

**Rules & Bye Laws**  
**of**  
**THE ORIENTAL INSURANCE COMPANY OFFICERS' ASSOCIATION**

1.
  - a) The name of the Association shall be "The Oriental Insurance Company Officers' Association" and
  - b) The Registered address of the Association shall be No. - 8, Esplanade, Chennai, and
  - c) The Working Office address of the Association shall be "1<sup>st</sup> Floor, Oriental House, A-25/27, Asaf Ali Road, Delhi-110002".
2. The objects of the Association shall be
  - a) to regulate the relations between members and their employers,
  - b) to render help to members by constitutional methods,
  - c) to secure to the members fair conditions of life and work,
  - d) to endeavour to redress grievances of members,
  - e) to provide relief to members against sickness, old age, unemployment & death,
  - f) to endeavour to settle disputes between the members and their employers,
  - g) to promote the civic interests of members,
  - h) to educate the members about their role and responsibilities,
  - i) to co-operate and federate with organizations of workers having similar objects.
3. Any employee who is employed as an officer in The Oriental Insurance Company Ltd. shall be eligible to become an ordinary member of the Association on payment of admission fee of Rs.50/- alongwith the Annual Subscription of Rs. 500/- provided he agrees to abide by the rules and bye laws that may be made by the Association from time to time.
4. Every ordinary member shall pay an annual subscription of Rs.500/- in the first quarter of the year, i.e. January to March every year and/or shall ensure for deduction of annual subscription in the event of deduction of Subscription from the salary under check off system. The Failure to pay the subscription in any year or any other dues will debar the member from enjoying the benefits of membership of the Association. The executive committee may, however, restore the membership of such a person if he/she pays off his arrears of subscription.
5. With reference to the financial position of the Association, the Central/Regional Committee shall decide from time to time the benefits to be given to the members. A member shall be entitled to the benefits of the Association only if he has been a member for at least six months and if he has paid his subscriptions to the Association up to date.
6. Any office bearer or member of the Association found working against the interests of the Association may be removed from the Association or otherwise punished by General Body Meeting of the Members at the Regional level or at the All India General Council Meeting of the Association held for the purpose at which at least 2/3<sup>rd</sup> of those present vote in favour of the resolution.

Provided, that the member or officer concerned is given adequate prior notice of the action proposed to be taken against him.
7. If a member goes on strike without the sanction of the Association, he shall not be entitled to any benefit from the Association from the date on which he has so struck work. This is in addition to any other penalty, which may be imposed on him under the previous rule.

8. No notice of strike shall be given by any ordinary member of the Association to his employer unless in a ballot conducted for the purpose, two thirds of the members of the Association employed in the undertaking having voted in favour of a strike.
9. A register of members, account books and other prescribed registers and books shall be kept at the registered office and/or the working office of the Association and properly maintained by the office bearers responsible. The registers and books shall be open to inspection by any office bearers or member of the Association at the registered office and/or the working office on all working days during office hours when the registered office is open.
10. The affairs of the Association shall be conducted by General Council and Central Committee at All India level and by Regional Committee at Regional level.
11.
  - a) General Council shall be Supreme Executive Body of the Association and shall meet within 90 days after completion of accounting year at the place and date notified for the purpose.
  - b) General Council shall consist of representatives/delegates from Regional Units in the proportion of one delegate per block of 50 members of the Association or part thereof subject to minimum of 2 delegates from each Regional Unit which should preferably include the Regional President and the Regional Secretary.
  - c) Twenty-one day's notice to all Regional Units shall be given for General Council Meeting. Notice shall specify subjects to be discussed. The Regional Units within 7 days of receipt of notice of General Council Meeting, shall send names of the eligible representatives as per Para (b) of this Article to the General Secretary along with the list of members of the Regional Unit.
12. The Central Committee shall consist of a President, one Working President, five Vice Presidents, one General Secretary, one Organizing Secretary, four Additional General Secretaries, one Registered Office Secretary, one Assistant Office Secretary, ten Joint Secretaries, one Treasurer, one Assistant Treasurer and one Website Secretary. Regional Secretaries of unrepresented Regional Units shall be ex-officio Executive Committee members of the Committee. All of them shall be elected at the General Council Meeting of the Association and shall hold office till the next election. Interim vacancies in the Central Committee shall be filled by the Committee by co-option in the Central Committee Meeting of the Association and the Co-opted members shall hold office till the next election.
13. Meetings of the Central Committee shall be held whenever the President considers it necessary. On receipt of a requisition from one third of the members of the Committee, the President shall convene a Special meeting of the Committee within fifteen days of the receipt of the requisition. If the President fails to convene the meeting as per the requisition within the stipulated time, one member of the Central Committee or two ordinary members of the Association who may be nominated in writing by the signatories to the requisition can convene a special meeting of the Committee after issuing 15 days prior notice with the Working President or in his absence the Senior most Vice-President or in his absence the General Secretary, or in the absence of all of them, a Central Committee member acting as Chairman of that meeting. The presence of the One-third of the number of members of the Committee shall be necessary to constitute a quorum for a meeting of the Committee. Seven day's notice shall be given for a meeting of the Committee. The Notice shall specify the subjects to be discussed.
14. The President shall preside over all the meetings of the General Council and of the Central Committee and sign all the Minutes of such meetings. He shall have the powers to convene special-meetings of the Association and of Central Committee whenever he considers it necessary. President shall have the right of casting of votes in the event of a tie in the Central Committee.
15. The Working President and Vice Presidents shall assist the President and any one of them shall act for him, in his absence.
16. When the President, Working President and the Vice Presidents are not present, the meeting shall elect a Chairman from among the members present. The Chairman of the meeting shall have the right of casting vote only in the case of equality of votes on any question.

