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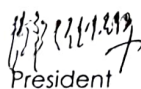
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SCHEDULE C
RULES AND REGULATIONS
OF

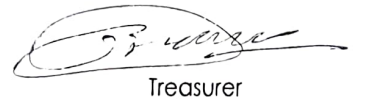
बाह्यव्यक्त संस्था निर्देशक
पुणे विभाग, पुणे

"Union Bank Pensioners & Retirees Association Maharashtra State
(Excluding Mumbai)"

1. **Objects:** -The Association is established for the objects expressed in the Memorandum of Association.
2. **Address:** - C/o Subhash Gangadhar Sukenkar, Flat No.7, Jayraj Society, Plot no.72, Rambaug Colony, Paud Road, Kothrud, Pune - 411029.
3. **Interpretation clause:** - In the interpretation of these Rules and Regulations, except where excluded by the context:
 - (a) The "**Society**" means "Union Bank Pensioners & Retirees Association Maharashtra State (Excluding Mumbai)."
 - (b) The "**Constitution**" means Memorandum of Association and Rules and Regulations of the Association.
 - (c) The "**Act**" means the Societies Registration Act 1860 and Bombay Public Trusts Act 1950.
 - (d) The "**Executive Committee**" means the persons who have subscribed their names in the Memorandum of Association for the first tenure and subsequently the persons who are elected under the rules of the Association.
 - (e) The "**General Body**" means the body, which shall consist of members enrolled and shown in the register of the members, of the Association and shall include member of all categories under the present constitution.
 - (f) The "**President**" means the President of the Association for the time being in force.


President


Secretary


Treasurer

Subhash Gangadhar Sukenkar
(C)

Mahadeorao Maruti Gaikwad

Mahadeorao Maruti Gaikwad

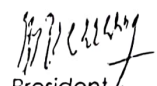


- (g) The "Chairman" means the Chairman of the Association for the time being in force.
- (h) The "Vice-President" means the Vice - President of the Association for the time being in force.
- (i) The "General Secretary" means the General Secretary of the Association for the time being in force.
- (j) The "Joint General Secretary" means the Joint General Secretary of the Association for the time being in force.
- (k) The "Treasurer" means the Treasurer of the Association for the time being in force.
- (l) The "Assistant Treasurer" means the Assistant Treasurer of the Association for the time being in force.
- (m) The "Member of Executive Committee" means a person who has been enrolled as the member of the Association under respective categories, under the provisions of the constitution.

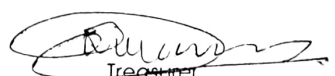
- 4. **Jurisdiction:** The area of operation of the Association shall be limited to Maharashtra State (Excluding Mumbai). Any dispute shall be subject to the jurisdiction of courts in Pune.
- 5. **Accounting Year:** The Accounting Year of the Association commencing from 1st April and ending with 31st March.

6. **Membership:-**

- a. The Membership is open to all pensioners & Retirees / Family pensioners of Union Bank Of India, irrespective of the cadre in which one might have last worked. He must have settled down in the jurisdiction of the association. ~~as per Article 1 C (i)~~
- b. Notwithstanding the foregoing , all applications for membership will be placed the executive committee for approval, whose decision will be final.
- c. The Admission Fee for membership will be Rs.1500/- for Retiree Officers, Rs.1000/- other retiree staff and RS.500/- for family pensioners. On the recommendation of the Executive Committee, the general body may revise the amount from time to time.
- d. Every member seeking admission shall be bound to abide by the rules and regulations ,those may be prescribed from time to time.


President


Secretary


Treasurer



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- e. He / She should not be one who is incapacitated by law to enter into contractual obligations.

