



BANK OF BARODA RETIRED OFFICERS' ASSOCIATION

*(Registered Under Trade Union Act 1926 - Regn. No. G/4766 Dt. 3-12-1990)
(Affiliated to All India Federation of Pensioners Association, Chennai) and
Retired Bank Officers' National Confederation*

CONSTITUTION & RULES

(As amended upto 05-03-2017)



Registered and Administrative Office :

418-A, Lalita Tower, B/h. Railway Station,
Station-Akota Road, Vadodara - 390 007.

Phone : 0265-2351630

E-mail : bobroa90@gmail.com

Website : www.bobroa.com



Art. 1. Name :

The name and entity of the organisation shall be “**Bank of Baroda Retired Officers' Association.**” For brevity hereinafter it stands to be referred to and identified as “BOBROA” in the constitutional framework.

- 1.2 The BOBROA shall be Trade Union Body registered as such under the Trade Union Act for the time being prevalent as and when in force.
- 1.3 The registered office and address of “BOBROA” shall be at 418-A, Lalita Towers, B/h. Railway Station, Station-Akota Road, Vadodara - 390 007 where presently situated.
- 1.4 Any change in the address of the Registered office shall be notified to the Registrar of Trade Union (Gujarat State) India, within 14 days from the date on which the change takes place per provisions of the Trade Union Act in force and as prevalent.
- 1.5 Central / Administrative office of the BOBROA shall be deemed to situate at a centre from where the General Secretary operates and functions, who will be deemed to be executive functionary of the organisation in collaboration with National President per constitutional parameters. The General Secretary of the BOBROA shall stand being and shall remain repository of the executive jurisdiction.
- 1.6 BOBROA may establish zonal offices at such centre/s, as may be expedient for effective operational administration of its affairs and organisational activities.

2. Area of Operation

- 2.1 The area of operation and jurisdiction of the BOBROA shall extend to whole of India geographically.
- 2.2 In event of initiation or conduct of legal proceedings or process against the BOBROA, the jurisdiction shall vest at the centre where Registered office is situated as defined in **Article No. 1.3**

3. Aims and Objects

BOBROA shall be a non-political organisation. The Aims and Objects shall stand defined as follows :

- 3.1 To organise and unite all former officer retirees and resignees from Bank of Baroda (a body corporate constituted under the Banking Companies Acquisition and Transfer of Undertakings - Act 1970) having its Head Office situated at Mandvi at Baroda, Gujarat State and Central Corporate office at Baroda Corporate Centre, C-26, G Block, Bandra Kurla Complex, Bandra (East), Mumbai-400051, Maharashtra State in India and to foster among them a spirit of fraternity, harmony, fellowship, solidarity and *esprit de corps* for common goal of amelioration of their interests and wellbeing.



BANK OF BARODA RETIRED OFFICERS' ASSOCIATION

- 3.2 To secure and safeguard the legitimate and deserving interests, legal rights and privileges of the members of BOBROA in particular and other retirees of Bank of Baroda in general as a whole being termed BOB retirees community composite and their spouses.
- 3.3 To care and promote the economic and social well-being of the members and enhance their status and respectability.
- 3.4 To maintain positive and fruitful relations with management of the Bank of Baroda to maintain and protect and improve the Pensionary and other retiral benefits and any other advantageous gains.
- 3.5 To affiliate, federate or confederate with all organisations at Bank as well as Industry level and seek affiliation to National Pensioner/Retiree organisations as determined by Governing Council herein after referred to.
- 3.6 To make proper representation and /or setting up of rapport and forum with the concerned and competent authority/ies, Government, Indian Banks' Association and the parent Bank for redressal of grievances of members in particular and other retirees in general inclusive of their spouses.
- 3.7 To co-operate and have liaison with other organisations in India and having objects wholly or in part akin to those of BOBROA by exchange and dissemination of information, data, publications and by undertaking Co-ordinated / Joint / Common Programme/s and activities.
- 3.8 To initiate steps to resort to judicial process for removal of anomalies / injustice non-equilateral in the pensionary and retiral benefits to members and their spouses, on Governing Council being duly satisfied about the maintainability of the legal action and for improvement in the foregoing area.
- 3.9 To receive grants, donations, contributions and gifts from any person/s, firms, corporation or Government and other institutions towards achieving the aims and objects of BOBROA.
- 3.10 To own, acquire, purchase, sell or give or obtain on lease-basis properties including immovable property/ies for carrying on the activities of BOBROA.
- 3.11 To invest funds of BOBROA in such investment/s as may be determined from time to time by the Governing Council.
- 3.12 To edit and publish periodicals, magazines, books to further the objectives of BOBROA.
- 3.13 To establish Public Trust/s and/or Society/ies under the act in force for implementing / carrying out Projects/Programmes of welfare and other activities in conformity with the aims and objects of BOBROA.
- 3.14 To organise social, cultural, devotional, spiritual, educational, medical sports and such other welfare activities for members and families and spouses.
- 3.15 To do and perform all such acts and things as may in the opinion of the BOBROA be incidental



or conducive to the attainment of all or any of the aims and objects of BOBROA.

