

**State Bank of India Pensioners' Association
(Kerala)**

Regd No. ER-450-2001



BYE-LAW & RULES

**(Adopted by the 23rd Annual General Meeting held at
Indraprastha Auditorium Kottayam, on 25th May 2024)**

Registered Office

No. 30/63, Dwaraka (Ambady)
Poonithura
Ernakulam
PIN 682038

Administrative Office

State Bank of India
Thiruvananthapuram Main Branch
Opp. AG's Office, MG Road
Thiruvananthapuram 695 001

Web: www.sbipensionersassociationkerala.org

Email: sbipensionersassociationkerala@gmail.com

**Registered under the Travancore-Cochin Literary, Scientific
and Charitable Societies Act, 12 of 1955**



സംവത്സര രജിസ്ട്രാർ ചെയ്യുന്നതു സംബന്ധിച്ച
സർട്ടിഫിക്കറ്റ്

1955-ലെ 12-ാമത് തിരുവിതാംകൂർ-കൊച്ചി സാഹിത്യ, ശാസ്ത്രീയ, ധർമ്മസംഘങ്ങൾ
രജിസ്ട്രാർമാർക്കു് ആകുന്ന

പ്രമാണപത്രം... E.R. 4.50/2001. വർഷം... 2001.

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പ്രമാണപത്രം... E.R. 4.50/2001. വർഷം... 2001.

ആയിരത്തുകയെഴുതിക്കൊടുക്കുന്നതു്... E.R. 4.50/2001. വർഷം... 2001.
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സർട്ടിഫിക്കറ്റ്



SMT 26/41/92 50,000

STATE BANK OF INDIA PENSIONERS' ASSOCIATION KERALA BYE-LAW AND RULES OF THE ASSOCIATION

1. (a) **Name:**

The name of the Association shall be "State Bank of India Pensioners' Association Kerala." It shall in the following Bye-Law and Rules be referred to as the "Association."

(b) (i) **Office:**

The Registered Office of the Association shall be at 30/63 Dwaraka (Ambady), Poonithura P.O., Kochi 682 038, Ernakulam District, Kerala.

(ii) **The Administrative Office:**

The Administrative Office of the Association shall be at Thiruvananthapuram or wherever the SBI Local Head Office of Thiruvananthapuram Circle is located or established.

(iii) **District Office:**

The Association shall have District Centres and District Offices.

(iv) **Sub Office**

The Association shall have sub offices at all AOs *

(c) **Date of Formation of the Association:**

The Association was formed on 03.03.2001 (Third of March Two Thousand One)

Jurisdiction:

The jurisdiction of the Association shall be within the State of Kerala and the Union Territories of Mahe and Lakshadweep.

(d) **Business Hours:**

(e) The business hours of the Association shall be from 10.00 a.m. to ~~2.00~~ 5 p.m. on all Bank working days. *

(f) **Objects of the Association:**

The objects of the Association as enumerated in Para 4 of the Memorandum of Association are:

- (i) To organize and unite all Pensioners and Family Pensioners of State Bank of India and its predecessors.
- (ii) To secure all kinds of reliefs for the benefit of members.
- (iii) To try to redress their grievances
- (iv) To cooperate and federate with organizations, particularly those having similar objects in India. To take such other steps as may be necessary to ameliorate the social, economic and civic condition of the members.
- (v) To raise such money or funds by way of subscription, levy, donations or loans from members or others including Banks/other institutions as may be necessary for the furtherance of the objects of the Association. To propagate humanistic, literary, cultural and scientific values among the pensioners and their families.

- (vi) To promote and establish multi-purpose co-operative societies at District/State levels for welfare of the members.
- (vii) To involve in social and charitable activities for the benefit of the human society.
- (viii) To publish books, periodicals, posters and pamphlets on banking industry and allied subjects for the purpose of educating the members and to publish directory of members and to maintain website of the Association.
- (ix) To acquire movable and immovable properties including premises for offices, guest houses and also for holding meetings, seminars, etc., to establish old-age homes, palliative care centres and/or any other investments for the welfare of the members.
- (x) To borrow, hire, take on lease or purchase or otherwise acquire and hold any movable or immovable property as and when necessary and to sell or otherwise dispose of such property for the purpose of raising funds for the development of the Association and to create or manage any trust.
- (xi) Generally to do all such acts, matters and things as may be necessary, incidental or conducive to the attainment of the above objects or any of them.

(g) **The Activities of the Association:**

In furtherance of its objects shall be mainly confined to redress the grievances of the members by securing all kinds of reliefs and benefits by negotiation with the Bank Management and/or by legal means, if necessary. Peaceful agitational programmes, as authorized by the National Federation, may also be adopted as and when so required.