17. The General Secretary shall exercise general supervision and control over the affairs of the Association. He shall be responsible for:
  - a) Conducting all correspondence on behalf of the Association.
  - b) Recording the minutes of the meetings of the Committee and the General Council.
  - c) Convening in consultation with the President, ordinary meetings of the Association and of the Central Committee and issuing notices and agenda thereof.
  - d) Submitting the statements and other documents required to be submitted by or under the Trade Unions Act.
  - e) General Secretary shall sue and be sued on behalf of the Association.
18. The office of the General Secretary shall not be combined with that of any other office except that of the President. When the office is so combined, the person so elected to the office shall be designated as President and General Secretary and not merely President.
19. Registered Office Secretary shall be responsible for collecting, compiling and maintaining records of the Association at Registered office of the Association at Chennai as also for submitting necessary returns to various authorities as per Trade Unions Act, 1926 or any other law for the time being in force. Assistant Registered Office Secretary shall assist the Registered Office Secretary in the above jobs from the Working Office of the Association and shall act for the Registered Office Secretary, in his absence.
20. The Additional General Secretaries and Joint Secretaries shall work and act for General Secretary in his absence. (Nothing in this Rule, however, shall be deemed to confer on any other person the power and right to exercise the powers of the General Secretary so long as the General Secretary is himself able to perform that).
21. The Treasurer shall maintain the accounts of the Association, collect amounts due, issue receipts thereof and make payment by proper vouchers, prepare the Final Accounts and get them audited for presentation in the General Council. Assistant Treasurer shall assist the Treasurer and shall act for the Treasurer, in his absence.
22. There shall be held, in the Third Quarter every year, a General Council Meeting of all eligible delegates/representative of the Association to transact the following business:
  - a. to adopt the Report of the work done by the Association and to approve the Audited Statements of Accounts of the previous Financial year and the Report of the Auditor thereof.
  - b. to form and elect a Central Committee for the current year and to elect the Office Bearers and Executive Members of the Central Committee and
  - c. to transact such other business as may be brought forward after Notice in the prescribed manner.
23. The President may call for Special meeting of the General Council whenever he thinks it necessary and shall do so on a requisition signed by at least ten Regional Units of the Association. Such meetings shall be held within one month of the receipt of the requisition. If the President fails to convene the meeting on receipt of the requisition in the said manner, one member of the Central Committee of the Association who may be authorized in writing by the signatories to the requisition can convene the meeting.
24. At least 21 day's notice shall be given for the meeting of the General Council. The notice shall specify the subjects to be discussed. Seven days notice shall be given to the Regional Units of any subject to be taken up at that meeting itself. The presence of at least one third of the total number of delegates of the General Council shall be necessary to constitute a quorum at a meeting of the members of the General Council. In the absence of quorum, the meeting shall be adjourned and No quorum shall be necessary for initiating the meeting after the adjournment.
25. a) Affairs of the Association at Regional level shall be conducted by the Regional Committee which will be formed at Regional Centers where Head Office/Regional Office /Regional Cells of the Company function and their jurisdiction shall be that of Head Office/Regional Office/ Regional Cells of the Company provided where there are more than one such offices of the Company at the same place, there will be only one Regional Committee for the Region.



- b) Regional Committee shall function with maximum 24 members duly elected by Annual General Meeting of that Regional Unit. These Regional Executive Committee members in turn shall elect a Regional President, a Regional Vice-President, a Regional Secretary, an Additional Regional Secretary, a Regional Joint Secretary and a Regional Treasurer etc. to maximum 50% of total number of Regional Executives.
- c) Regional Committee will hold office for a period of one year and will be replaced by a new Committee by way of election in an Annual General Meeting on expiry of 12 months.

In the event of violation or non-adherence of the provisions of the Constitution of the Association, a notice shall be served to the President and Secretary of the concerned Regional Unit and in the absence of proper action/response, President and General Secretary of the Central Committee shall have the right to intervene in the affairs of the Regional Unit including organizing meeting of the members of the Regional Unit and if necessary, for formation of the adhoc committee to look after the affairs of the Association till the time a new Regional Committee is elected and which should be within a period of 30 days from the date of super session or revocation..