7. Types of Membership :-

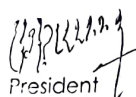
There shall be the following types of members of the Association:-

- a) **Founder Members:** Signatories to the Memorandum of Association of the Society shall be founder members of the society on payment of RS.1500/-, Rs.1000/-, RS.500/- as entrance fees and Rs.300/- as annual subscription.
- b) **Ordinary Members:** Any member who has faith in aims and objects of the society may be admitted as ordinary member of the society on payment of RS.1500/- for retiree officers, ,RS.1000/- other retiree staff and RS.500/- for family pensioners as entrance fee and RS.300/- as annual subscription.

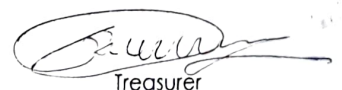
8. A. TERMINATION OR CESSATION OF MEMBERSHIP

A member of the Society shall cease to be such member if -

- a) he/she becomes insolvent; or
b) On being mentally disable or incapacitated to enter into contractual obligations
c) fails to pay annual membership fees within a 6 months from the commencement of the financial year; or
d) Or he ceases of any qualification of membership
e) dies; or
f) resigns; or
g) Any person whose activities are considered detrimental to the interest of the society can be removed from the membership of the society by decision of the MAJORITY of the members present for voting at the meeting of the General Body / special meeting of the society convened for the purpose, expel a membership whose acts are detrimental to the interest / objects of the association. However the member concerned shall be given an opportunity of being heard.
h) is convicted of any offence concerning moral turpitude.


President


Secretary


Treasurer

i. A member who is terminated under rule 8 (A) (a), (c) & (e) shall be admitted afresh, if he is found to be fit to be qualified as a member under these rules.

9. The Annual General Body Meeting:- The Annual General Body Meeting held once in a year.

The General Body is supreme and final authority of the Association and has power to watch and keep control over the work and administration of Executive Committee. Meeting of Executive Committee can be held after every two months. But Minimum of four meetings must be held during the year.

10. Functions, Rights and Duties of Annual General Body Meeting:-

- a) To adopt the Annual Report and the audited accounts and the balance sheets of the previous financial year.
- b) To appoint auditor for every financial year.
- c) To consider and adopt the Administrative Reports of the Association and institutions run by it.
- d) To consider and adopt the budget, estimate of the Association for the ensuing accounting year.
- e) To pass resolutions and to adopt the Annual Reports and Annual Accounts of the Association.
- f) To consider and adopt the resolutions with respect to the amendment of the constitution of the Association referred to it by the Executive Committee or by the members of the Association.
 - a. To pass such other resolution/s or to take such other decisions as may be brought forward with the permission of the Chairperson / Chairman.
 - b. To take policy decisions for the administration of the Association.

g) Inspection:- The minutes of the Executive Committee and the account books with all the vouchers and other records shall be kept open for inspection 10 days before the Annual General Body Meeting.

(Signature)
President

(Signature)
Secretary

(Signature)
Treasurer



11. **Notice of Annual General Body Meeting:-** In the case of the Annual General Body Meeting 15 clear days and in the case of a Special General Body Meeting 5 clear days' notice shall be given to every member specifying the place, the day and hour of the meeting and the business for which it is to be transacted. In case of Annual General Body Meeting the notice shall be accompanied by a copy of the Annual Report together with a copy of the audited accounts and the balance sheet.
12. **Quorum:** 3/5th of the total members shall form the Quorum of the meeting of the General Body. If the members actually present at the time of the meeting fall short to form the quorum, the meeting of the General Body shall be adjourned and such adjourned meeting shall be held after half an hour at the same place and the members present at that time shall constitute the quorum. The adjourned meeting shall have the same agenda.
13. **Special General Body Meeting:** - The Executive Committee may convene a Special Meeting of the Association whenever they think fit. They shall also convene a Special General Body Meeting of the Association on the receipt of a requisition made in writing and signed by at least 30 members of the Association. The requisition must state the objects of the meeting. Upon the receipt of such requisition of the Executive Committee shall forthwith convene a Special General Meeting and if they do not proceed within four weeks from the date of the receipt thereof to cause a meeting to be convened the requisition may, after notice in writing to the Secretary, themselves convene the meeting, provided that no business except that specified in the requisition shall be transacted in the meeting and provided also that no resolution passed at such meeting shall be valid unless it be passed by at least three-fourths of the members present voting for the same.
14. **Business at Special General Meeting:-** No business shall be transacted or any Special General Meeting other than that for which it is called.
15. **Rules of Election:-**
 - a. The management and conduct of the affairs of the Association shall be under the control and supervision of and be vested in a Executive