2. **Membership:**

- (a) Any Pensioner/Retiree * of State Bank of India and its predecessors or successors and who is not a member of any other Association of Bank Pensioners shall be eligible to become a Life Member.
- (b) Any serving employee of State Bank of India including those under Contract may be admitted as an Associate Life Member of the Association on payment of membership and admission fee applicable at the time of admission. Such Associate members will automatically become a regular Life Member from the date of retirement/termination of the contract period from the Bank's service and will get voting rights thereafter.
- (c) Any existing pensioner member may enroll his/her spouse as an Associate Life Member and he/she shall ipso facto become a Family Pensioner Life Member upon the death of the Pensioner Member. Any family pensioner of State Bank of India and its predecessors or successors shall be eligible to become a Life Member.
- (d) Members shall have the right to attend all General Body Meetings. They shall also have the right to propose and pass resolutions as prescribed in these rules and regulations.
- (e) No member shall involve in forming or registering another organization, including for the purpose of literary/cultural/allied activities, using the name of Association without the consent and/or approval by the Executive Committee, in writing. Any member acting contrary to the above shall be liable for appropriate action by the Executive Committee, including cessation of membership from the Association. The Executive Committee shall have powers to control and supervise such organizations consented/approved by EC *

3. (a) **Application for Membership:**

Anyone desirous of becoming a Member shall submit an application in the prescribed form by paying the admission fee and subscription along with the application.

(b) **Membership in the Association shall be for life:**

- (i) A Life Member of the Association shall pay Rs. 1,500/- (Rupees one thousand Five Hundred only).
- (ii) All Associate Life Members (serving staff) shall pay Rs. 1,500/- (Rupees one thousand Five Hundred only) each.
- (iii) All Associate Family Life Members (spouse of living Pensioner) shall Pay Rs.500/- (Rupees Five Hundred only) each.
- (iv) All Family Pension Life Members shall pay Rs.750/- (Rupees Seven Hundred and Fifty only) each.
- (v) All the above categories of members except (iii) above shall also pay an admission fee of Rs.100/- (Rupees Hundred only) each in addition to the subscription amount.

4. **Admission of Members:**

The application for admission shall be placed before the Executive Committee for its consideration and disposal. The Executive Committee shall have the right to reject any application without assigning any reason thereof and the decision of the committee in the matter shall be final.

5. **Register of Members:**

- (a) The Association shall keep a register of all its members containing their names and addresses.
- (b) Register of Members, Minute Book and the books of Accounts shall be kept at the Administrative Office of the Association and shall be made available for verification by members during business hours on submitting written request to the General Secretary.

6. **Cancellation of Membership:**

The Executive Committee shall have the power to cancel membership in the event of

- (a) Death of a member (automatic cancellation)
- (b) Voluntary resignation as per the rules of Association.
- (c) Members acting against the Aims, Objects and Common interest of the Association.

7. **Management:**

- (a) The Management of the Association shall be vested in an Executive Committee consisting of a minimum of TWENTY NINE and maximum of FORTY ONE members inclusive of Office- Bearers.
- (b) The Executive Committee shall hold office for a period of THREE YEARS. Elections, when due, shall be held within 3 months after the close of the financial year as may be decided by the Executive Committee.

- (c) The Executive Committee shall have One President, Two Vice Presidents (one from present Thiruvananthapuram, Kollam and Kottayam Administrative Office area of SBI and another from Ernakulam, Thrissur and Kozhikode Administrative Office area of SBI), One General Secretary, Six Deputy General Secretaries (one each from present Six Administrative Office area of SBI viz. Thiruvananthapuram, Kollam, Kottayam, Ernakulam, Thrissur and Kozhikode) Six Assistant General Secretaries (one each from present Six Administrative Office area of SBI viz. Thiruvananthapuram, Kollam, Kottayam, Ernakulam, Thrissur and Kozhikode) and One Treasurer, all of whom shall be elected as per Election Rules. The Executive Committee so elected shall assume Office immediately and shall also nominate one Asst. Treasurer. The Executive Committee may also nominate four additional members including two lady representatives to the Executive Committee. Co-option of Assistant General Secretaries (Ladies)
- * Amendments to SBIPA Kerala Bye-law No. 7 (c) and clause 8 were moved and unanimously passed by the 23rd AGM held on 25th May 2024 at Kottayam, in terms of which 6 (six) additional posts of Asst. General Secretaries, one each in all Six AOs reserved exclusively for Lady members were created.
- (d) All District Secretaries shall be the members of the Executive Committee.
- (e) Additional number of EC members, if required, (other than District Secretaries) shall be co-opted by the Executive committee.
- (f) The Executive Committee is vested with the power to fill any vacancy arising in the Executive Committee, as and when required, by co-option. It shall also have powers to constitute AdHoc committees in the event of dissolution of a District Committee for any reason *
- (g) The Executive Committee shall meet at least once in three months or as often as may be necessary to transact the agenda notified. Such meetings shall be called by the General Secretary in consultation with the President.
- (h) There shall be a Core Committee comprising President, Vice Presidents, General Secretary, Treasurer and Deputy General Secretaries to assist the State Executive Committee. When the Executive Committee, for any reason, is unable to meet and decide on any issue/matter of urgent nature, the Core Committee shall meet and discuss on the issue and submit the report to the Executive Committee. Core Committee, however, shall not have any vested authority other than to report/recommend to the Executive Committee for information and necessary action. *