- d) After Annual General Meeting and election of Regional Committee every year, Regional Secretary will ensure to send list of members and office bearers of Regional Committee to Registered Office Secretary at Chennai with a copy to General Secretary.
- e) All rules applicable to Central Committee shall apply equally to Regional Committees in their day-to-day functions under over all supervision and control of Central Committee.
- f) Regional Committees shall control and co-ordinate with Sub-Committees or Local Committees that may be formed by members/officers at Divisional/Branches.
- g) If one third members of a Region complain about the non-working or discrepancies committed by a Regional Committee, then the Central Committee after a proper verification of facts to satisfy itself as to the correctness of charges, dissolve or supersede the Regional Committee and nominate an ad-hoc committee to look after the affairs of the Association till the time a new Regional Committee is elected and which should be within a period of 30 days from the date of super session or revocation.
- h) Quorum for any Annual General Meeting shall be one third of total members. No quorum shall be necessary for an adjourned meeting.
- i) Quorum for any Regional Committee Meetings shall be one third of total Regional Committee members.
- j) All matters are to be decided by a simple majority.

26. Subscriptions from members and donations shall form the general funds of the Association. The general funds of the Association shall be spent only on such of those objects of the Association as are consistent with Section-15 of the Trade Unions Act, reproduced below :-

- a. The payment of salaries, allowances and expenses to staff/officers of the Association
- b. The payment of expenses for the general administration of the Association including audit of the Accounts of the General funds of the Association.
- c. The payment towards Travelling & Conveyance for visiting various Regional Units/Offices of the company or any other office in connection with the activities of the Association.
- d. The payment of expenses for holding various meetings on behalf of the association.
- e. The payment of expenses for holding demonstrations/dharnas/Seminars etc. for the benefit/education of member officers.
- f. The prosecution or defense of any legal proceeding at which the Association or any member thereof is a party when such prosecution or defense of any case is undertaken for the purpose of securing or protecting any rights arising out of the relations of any member with his employer or with a person whom the member employs.
- g. The conduct of trade disputes on behalf of the Association or any member thereof.
- h. The compensation of members for loss arising out of trade disputes.
- i. Allowances to members or their dependents on account of death, old age sickness, accidents or unemployment of such members.

- j. The issues of or the undertaking of liability under policies insuring members, against sickness, accident or unemployment.
  - k. The provision of educational, social or religious benefits for the members including the payment of the expenses of funeral or religious ceremonies of deceased members or for the dependents of members.
  - l. The upkeep of a periodical published in the name of the Association, the purpose of discussing question affecting the employers or employees as such.
  - m. The payment, in furtherance of any of the object on which the general funds of the Association may be spent, or contributions to any cause intended to benefit workmen in general, provided that the expenditure in respect of such contributions in any financial year shall at any time during that year be in excess of  $\frac{1}{4}$  of the combined total of the gross income which has up to that time accrued to the general funds of the Association during the year and of the balance at the credit of these funds at the commencement of that year and
  - n. Subject to any condition contained in the notification, any other object notified by the appropriate Government in the Official Gazette.
26. A sum not exceeding Rs.50,000/- may be kept in the hands of the Treasurer for meeting the expenses of the Association. All other deposits shall be invested in the name of the Association in any bank selected by the Central Committee. Amounts shall be withdrawn from the bank account only on the joint signatures of any two of the Authorised Signatories.
27. The Bank Account of the Central Committee shall be opened/operated/closed only on the joints signatures of any two amongst the President, Working President, General Secretary, Treasurer and one more office bearer (as Nominated by the General Council). The Bank Account of the Regional Units shall be opened/operated/closed only on the joints signatures of any two of the Central Committee - Treasurer and one more Central Committee office bearer (as Nominated by the General Council), Regional President, Regional Secretary and Regional Treasurer.
28. The Regional Units shall remit to the Central Committee 40% of the amount collected from the association members towards Subscription and Levy (Amount as decided in the All India General Council Meeting). In case subscription is deducted from salary (Check off deduction) then 60% of the Subscription received would be remitted by the Central Committee to the concerned Regional Units after adjusting the dues, if any.
28. In view of deduction of annual subscription of the members from the salary under the check off exercise, the Association shall/can have separate accounts for Collection of funds from the Company and/or other sources and for various payments including remittance of Regional Unit towards their share of Subscription.
29. The General Secretary may authorize urgent expenditure not exceeding Rs.1,00,000/- between two meetings of the Central Committee. The Central Committee may authorize urgent expenditure exceeding Rs.1,00,000/- between two meetings of the General Council. The funds of the Association shall be disbursed on vouchers signed by the General Secretary and the Treasurer.
30. The Central Committee may constitute a separate fund for the promotion of the civic interest of its members subject to the provision of Section-16 of the Trade Unions Act.
31. The accounts of the Association shall be audited by the Auditor possessing the qualifications prescribed under the Trade Unions Act. The responsibility shall be upon the Central Committee to see that the accounts are so audited.
32. The rules of the Association may be amended, varied or rescinded by the General Council provided that the votes of at least one half of its members entitled to vote are recorded and that at least  $\frac{2}{3}^{\text{rd}}$  of the votes recorded are in favor of the proposal.
33. The Association shall be dissolved if at least three fourths of the members at the General Council Meeting of the Association record their vote in favor of the dissolution.

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