution of which written notice has been given by any member so as to reach the General Secretary at least seven days before the date fixed for the meeting provided that member who has given such notice is personally present at the meeting.

At the Extra-ordinary General Meeting no business other than what is stated in the notice given by the requisitionists shall be transacted.

5) Constitution of General Body:

The General Body of the Association shall consist of Central Committee Members including office bearers and other members. **However, an Associate Member shall not be eligible to be part of the General Body*.**

(*As amended in the General Body meeting held on 28-01-2018)

6) Right to Vote:

Every member present at the meeting shall have one vote and all matters except for which special provision is made in

the bye-laws, shall be decided by simple majority. In case of equality of votes on any subject, the President shall have the casting vote.

7) Removal of Office bearers of the Association:

Any office-bearer of the Association may be removed by passing a vote of confidence by 2/3 majority of the members present at the General Body / Extra-ordinary General Meeting provided that the office bearer concerned is given an adequate opportunity to defend his / her conduct. If the said office bearer demands a personal hearing, he / she shall be given an opportunity to address the meeting on the subject matter of the show-cause notice served on him / her.

The General body shall also take the views of the General Secretary before a final decision is taken on the subject.

8) Constitution of Central Committee:

8.1 The Central Committee shall consist of -

- a) President
- b) Vice President
- c) General Secretary
- d) Deputy General Secretary
- e) Treasurer
- f) Assistant Treasurer***
- g) Fourteen Members***

duly elected by the General body from among the members present.

(*As amended by the General Body Meeting held on 28-01-2018).

8.2 The Corporation Bank Officers' Organization shall send one of their office bearers to be an Ex-Office member in the Central Committee of the Association for a period of three years from the date of such selection.

(As amended by 4th General Body Meeting held on 13-02-2000).

8.3 Terms of Central Committee:

Terms of the members of Central Committee shall be for a period of three years.

9) Central Committee to meet once in four months*:

The Central Committee shall meet at least once in four months at such day and place and time as may be determined by the General Secretary in consultation with the President and dispose of all matters brought up before it by the General Secretary and any other matter, the notice of which is given by any member of the Association.*

The General Secretary shall give to every member of Central Committee 7 days' clear notice of the meeting.*

(* As amended by the General Body Meeting held on 28-01-2018)

10) Quorum of Central Committee*:

The presence of 50 percent of the members of the Central Committee shall constitute a quorum for meetings of the Committee.

If no quorum is present, the meeting shall be adjourned for ½ an hour and thereafter the members present shall assemble at the same place and venue and discuss and dispose of the agenda fixed for the meeting.

7 days' notice shall be given for the meetings of the Committee, but an adjourned meeting will require no quorum as above.

Any office bearer or member of the Central Committee who absents himself without leave granted by the President, consecutively for 3 meetings, shall cease to be an office bearer or member of the Central Committee. The vacancy so caused may be filled up by co-option.*

(*As amended in the General Body meeting dated 28-01-2018).

11) All matters to be decided by the majority of votes:

Every member shall have one vote. All matters brought before the Central Committee shall be decided by the Committee on

the basis of simple majority except otherwise provided for in the bye-laws. The President shall have one vote and in case of equal division of votes, he shall have a casting vote.

12) The Central Committee to carry on the affairs of the Association:

Subject to these regulations and directions given by the General Body from time to time and the resolutions of the Central Committee passed from time to time, the Central Committee shall carry on the affairs of the Association and shall have the power to do the following among other things.

a) Admission of Membership / Associate Membership:

To accept or reject any application(s) for membership/ Associate membership made by any retired officer of the Bank or a spouse of the deceased member respectively, as provided for in the rules and bye-laws of the Association.

b) Authorization to open Bank accounts:

To authorize opening of savings or current or other deposit accounts with any branch of Corporation Bank in India or with any Scheduled Bbank and to operate jointly amongst the President or General Secretary and Treasurer such accounts and to authorize to draw cheques or orders on such accounts or to endorse and negotiate cheques, drafts or orders drawn in favour of the Association or to sign all documents required by the bank/s.