President


Secretary


Treasurer



Committee consisting of Nine members as the Executive Committee may from time to time determine. The said members shall be elected by the General Body members of the Association.

- b. The election of the Executive Committee members shall be by show of hands or by secret ballot.
 - c. The nomination for the purpose of elections shall be submitted to the Secretary, 15 days in advance prior to the date of General Body Meeting fixed for election, if required.
 - d. Any additional rules for the election shall be decided by the Executive Committees and when found necessary in the interest of the Association.
16. **Filling of Vacancies:** - In the event of any vacancy arising in the Executive Committee members by death, resignation or otherwise the Executive Committee shall have the power to appoint a member to fill the vacancy until the next election.
17. **Executive Committee:** The Executive Committee consists of minimum 9 (Nine) members and maximum 32 (Thirty Two). Executive committee should be elected in the general meeting after every 3 years.
18. **Rights and Duties of the Executive Committee:**
- a. To consider applications for admission of membership as rules of the Association.
 - b. To appoint, promote, punish or suspend employees and to frame rules of service for employees.
 - c. To accept or reject donations, subscriptions, financial aid or any property on any terms & conditions agreed by it.
 - d. To sanction loans and advances to servants.
 - e. To arrange for proper maintenance of accounts and preparation of balance sheets, statements etc. and submission of progress report and other obligatory returns to the concerned authorities.
 - f. To fill the mid-term vacancy of member/office bearer.
 - g. To insure properties of the Association.
 - h. To do all such other acts and things that is necessary for proper conducting the business of the Association.


President


Secretary


Treasurer

(on) Subhash Gangadhar Surankar

Mahadeorao Maruti Gaikwad

Mahadeorao Maruti Gaikwad



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- i. To administer and manage the Association and its properties.
- j. To spend money of the Association for achieving the objects.
- k. Executive Committee has right to appoint sub-committee for any work or frame Internal Rules for better and proper administration of any Institute/branches.
- l. The list of Executive Committee to be submitted to Assistant Registrar of Societies, Pune as per law.
- m. To borrow and raise funds by way of donation, subscription, gifts, grants, loans from other financial institutes, Industries, Nationalized banks, Financial Authorities, Financial Organization, various finance providing companies and organizations.

19. **The Meeting of Executive Committee, Notice and its Quorum :-**

- i. The Executive Committee shall meet at least once in four months and in the said meeting, shall discuss the items and subjects kept before it by the Secretary.
- ii. The notice of the meeting of the Executive Committee shall be issued by the Secretary by giving 7 days clear notice. The notice of the Executive Committee Meeting shall be served upon the members by post, by courier, by e-mail, or by hand delivery or by any other mode existing at relevant time as the Executive Committee may decide by majority. However, the proof of dispatch of the notice by any mode shall be required to be maintained by the Secretary.
- i. The quorum for such meeting shall be 2/3rd of total members. In case the members required completing the quorum do not remain present at the time of meeting the same shall be adjourned for half an hour and thereafter again the same meeting shall be held after waiting for half an hour for sufficient quorum. Quorum is not fulfilled then the meeting shall convene with members present to the meeting.

20. **Settlement of Disputes:-** All disputes between a member and a member or between a member and an officer of the Association, shall, unless the Executive Committee elect to refer the matter directly to a Special General Body Meeting, be settled by the Executive Committee and their decision shall be final.