8. **Method of Election, Election Systems and Guidelines:**

- (a) The Executive Committee shall constitute a three member Election Committee from among the members, consisting of a Returning Officer and Two Assistants for smooth conduct of elections. The members of the Election committee shall not be contestants for any post.
- (b) Election shall be held for the following posts:
- | | |
|----------------|--|
| President | 1 (One) |
| Vice President | 2 (Two) One from present Thiruvananthapuram, |

		Kollam and Kottayam Administrative Office area and another from Ernakulam, Thrissur and Kozhikode Administrative Office Area.
General Secretary	1 (One)	The member who is elected as General Secretary shall stay in Thiruvananthapuram till completion of the tenure.
Deputy General Secretary	6 (Six)	One each from present six Administrative Office area, viz. Thiruvananthapuram, Kollam, Kottayam, Ernakulam, Thrissur and Kozhikode.
Assistant General Secretary	12 (Twelve)	One each from present six Administrative Office area, viz. Thiruvananthapuram, Kollam, Kottayam, Ernakulam, Thrissur and Kozhikode.
		Assistant General Secretaries (Women)
		One each from present six Administrative Office area, viz. Thiruvananthapuram, Kollam, Kottayam, Ernakulam, Thrissur and Kozhikode.

Treasurer 1 (One)

The Executive Committee shall nominate an additional Member for the following post:

Assistant Treasurer 1 (One)

The Executive Committee may also nominate the following additional members including two lady representatives to the Executive Committee:

Members 4 (four)

- (c) Members nominated by the Executive Committee as above shall not have completed 75 years of age as on 1st April of the election year (*) and shall not have voting rights.
- (d) All District Secretaries shall be the members of the Executive Committee.
- (e) The Executive Committee is vested with powers to co-opt additional members, if found necessary, subject to the maximum ceiling permitted under Rule 7(a) and also to fill any vacancies that may arise during its tenure.
- (f) **Election shall be conducted to elect Twenty three (23) office bearers as mentioned above.** Delegates elected from all the Districts in the state along with the outgoing Executive committee members, including office bearers, shall be eligible to vote. Each District shall elect delegates in the proportion, one delegate for 50 (fifty) members or part thereof. Districts having less than 50 members shall elect one delegate. The maximum number of delegates from one District shall not be more than ten (10).
- (g) Voting shall be in person. Postal votes and Proxy votes shall not be permitted.
- (h) In the event of a tie, the successful candidate shall be decided by lot.
- (i) A member shall be eligible to contest for only one post.
- (j) Multiple nominations filed in the name of same member for different posts, if found remaining after the due date for withdrawal, shall invalidate all the nominations filed in the

name of the member.

- (k) A member desirous of contesting shall not have completed 75 years of age as on the 1st April of the election year.*
- (l) The newly elected Executive Committee shall have a term of 3 (three) years.
- (m) An office bearer shall not hold or remain in the same post for more than 3 (three) terms consecutively.
- (n) Elections shall be held in the Annual General Body Meeting of the election year.
- (o) Newly elected Office bearers shall assume office immediately after the results are declared by the Election Committee.
- (p) The names of delegates elected from each district shall be advised to the General Secretary in writing before 31st March of the election year.
- (q) A consolidated list of voters shall be published and copies of the same shall be furnished to the Returning Officer and to all District Centres 15 days before the election.
- (r) Nomination shall be called for through a circular specifying the time schedule and other details of the Election. All nominations shall be in the prescribed format. Minimum 30 days notice shall be given for the election.
- (s) The member who is elected as the General Secretary shall stay in Thiruvananthapuram till completion of the tenure.
- (t) A member shall not hold more than one post of Office bearer at State/District level.
- (u) An Office bearer of District Centre if get elected as Office bearer of the State Committee shall forego his post in the District to maintain the principle one-man-one-post.