c) Authorization to invest moneys:

To authorize investing the funds in fixed deposit or in Government securities or other securities, as may be determined by the Central Committee from time to time and to further authorizing to sell, convert or realize or otherwise to deal with the said approved securities or to receive interest on Government securities from time to time or to receive interest accrued on the fixed deposit from time to time.

d) Authorization to incur expenditure:

To incur expenses or to authorize any person or persons the committee deems fit or to approve expenses incurred by any such person or persons in connection with the affairs of the Association on passing the necessary resolution thereof.

e) Authorization to borrow:

To authorize to borrow amounts with or without security from Corporation Bank in India or from any other banks including Scheduled Banks, Co-operative Societies or other credit agencies and to execute all loan papers and other documents required in connection with the affairs of the Association on passing the required resolution.

f) Representing in legal proceedings:

To authorize any person or persons as the Committee deems fit and proper to file, prosecute, conduct or defend any suit, claim or any other legal proceedings before any Authority, Tribunal (Judicial or Quasi Judicial) or before any Court or to apply to the said authority, Tribunal (Judicial or Quasi – Judicial) or before any Court for the review of any order of judgment pronounced by it or to prefer an appeal or revision to the higher courts including the High Court and the Supreme Court of India and sign and verify all pleadings, to swear, to file an affidavit and to execute vakalats.

g) Vacancy in Central Committee to be filled by Co-Option:

To fill up any vacancy in the Central Committee excluding those under regulation 8.2 caused due to any reason whatsoever, by co-option of a member on the rolls nominated by any member in the Central Committee. The member so co-opted shall hold office until the next General Body Meeting of the Association.

h) Leave of Absence*:

Any office bearer or member of Central Committee who absents himself without leave of absence granted by the President in writing and in the case of President the leave of absence granted by the Central Committee shall cease to be an office bearer or a member of the Central Committee if he/she absents himself / herself from three consecutive meetings of the Central Committee. The vacancy so caused shall be filled up by co-option as provided in these rules.

(*As amended in the General Body meeting dated 28-01-2018).

i) Appointment of Sub – Committee:

To constitute or appoint Sub – Committee(s) consisting of one or more members for any special purpose with or without powers of co-option to the Chairman of the said Sub – Committee(s) so constituted and to give the necessary direction to the Chairman and the members of the Sub – Committee(s).

j) Constitution of States, Zonal or Regional Units:

To Constitute *suo moto* or on a request received from members, State, Zonal or Regional Units. While constituting the State, Zone or Regional Unit(s), the Central Committee may, if necessary, group together one or more geographical state for the purpose.

RULE – VIII. OFFICE BEARERS OF THE ASSOCIATION:

(1) THE PRESIDENT:

a) Powers of the President:

The President shall preside over the meeting of the Central Committee and the General and Extra Ordinary Meeting of the Association. He shall have one vote and in case of equal division of votes, he shall have a casting vote.

b) President to get a special meeting of the Central Committee convened: The President may whenever he deems necessary or on receipt of any written request signed

by more than 50 per cent of the members of the Central Committee and within 21 days of the receipt of such notice may require the General Secretary to call a special or an emergency meeting of the Central Committee.

In case of President failing to get such a meeting convened within 21 days of the receipt of the notice, the requisitionists after the expiry of the receipt of their notice by the President shall call a meeting of the Central Committee but after giving due notice thereof to all members of the Central Committee including the President.

The proceeding of such meeting shall be binding on the Association.

c) President to sign the Minutes :

The president shall sign the minutes of the Central Committee and of the General and Extra-Ordinary General Meeting of the Association.

d) President to guide the General Secretary :

The President shall guide the General Secretary in carrying the affairs of the Association.

e) Vice President to discharge the duties of the President:

In the absence of the President or when the President is unable to discharge his duties, the Vice President shall discharge the duties of the President.

(2) THE VICE PRESIDENT :

a) In the absence of the President the Vice – President shall preside over the Meeting.

In the absence of the President or when the President is unable to preside over my meeting of the Central Committee or the General and the Extra Ordinary Meeting, the Vice President shall preside over the same.

b) Vice President to assist the President :

The Vice President shall assist the President in carrying on the affairs of the Association.