President


Secretary


Treasurer

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Subhash Gangadhar Sukentkar Mahadeorao Maruti Gaikwad Mahadeorao Maruti Gaikwad



21. Special Meeting of the Executive Committee:-

- i] If there is any urgent subject, that requires to be discussed urgently and decision to that effect is required to be taken then in such case the Secretary shall convene a Special Executive Committee Meeting/ Circular Meeting.
- ii] Any three members of the Executive Committee by requisition may apply to the Secretary or Chairman for convening the Special Executive Committee Meeting.
- iii] The said requisition must be given at least two days in advance to the Secretary who shall upon the receipt of the said requisition with the consultation of the Chairman shall convene the Special Meeting of the Executive Committee.

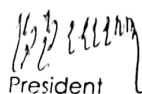
22. Office bearers of the Executive Committee and their functions and duties: Following shall be the office bearers of Executive Committee and their functions:

A. **President:**

- i] The President shall preside over the meetings of the General Body and Executive Committee and shall have the right of casting vote.
- ii] In case of receipt of requisition from the members, regarding convening the meeting the President can direct the Secretary ^{with consent of Chairman} to convene a Special General Body Meeting.
- iii] To do all acts in order to promote the general welfare of the Association.
- iv] The President shall sign the minutes of Executive Committee and General Body.

B. **Chairman :-**

- a. over all control of all activities of the Association.
- b. He/she will be guiding factor for association.
- c. To sign all documents of the association in case of exigencies.


President


Secretary


Treasurer

**C. Vice President :-**

In the absence of the president all the activities shall be done by the senior most vice- president.

D. Secretary:

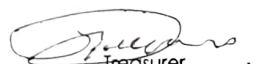
- I. The Secretary shall be the custodian of records of the trust and shall represent the Association in all matters, concerning administration of the trust.
- II. To convene meetings of Executive Committee and General Body.
- III. To write minutes of the meetings of the General Body and Executive Committee and to maintain the same properly.
- IV. To conduct all the official correspondence for and on behalf of the Association.
- V. To be in charge of the Association's office and all the things connected therewith and to be the custodian of all the records of the Association including cash books and investments scripts and records relating to the property and shall arrange for their safe custody.
- VI. To call for inspection, at least once in a year and often, if required, service books, leave accounts, dead stock registers, account books, vouchers, general and other registers and records of all the Association's institutions.
- VII. To look to the upkeep of the Association's buildings and grounds and other properties.
- VIII. To insure buildings and the properties of the Association against risk of fire and lightning.
- IX. To maintain list of all the members of the Association with their addresses.
- X. To perform such other duties as may, from time to time, be assigned by the Executive Committee and/or as may be necessary to be carried in the interest of the Association.

E. Joint General Secretary :-

To Assist secretary and in the absence of General Secretary all activities shall be done by senior most joint general secretary.


President


Secretary


Treasurer



F Treasurer:-

- (i) The Treasurer shall be primarily responsible for maintaining proper accounts of the Association and to get the same audited from the statutory auditors appointed for that purpose.
- (ii) The Treasurer shall endeavor to get accounts balanced and thereafter audited in time and shall endeavor to submit the same before the General Body for approval in the stipulated period.
- (iii) It shall be the duty of the Treasurer to keep accounts of funds including permanent, current and other funds and properties of the Association.

G ASST. Treasurer:-

To Assist Treasurer and in the absence of Treasurers all activities shall be done by senior most Asst. treasurer.

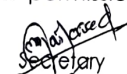
23. Sources of Income of the Association:-

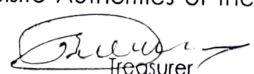
- i. The sources of income of the Association through collection of admission fee, annual membership fee.
- ii. The Association can accept donations, gifts, Government grants, Semi Government Grants, etc. in the form of cash or equivalents. Immovable property from outside agencies, including individuals, subject to approval of the Executive Committee.
- iii. Proceeds realized from the sale of publications of the Association, if any, shall also form part of its revenue.
- iv. Association may provide goods/ services at no profit no loss basis and earn funds.