9. **Powers and Responsibilities of the Executive Committee:**

- (a) Subject to the general control of the General Body, the Executive Committee shall have the power to manage all the affairs of the Association and exercise all such powers and functions as are consistent with the rules or objectives of the Association and as are necessary for the effective execution of the policies and programmes of the Association.
- (b) The Executive Committee shall have power:
 - (i) to accept application for membership and enroll members and to receive and dispose of suggestions and complaints if any from members and others.
 - (ii) to decide on matters of urgent nature by issuing circulars among members which shall be ratified in the next Annual General Meeting.
 - (iii) To appoint Sub-Committee for the purpose of publishing newsletters, magazines, conducting seminars and symposia etc.
 - (iv) The members of the Executive Committee shall work on an honorary basis.
 - (v) The Executive Committee shall be responsible for the effective and smooth functioning of the Association.
 - (vi) Notice for the meeting of the Executive Committee shall be given 7 days in advance. The quorum for the meeting shall be ELEVEN including at least FIVE office-bearers.

- (vii) The committee shall place before the Annual General Body Meeting a Report on the activities of the Association during the period the committee was responsible for its management, together with the audited statements of Income & Expenditure Account and Balance Sheet.
- (viii) The Books of Accounts of the Association shall be closed as on 31st March every year.
- (ix) The Executive committee is vested with the power to delegate the powers of the members including office bearers to any other member or members as and when required.
- (x) The Executive Committee shall have power to appoint any person or persons on salary basis for the effective functioning and for the day-to-day affairs of the Association. It shall also have the power to terminate the services of the employees, if their services are found not satisfactory or not required further.
- (xi) All legal proceedings may be instituted by the Association in its own name or in the name of the President and the General Secretary and they are empowered to defend any suits filed against the Association with the approval of the Executive Committee.
- (xii) (1) If for any reason, a District Secretary is unable to attend the State Executive Committee meeting, the President or Treasurer of the District shall be permitted to attend the meeting as special invitee with the prior consent of the State President/General Secretary. However such representative shall not have the voting rights.

(2) If, in the opinion of the Executive Committee, it is necessary to provide for special representation, the committee shall have the power to invite one or more persons to attend meetings of the Executive Committee. Such special invitee shall not have voting rights in the Committee.
- (xiii) To take appropriate action including suspension/dissolution of such District Committee(s) acting against the interests of the Association/its laid down objectives by violating the established rules and bye laws, disregarding the directives of the State Committee and thereby bringing disrepute to the organization. *

10. **Powers and functions of the office-bearers of the State Committee:**

President:

The President shall preside over the meetings of the Executive Committee and the General Body and shall be responsible for the management of the Association through the Committee.

Vice-Presidents:

The Vice Presidents shall assist the President in the discharge of his functions generally. In the absence of the President, any one of the Vice-Presidents shall act for him and preside over the Association meetings.

General Secretary:

The General Secretary shall be responsible for all the functions assigned to him by the President or the Executive committee and shall be responsible for the entire administration, including receiving the membership application, enrolment of members, maintenance of membership registers and other transactions on behalf of the Executive Committee and the

General Body. He shall prepare a report on the working of the Association for the preceding year containing its activities, progress and financial position etc. The report shall be subject to the approval of the Executive Committee before it is presented to the General Body. The General Secretary shall be responsible for submitting the statements and other documents required to be submitted under the Societies Act.

Deputy General Secretaries:

The Deputy General Secretaries:

- (i) shall maintain liaison with the respective Administrative Office functionaries for taking up various issues/grievances of the members for resolution/redressal of grievances;
- (ii) shall support and cooperate with the respective Administrative Offices for smooth conduct of quarterly structured meetings, compile the grievances and issues of the members and incorporate the same in the Agenda of the Meeting and send a report to the General Secretary after the meeting has taken place.
- (iii) shall ensure participation of District Presidents/Secretaries/ Executive Committee Members/Lady representatives or any other representatives in proportion to the officials from the Management side.
- (iv) shall make use of the office/space/seat provided by the Bank for better coordination and effective communication with the Administrative Office functionaries to solve various issues of the members;
- (v) shall coordinate with TPA/Medical Insurance Company representatives for sorting out issues connected with medical bills/issue of ID Cards, etc.
- (vi) shall guide and support the District Committee for effective functioning and report to the General Secretary any issue of importance which require intervention and shall act as a link to the State Committee.

Assistant General Secretaries:

The Assistant General Secretaries shall assist the Deputy General Secretaries in their duties.

Treasurer:

The Treasurer shall receive all monies payable to the Association by members and issue receipts for all monies received and shall disburse all payments and keep account of the Association. He shall also get the accounts audited and place them before the Executive Committee before presentation at the General Body meeting.

Assistant Treasurer:

The Assistant treasurer shall generally assist the Treasurer in his work.

11. **Finance:**

- (a) All monies received by the Association shall be deposited with the Bank as decided by the Executive Committee. The Executive Committee shall have the power to open bank accounts in the name of the Association with any bank or banks and such bank accounts shall be operated by any two of the office bearers, viz. the President, or the General Secretary with the Treasurer. The cash retention Limit with the Treasurer shall be Rs.10,000/-.
- (b) Any two of the Principal office-bearers, viz. President, or General Secretary with Treasurer jointly, shall have the power to draw, make, accept, endorse and negotiate cheques, promissory notes and other negotiable instruments in pursuance of the objects of the Association. Subject to Executive committee's approval they will have powers to

borrow and to execute necessary documents thereof.