(3) THE GENERAL SECRETARY :

Functions and Duties of the General Secretary:

The General Secretary shall:

- 1) Convene meeting of
 - a) Central Committee
 - b) The General Body, both ordinary and extra Ordinary.
- 2) Keep a watch on the funds of the Association.
- 3) Make reports to the General Body on the working of the Association.
- 4) Submit statutory return from time to time or send statutory notices to the concerned authorities.
- 5) Record the minutes of the Central Committee and also of the ordinary and Extra Ordinary General Meeting.
- 6) Attend to –
 - (i) the day – today administration of the Association and
 - (ii) the correspondence, issuance of circulars etc.
- 7) Keep all the books relating to membership and account etc., records and files of the Association.
- 8) Keep all the securities and documents of title to the property of the Association.
- 9) Do all other acts as may be generally necessary for implementing the resolutions of the Central Committee, the General Body and also for successfully carrying out the objects of the Association.

(4) DEPUTY GENERAL SECRETARY :

Functions of Deputy General Secretary

- 1) It shall be the duty of the Deputy General Secretary to assist the General Secretary in the discharge of his duties.
- 2) In the absence of the General Secretary or when the General Secretary is unable to discharge his duties, the Deputy General Secretary shall discharge the duties of the General Secretary.

- 3) The Deputy General Secretary shall do such other work as may be assigned to him by the Central Committee or by the President or the General Secretary.

(5) THE TREASURER :

a) Powers and Functions :

The Treasurer shall be responsible:

- 1) For all the funds of the Association.
- 2) To keep or cause to be kept true and correct accounts of all the receipts and expenditure.
- 3) To keep all the receipts, vouchers and files of the Association so far as they relate to the funds of the Association.
- 4) To issue receipts.

b) Responsibilities for the preparation of annual financial statement of the Association :

The Treasurer shall be responsible to prepare annual audited statement of accounts of the Association together with the report.

5-A. ASSISTANT TREASURER*

a) Powers and Functions:

- i) It shall be the duty of the Asst. Treasurer to assist the Treasurer in discharge of his duties.
- ii) In the absence of the Treasurer or when the Treasurer is unable to discharge his duties, the Asst. Treasurer shall discharge the duties of the Treasurer.
- iii) He shall look after the matters relating to Benevolent Fund and maintain the accounts pertaining to it.
- iii) Asst. Treasurer shall discharge such other work as may be assigned to him by General Secretary or the President.

(*As amended in the General Body meeting held on 28-01-2018)

(6) THE MEMBERS OF THE CENTRAL COMMITTEE :

a) Term of Office :

The members of the Central Committee shall hold office from the date of their election to that office or until other persons are elected to their office in the next General Body Meeting of the Association.

b) Resignation :

Any member of the Central Committee, whenever he deems it necessary to do so, may submit his resignation in writing to the President and in the case of President he shall submit it to Central Committee.

c) Filling up of Vacancy :

The Central Committee may fill up any vacancy of member of the Central Committee by co-option.

d) Co-opted members to hold office for the rest of the term:

The person so co-opted shall hold office for the rest of the years or until another person is elected to the office, in the next General Body Meeting.

e) Cessation of office of any member of the Central Committee:

Any member of the Central Committee shall cease to hold office:

- 1) When he ceases to be a member of the Association or
- 2) On his resignation or
- 3) On his being removed from office as provided for in the rules of the Association.