24. Percentage of expenditure: -Out of the income of the Association, at least 80% of the income shall be incurred for carrying out the objects of the Association and up to 20% income shall be utilized for the administrative activities. Balance of the 80% if remains unutilized in a year, shall be carried forward for the objects in the next year.

25. Loan:- The Association may raise loans for carrying out the objects of the Association with the prior permission of requisite Authorities of the


President


Secretary


Treasurer



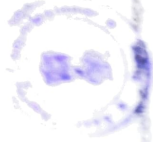
Charity Commissioner u/s 36(A)3 of Bombay Public Trust Act 1950 as and when necessary.

26. **Purchase and Sale of immovable property** :-If any immovable property is acquired by the Association, the necessary change report shall be filed by the Executive Committee of the Association u/s 22 of the Bombay Public Trusts Act 1950 within the period limit of 90 days prescribed by law. If any immovable property is required to be sold, mortgaged, exchanged or transferred giving prior permission of the Charity Commissioner is necessary u/s 36 of the Bombay Public Trusts Act 1950.
27. **Investment of Funds:**
The funds of the Chapter shall be invested in the modes specified under the provisions of sec.13 (1) (d) r.w.s.11 (5) of the I.T. Act, 1961 as amended from time to time.
28. **Bank Account:**-The bank account may be opened in any Nationalized or Scheduled Bank in the name of the Association. The same shall be operated with joint signature of any two out of President/ General Secretary and Treasurer or Asst. Treasurer. As may be decided any alteration in signing authority by Executive Committee in their meeting.
29. **List Of Members of the Association:** - The list of the members of the Association shall be maintained as prescribed by the rules framed under the Societies Registration Act 1860.
30. **To frame Regulations:**- To make from time to time to repeal or later bye- laws as to the management of the Association and the affairs of thereof and as to the duty of any officers or servants of the Association and as to the conduct of business by the Executive Committee or any sub-committee or Trustees as to any of the matters or things within the powers or under the control of the Executive Committee provided that the same shall not be in consistent with the Memorandum of Association or with these Rules and Regulations .


President


Secretary


Treasurer



17. Amendment of Rules and Regulations The Registrar may, after consulting the members of the Association, amend or modify any of the rules and regulations made by the Association in pursuance of the provisions of Section 13 and 14 of the Societies Registration Act, 1860, provided that any such amendment shall be made only after the members present at a meeting of the Association have passed a resolution in favour of the proposed change.

18. Alterations in Name or Object of the Association

Any change in the name or object of the Association shall be carried out in accordance with the provisions of Section 12 and 13 A of the Societies Registration Act, 1860.

Any amendment to the Trust Constitution/By Laws/Memorandum of Association will be carried out only with the approval of competent Income Tax Authority.

19. Provision for dissolution of the Association and adjustment of its affairs

If for any reason it is decided to dissolve the Association, the provisions of Section 13 and 14 of Societies Registration Act, 1860 shall be complied with in the event of dissolution. The surplus asset/funds of the Association shall remain after discharging and all liabilities shall be transferred to any other public Charitable institutions / Society having similar objects and also registered with Section 12 A of Income Tax Act, 1961 and the same shall not be distributed among the members.

CERTIFICATE

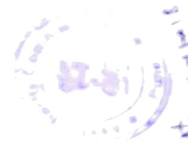
wherein the same is the true copy of the Rules and Regulations of Union Bank Pensioners & Retirees Association Maharashtra State (Excluding Mumbai).

5. Full Name

SIGNATURE

Union Bank Pensioners & Retirees Association Maharashtra State (Excluding Mumbai)
 Registrar of Societies, Maharashtra, Mumbai

Date: _____
 Place: Mumbai
 Signature: _____



REGISTRAR OF SOCIETIES
 MAHARASHTRA
 MUMBAI