- (c) The general funds of the Association shall vest in the Executive Committee who shall open accounts with the bank or banks to be operated with the joint signature of any two namely, President or General Secretary with Treasurer. General Secretary shall also be competent to incur expenditure of unforeseen nature on behalf of the Association in consultation with the President or Vice President (in charge) and shall report such expenditure to the Executive Committee for ratification in the next meeting.
- (d) The general funds of the Association shall not be spent on purposes other than the following:
 - (i) Payment of travelling expenses to the office bearers and committee members and salary to the employees of the Association, if any
 - (ii) Payment of expenses for the day to day administration of the Association including audit of the Association accounts.
 - (iii) Financial assistance to the members or their dependents on account of disability or death
 - (iv) Payment in furtherance of the objects of the Association.
 - (v) Contribution to any cause intended for the benefit of the pensioners in general provided such contribution in any year shall not exceed 1/4th of the general reserve at the commencement of the year or Rs.10,000/- whichever is lower.

12. **Source of Finance:**

- a) Admission fees
- b) Subscriptions
- c) Levy
- d) Donations to Capital Fund and others
- e) Other income from investments
- f) Loans duly authorized by the Executive Committee

13. **Accounting Year:**

The Association's accounting year shall be from 1st April to 31st March.

14. **Audit of Accounts:**

The accounts of the Association shall be audited annually by a competent auditor. In addition, the Executive Committee may appoint one of its members to scrutinize the accounts of the Association whenever necessary.

15. **Inspection of the Books:**

Inspection of the books of the Association including the list of members shall be open for any member on request.

16. **General Body:**

- (a) All members shall form the General Body of the Association.
- (b) The General Body shall ordinarily meet once a year at such place and date within 3

months after the close of the financial year, as may be determined by the Executive Committee.

- (c) The agenda for the ordinary General Body Meeting shall include:
- (i) Receipt and consideration of the General Secretary's Report and the Audited Statement of accounts of the Association for the preceding completed accounting year duly presented at the meeting and to adopt or modify them as it deems fit
 - (ii) Election of Office Bearers and Executive Committee Members, if due.
 - (iii) Appointment of Auditors for the ensuing year.
 - (iv) Consideration of any other subject with the permission of the President in the Chair.
17. The quorum for the ordinary general body meeting shall be 5% of the total membership.
18. An extraordinary General Body Meeting shall be convened if a requisition is received thereof and signed by at least 50% of the membership showing the purpose and reason for such a meeting.
19. The notice for ordinary/extraordinary meeting of the General Body shall be issued by the General Secretary under the direction of the Executive Committee.
20. A clear notice of 21 days in case of ordinary/extraordinary meetings shall be given to the members.
21. If within half an hour of the time fixed for the meeting there is no quorum the meeting shall be adjourned to be conducted after two hours at the same venue and for such meeting notice period is not necessary.
22. No quorum shall be necessary for such adjourned meeting.
23. All propositions/notices/resolutions moved at the ordinary/extraordinary General Body Meeting shall be decided by the simple majority of members present. Decisions on motions censuring or expressing no confidence in the office-bearers of the Association shall be made by a majority of at least 3/4th (Three-fourth) of the members present and voting at the meeting.
24. The Agenda of the meeting shall be circulated along with the Notice. Extraordinary meeting shall consider solely the matter specifically indicated by the members in their request for the meeting.
25. **Cessation of members/removal of office-bearers:**
- (a) The Executive 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 interests of the Association or who has brought or is likely to bring the Association into contempt or disrepute.
 - (b) Any member against whom action under the above rule is contemplated shall be given a fair opportunity to explain his/her position
 - (c) A member who is removed from membership pursuant to the above Bye-Law shall have the right to appeal to the General Body.