RULE – IX – FUNDS OF THE ASSOCIATION:

a) Source:

The funds of the Association shall consist of:

1. The subscription received from the members.
2. Donation, borrowings, etc.

- b)
 - i) The funds of the Association shall be invested in the modes specified under the provisions of Sec. 13(1)(d) read with Sec. 11(5) of the Income – Tax Act, 1961.
 - ii) No amendments to the Memorandum of Association and Rules & Regulations shall be made which may prove to be repugnant to the provisions of Sec. 2(15), 11, 12 and 13 and 80-G of the Income – Tax Act, 1961. Further no amendment shall be carried out without the prior approval of the Commissioner of Income Tax.
 - iii) In the event of dissolution or winding up of the Association, the assets remaining as on the date of dissolution shall under no circumstances be distributed among the members of the Governing Body, but the same shall be transferred to another Charitable Association whose object is similar to those of this Association and which enjoys recognition under Sec. 80-G of the Income – Tax Act. 1961.
 - iv) The benefits of the Association shall be open to all irrespective of cast, creed or religion.
 - v) The funds and the income of the Association shall be solely utilized towards the achievement of the objects and no portion of it shall be utilized for payment of members by way of profit, interest, dividend etc.

c) Operation of Bank Accounts:

The accounts shall be jointly operated by the Treasurer along with General Secretary or the President.

d) Amounts should be spent only for fulfilling objects of the Association:

The funds of the Association shall be spent for fulfilling the objects of the Association and to meet any expenses incidental thereto. The funds of the Association may be spent for the purposes such as:

- 1) The payment of salaries, allowances etc.

- 2) The payment of expenses for the administration of affairs of the Association and audit of the accounts of the Association.
- 3) Legal expenses incurred for securing or protecting any rights of the Association or its members as such or any rights arising out of employment relations.
- 4) The conduct of trade disputes on behalf of the Association or any member thereof.
- 5) The compensation to members for loss arising out of the trade disputes.
- 6) Allowances to members or their dependents on account of death, sickness, accidents or unemployment of such members.
- 7) The provision of educational, social, cultural or religious benefits for members or for the dependents of members.
- 8) Upkeep and publishing of periodicals for members and for issuing circulars.
- 9) Any other purpose in furtherance of the objectives of the Association.

RULE – X - AUDITORS

- a) The Auditors appointed by the General Body meeting shall hold office from the date of their appointment or until fresh appointment is made in the next General Body meeting.

- b) Remuneration:**

The auditors so appointed may be paid such reasonable remuneration as may be determined by the General Body meeting.

RULE – XI - ACCOUNTS

- a) Financial Year:**

The financial year of the Association shall be from 1st April to 31st March of every year.

b) Keeping of Accounts:

The Association shall keep true and faithful accounts of all the amounts however, received or borrowed or collected from time to time and also all amounts, howsoever spent, from time to time. It shall be the duty of the Treasurer to maintain the books of accounts in such manner as may be determined by the Central Committee and also to keep all receipts, vouchers etc. regularly in a manner determined by the Central Committee.

c) Auditing of Accounts:

The accounts of the Association shall be got audited every year by qualified Auditor appointed by the General Body in accordance with the Rules.

- d) Audited Statements have to be kept before the General Body. The General Secretary and the Treasurer shall place before the General Body Annual statement of accounts of the previous financial year(s).

RULE – XII - BENEFITS TO MEMBERS:

Every member including the office bearer of the Association, who is not in arrears of his subscription, shall be entitled to receive such benefits as the Central Committee may decide from time to time.

RULE – XIII - POWER TO FRAME RULES:

The Association shall have the power to frame rules for the purpose and proper conduct of its affairs. Such rules may be frame by the Central Committee provided nothing contained therein shall be repugnant to the clauses already contained in this Bye-laws. Any amendments to the Bye-laws contrary to the existing provisions, be made with the prior approval of the General Body. However, in so far as subscription, levies and other collections, as enumerated in these Rules and Bye-laws is concerned, the Central Committee will have the

powers to amend, alter, replace, rescind or add to the existing provisions, subject to the condition that the same has to be ratified at the immediate next General Body Meeting.

RULE - XIV – DISSOLUTION OF THE ASSOCIATION:

a) The Association shall not be dissolved except by a vote of majority of not less than 2/3 of the members present at the General Body Meeting specially called for this purposeful. Provided that the total number of votes cast is not less than 2/3 of the total number of members present.

b) Disposal of Surplus Funds:

The Surplus Funds, after meeting all its liabilities, shall be disposed in accordance with the directions given by the Dissolution meeting specially called for the purpose of dissolving the Association.

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