- (d) Any member of the Executive Committee who fails to attend 3 consecutive meetings of the committee without leave of absence shall be deemed to have vacated his/her office.
 - (e) Any member of the Executive Committee may be removed by the Executive Committee if, in the opinion of the Committee, the member has acted contrary to the decisions/disciplines of the Committee of which he/she is a member and/or his/her conduct is likely to damage the Association or cause damage to its image.
 - (f) All vacancies caused by resignation, disqualification, death or removal of a Member of the Executive Committee shall be filled by co-option.
26. The Bye-Law and Rules of the Association as given above are in general for the Association and District Centres as well.
27. **District Centres:**
- (a) In each District, the District Committee shall consist of (i) President (ii) Vice-President(s), (iii) Secretary, (iv) Joint Secretary(s), (v) Treasurer, (vi) Assistant Treasurer, (vii) Executive Committee Members (ensuring area-wise representation as decided by the District Committee, including Lady representatives, and the total members shall not exceed SEVENTEEN.)
 - (b) The Office-bearers and Committee Members shall be elected from among the District members triennially before 31st March of the election year. Only life members and Family Pension life members in the respective District shall have voting rights and shall be eligible to become the Office bearers, committee members and delegates of the respective District committee. Newly elected district office bearers, shall assume office from 1st April of the respective year.
 - (c) (i) **Method of Election, Election Systems and Guidelines: (*)** On receipt of notification from the State Executive Committee regarding conduct of District Committee elections, the District Committee shall constitute a three member Election Committee from among the members, consisting of a Returning Officer and Two Assistants for smooth conduct of elections. The members of the Election committee shall not be contestants for any post.
 - (ii) The Election Committee so constituted shall hold elections for the post of:

President	1 (One)
District Secretary	1 (One)
Treasurer	1 (One)
Executive Committee Members	Minimum 8 (Eight) Maximum 14 (Fourteen)

While electing EC Members, area-wise representation shall be ensured.
 - (iii) All District Secretaries shall be members of the State Executive Committee.
 - (iv) The number of EC Members to be elected, excluding President, District Secretary and Treasurer, shall be decided by the respective District Centre subject to a minimum of 8 (eight) and a maximum of 14 (fourteen), including lady representatives. The committee so elected shall thereafter meet immediately and ordinarily nominate/elect two Vice- Presidents, two Joint Secretaries and one Assistant Treasurer from the elected Executive Committee Members. The delegates shall be elected from the District Committee for the

Annual General Meeting. Each District shall elect delegates in the proportion one delegate for 50 (fifty) members or part thereof. Districts having less than 50 members shall elect one delegate. The maximum number of delegates from each District shall not be more than ten (10).

- (v) Voting shall be in person. Postal votes and Proxy votes shall not be permitted.
 - (vi) In the event of a tie, the successful candidate shall be decided by draw of lots.
 - (vii) A member shall be eligible to contest for only one post.
 - (viii) Multiple nominations for different posts in the name of same member, found remaining after the expiry of withdrawal period, shall invalidate all the nominations filed in the name of the member.
 - ~~(ix)~~ The Executive Committee members of the District Centre including Office Bearers, elected/nominated by the General Body/District Committee shall not have completed 75 years of age as on 1st April of the election year.
 - (x) Term of office of the newly elected Executive committee shall be for 3 (three) years. An Office bearer shall not exceed three terms consecutively in the same post. Election shall be conducted along with the respective Annual General Body Meeting.
 - (xi) New team of office bearers shall assume office from April first of the respective year. The names of delegates from each district shall be advised in writing to the General Secretary before 31st March of the election year. A consolidated list of voters comprising of Life Members and Family Members having Membership in the District as on 1st February of the Election year (*) shall be published and copies of the same shall be furnished to the returning officer before 15 days of the Election.
 - (xii) Nomination shall be called for through a circular specifying the time schedule and other details of the Election. All nominations shall be in the prescribed format. Minimum 30 days notice shall be given for the election.
 - (xiii) A member shall not hold more than one post of Office bearer at State/District level.
 - (xiv) An Office bearer of District Centre if get elected as Office bearer of the State Committee shall forego his post in the District to maintain the principle one man one post.
 - (xv) The quorum for the ordinary General Body Meeting shall be 5% of the total membership for both at State level and at District level.
- (d) **Powers and Responsibilities of the District Committee:**
- (i) Subject to the general control of the General Body, the District Committee shall have the power to manage all the affairs of the District and exercise all such powers and functions as are consistent with the rules and/or objectives of the Association and as are necessary for the effective execution of the policies and programmes of the Association.
 - (ii) The District Committee shall conduct periodical meetings of the members with a minimum of two per year.
 - (iii) The Executive Committee shall have power:
 - (1) To accept application for membership and forward to the General

Secretary for enrolment and to receive and dispose of suggestions and complaints if any received from members and others wherever warranted in consultation with the Executive Committee Members.

- (2) To decide on matters of urgent nature by issuing circulars among members which shall be ratified by the Committee in its next Annual General Meeting.
- (3) The members of the District Committee shall work on an honorary basis.
- (4) The District Committee shall be responsible for the effective and smooth functioning of the Association at the district level.
- (5) Notice for the meeting of the District Committee shall be given 7 days in advance. The quorum for the meeting shall be NINE Committee Members with a minimum of five (5) Office Bearers.
- (6) The Committee shall place before the Annual General Body Meeting a Report on the activities of the District during the period the committee was responsible for its management, together with Statements of Income & Expenditure Account and Balance Sheet. Copy of the statements shall be sent to the General Secretary after adoption.
- (7) The Books of Accounts of the District shall ordinarily be closed as on 31st March every year.
- (8) The District Committee is vested with the power to delegate the powers of the members including office bearers to any other member or members as and when required.
- (9) If, for any reason, a District Secretary is unable to attend the State Executive Committee Meeting, the President/Treasurer shall represent the respective District as special invitee, with the consent of the State President or General Secretary. However, such a representative shall not have voting rights.
- (10) Any member of the Executive Committee who fails to attend 3 consecutive meetings of the committee without leave of absence shall be deemed to have vacated his/her office.
- (11) Any member of the Executive Committee may be removed by the Executive Committee if, in the opinion of the Committee, the member has acted contrary to the decisions/disciplines of the Committee of which he/she is a member and/or his/her conduct is likely to bring disrepute or cause damage to the Association.
- (12) All vacancies caused by resignation, disqualification, death or removal of a Member of the Executive Committee shall be filled by co-option.

(e) **Powers and functions of the office-bearers of the District Committee:**

President:

The President shall preside over the meetings of the District Committee and the General Body and shall be responsible for the management of the Association at the District level through the Committee.

Vice-President:

The Vice Presidents shall assist the President in the discharge of his functions generally. In the absence of the President, the Vice-President shall act for him and preside over the Association meetings.

District Secretary:

The District Secretary shall be responsible for all the functions assigned to him by the President or the Executive committee and shall be responsible for the entire administration, including receiving the membership application wherever received, forwarding such application to the General Secretary for enrolment as member, maintenance of District-level membership register and other transactions on behalf of the District Committee and the General Body. He shall prepare a report on the working of the District for the preceding year containing its activities, progress and financial position etc. The report shall be subject to the approval of the District Committee before it is presented to the General Body. The District Secretary shall be responsible for submitting the Statutory statements and other documents required to be submitted.

Joint Secretary:

The Joint Secretary shall assist the District Secretary in his duties.

Treasurer:

The Treasurer shall receive all monies payable to the Association by members and issue receipts for all monies received and shall disburse all payments and keep account of the Association. He shall also get the accounts audited and place them before the Executive Committee before presentation at the General Body Meeting. He shall also keep custody of seals, passbooks, Cheque book etc. jointly with the Secretary.

Assistant Treasurer:

The Assistant treasurer shall generally assist the Treasurer in his work.

(f) **Finance:**

The Districts shall open bank accounts in the name of the Association with SBI or any other Nationalised Banks or Co-operative Banks and such bank accounts shall be operated by any two of the Office Bearers viz. the District President or the District Secretary with the Treasurer. The cash retention limit with the Treasurer shall be Rs.5,000/-. The Districts also shall apply for PAN and submit all statutory returns from time to time.

(g) **Source of finance:**

- (i) Subscriptions
- (ii) Donations
- (iii) Other income from investments
- (iv) Loans duly authorized by the Executive Committee

28. **Dissolution:**

The Association shall not be dissolved except by a motion passed by a two-third majority of members present at a General Body meeting of the Association, expressly convened for the purpose, provided the members present shall constitute a majority on the rolls of the Association. If upon dissolution of the Association there shall remain after the satisfaction of all its debts and liabilities any property whatsoever shall not be paid to or distributed among the members of the Association or any of them but shall be given to some other registered society or

to any association of persons, having the same object or objects similar to those of the Association, to be determined by a Special Resolution and subject to the provisions of Travancore-Cochin Literary, Scientific and Charitable Societies Act 12 of 1955.

29. These Articles shall be altered, amended, added to or rescinded by the members in the General Body Meeting or in a meeting specially convened for the purpose with at least 2/3rd (two third) members present and voting for such amendment/change and subject to the provisions of the Income Tax Act 1961.

30. These Memorandum and Articles of Association have been registered under the Travancore-Cochin Literary, Scientific and Charitable Societies Act 12 of 1955.

(*) Amendments as approved in the Annual General Meeting held at Kottayam on 25th May 2022

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State Bank of India Pensioners' Association (Kerala)

[Nomination Form for State Committee Elections]

NOMINATION FOR THE POST OF _____ *

(PRESIDENT, VICE PRESIDENT, GENERAL SECRETARY, DEPUTY GENERAL
SECRETARY, ASST. GENERAL SECRETARY, TREASURER)

Name of Candidate (in Block Letters) :
Membership No. :
District :
Administrative Office :
Adm. Office area Chosen* :

Tel. No.

Mobile:

Permanent Address :

Date of Birth (DD/MM/YYYY)

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Name of Proposer	Membership No.	Tele. No.

I, _____ hereby propose Shri/Smt. _____, who is a
member of SBI Pensioners' Association Kerala, for the post of _____.

Date:

Signature of Proposer

Name of Seconder	Membership No.	Tele. No.

I, _____ hereby second the above proposal

Date:

Signature of the Seconder

CONSENT AND DECLARATION BY THE CANDIDATE

I, _____ aged _____ years, S/o. Shri _____
do hereby give my consent for the above proposal and solemnly pledge and undertake that I shall
discharge my duties and responsibilities of SBI Pensioners' Association Kerala faithfully as laid down in
the Bye-Law and Rules.

Date:

Signature of the Candidate

For Office use only

Certified that Shri _____ is a member of SBI Pensioners' Association Kerala
and the nomination submitted in his/her name has been scrutinized and found in order.

Date:

Returning Officer/Presiding Officer

Nomination is Accepted/Rejected

Reason for Rejection:

Date:

Returning Officer/Presiding Officer

*Nomination for the post of Vice-President/Deputy General Secretary/Assistant General Secretary shall invariably specify the Administrative office area for which he/she wishes to represent and the candidate shall be resident of that respective area. A member desirous of contesting shall not have completed 75 years of age as on the last date for filing nomination.

The member who is elected as General Secretary shall stay in Thiruvananthapuram till completion of the tenure.

Vice President (two posts) – One for **Thiruvananthapuram, Kollam and Kottayam** Administrative Office area, and One for **Ernakulam, Thrissur and Kozhikode** Administrative Office area.

Deputy General Secretary – Six posts – One each for Thiruvananthapuram, Kollam, Kottayam, Ernakulam, Thrissur and Kozhikode Administrative Office area.

Assistant General Secretary – Six posts – One each for Thiruvananthapuram, Kollam, Kottayam, Ernakulam, Thrissur and Kozhikode Administrative Office area.

Assistant General Secretary – Six posts (Women) – One each for Thiruvananthapuram, Kollam, Kottayam, Ernakulam, Thrissur and Kozhikode Administrative Office area.

Note:

1. All nominations should be sent in sealed covers, superscribing "**Nomination.**"
2. Candidate, Proposer and Secunder shall be eligible members of SBI Pensioners' Association Kerala, as specified in its Bye-Law.
3. No member shall contest for more than one post in the organizational elections.



State Bank of India Pensioners' Association (Kerala)

[Nomination Form for District Committee Elections]

NOMINATION FOR THE POST OF _____

(DISTRICT PRESIDENT, DISTRICT SECRETARY, DISTRICT TREASURER, DISTRICT EXECUTIVE
COMMITTEE MEMBERS)

Name of Candidate (in Block Letters) :

Membership No. :

District :

Tel. No.

Mobile:

Permanent Address :

Date of Birth (DD/MM/YYYY)

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Name of Proposer	Membership No.	Tele. No.

I, _____ hereby propose Shri/Smt. _____, who is
a member of SBI Pensioners' Association Kerala, for the post of _____.

Date:

Signature of Proposer

Name of Secunder	Membership No.	Tele. No.

I, _____ hereby second the above proposal

Date:

Signature of the Secunder

(Contd...2)

CONSENT AND DECLARATION BY THE CANDIDATE

I, _____ aged ____ years, S/o. Shri _____
do hereby give my consent for the above proposal and solemnly pledge and undertake that I shall discharge my duties and responsibilities of SBI Pensioners' Association Kerala faithfully as laid down in the Bye-Law and Rules.

Date:

Signature of the Candidate

For Office use only

Certified that Shri _____ is a member of SBI Pensioners' Association Kerala and the nomination submitted in his/her name has been scrutinized and found in order.

Date:

Returning Officer/Presiding Officer

Nomination is Accepted/Rejected

Reason for Rejection:

Date:

Returning Officer/Presiding Officer

Note:

1. Election shall be held for the following posts:

President	1
(One)	
District Secretary	1 (One)
Treasurer	1 (One)
Executive Committee Members	Minimum 8 (Eight) Maximum 14 (Fourteen)
2. While electing EC Members, area-wise representation shall be ensured.
3. All District Secretaries shall be members of the State Executive Committee.
4. The number of EC Members to be elected, excluding President, District Secretary and Treasurer, shall be decided by the respective District Centre subject to a minimum of 8 (eight) and a maximum of 14 (fourteen), including lady representatives. The committee so elected shall thereafter meet immediately and ordinarily nominate/elect two Vice-Presidents, two Joint Secretaries and one Assistant Treasurer from the elected Executive Committee Members. The delegates shall be elected from the District Committee for the Annual General Meeting.
5. All nominations should be sent in sealed covers, superscribing "**Nomination.**"
6. Members desirous of contesting for the posts of President, Secretary and Treasurer of the District Committee shall not have completed 75 years of age as on the last date for filing nomination.
7. Candidate, Proposer and Secunder shall be eligible members of SBI Pensioners' Association Kerala, as specified in its Bye-Law.
8. No member shall contest for more than one post in the organizational elections.