BOBROA shall endeavour to further the aforesaid aims and objects by all legitimate, peaceful and democratic methods, including negotiations, adjudications, meetings, deliberations, discussions and exchange of notes and exigency based mass rallies, demonstrations and such other propagation of equanimity and advocating and furthering suitable legislation/s and such other methods and avenues as BOBROA may from time to time chalk out and deem expedient and beneficial to bank retiree membership and the retiree community.

4. Eligibility Criteria of Life Membership of BOBROA

4.1 Any officer in employment of the Bank Of Baroda, who has

- A) retired on superannuation as per Bank's rules for officers from time to time.
- B) voluntarily retired as per Bank's service rules for officers as in force from time to time.
- C) voluntarily retired as per Bank of Baroda (Employee) Pension Regulations, 1995 and
- D) retired voluntarily under special scheme introduced by the Bank at any time or hereafter under any tenor and terminology.
- E) retired compulsorily as per Bank's service rules for officers from time to time.
- F) former officer who has relinquished Bank services as per Bank rules.

shall be entitled to become Life member of the BOBROA on payment of such fees and payments as decided either by the Governing Council or Core Committee of BOBROA.

4.2 The spouse or any other member of the deceased member eligible for family Pension and/or retiral or welfare benefits shall be entitled to become primary member of the BOBROA on payment of such fees and payments as decided either by Governing Council or Core Committee of BOBROA.

4.3 Any officer of Bank of Baroda, who has resigned after having served the Bank for more than 10 years will be entitled to become a life member of BOBROA on payments of fees and payments as decided by Core Committee of BOBROA or the Governing Council.

4.4 An officer who is dismissed from the service of the Bank shall not have eligibility to seek membership of BOBROA.

4.5 Request of any retired officer for membership of BOBROA will be entertained after taking into consideration his / her past background. He / She shall not be granted the membership if deemed prejudicial / inimical to aims and objects of BOBROA as decided by Core Committee or the Governing Council.



5. Subscription

- 5.1** Its structure, nature and size shall be arrived at and determined either by the Governing Council or Core Committee from time to time.
- 5.2** Every eligible retiree officer, on enrollment as member will be required to pay life membership fee as may be decided by Governing Council of BOBROA from time to time. This is at present Rs. 3500/- increased to Rs. 5000/- w.e.f. 01-01-2018 for a Life time. The surviving Spouse or family member of the life member entitled to family Pension or welfare benefits shall stand continued as a member without payment of any subscription.
- 5.3** A family Pensioner and / or Recipient of welfare benefits can join BOBROA as member on payment of life membership fee as decided by Governing Council from time to time. This is at present Rs. 600/-.
- 5.4** All members will have to contribute to Reserve and other emergency funds as may be formulated by the Governing Council of BOBROA from time to time.
- 5.5** The membership subscription once paid and receipted by BOBROA is non-refundable for any reason including relinquishment on his own volition or termination of membership for any reason or circumstances by the BOBROA.

6. Admission of Honorary Members

Person who are not eligible to become ordinary member of the BOBROA may be admitted as Honorary Members by the General Body on recommendation of Governing Council. Subject to the provision of section 22 of the Indian Trade Union Act, 1926, their number shall not exceed Two. They will not be required to pay any admission or membership fee.

7. Role of Members

It shall be a deserved expectation from each member of the BOBROA to put in endeavours for the following to strengthen the Organisation.

- 7.1** To observe, assist, work and promote aims and objects of the BOBROA for its welfare oriented ends.
- 7.2** To discourage and non-participate in any activity or efforts for formation of sectionalised or separatist group/s and entity of retiree officers of the Bank of Baroda and not to lend support directly or indirectly to any movement of such nature or type and character that weakens or stands inimical to solidarity and unity of the BOBROA in its interests.
- 7.3** To value and preserve the rich heritage of Bank of Baroda and to renounce practice or precept derogatory and inimical to business interests and image of the Bank of Baroda and its in-service officers, executives and administrators.
- 7.4** To protect and improvise companionship, spirit of fellowship and brotherhood, welfare and



positive interests of members of BOBROA with harmonious relationships.

- 7.5** To put in efforts as feasible to contribute towards enlargement of membership of the BOBROA and not to entertain trends, efforts, activity contrary to this purpose.
- 7.6** To entertain, cherish, inculcate and maintain unflinching sense of loyalty and devotion to the parent institution of Bank of Baroda.

8. Register of Members

- 8.1** BOBROA shall maintain a register of the entire membership containing the name of self, spouse and place of their residence, phone number and contact person name, address and telephone number as supplied by the member to BOBROA.
- 8.2** The Register of membership shall remain open for inspection by any member of the BOBROA at notified administrative office situated at Baroda during working hours observed by BOBROA after giving an intimation in writing of minimum Seven days to the General Secretary.

9. Management & Administration of BOBROA

- 9.1** The various bodies of BOBROA constituted under the provisions of this constitution shall have the following order of precedence in the matter of Powers and Authority and administering functional jurisdiction.
1. GENERAL BODY
 2. GOVERNING COUNCIL
 3. CORE COMMITTEE
 4. ZONAL COMMITTEE for each CONSTITUTED ZONE.
- 9.2** In the event of any dispute in the stand, action, policy or decision/s between any two or more of the bodies, the decision of the body higher among them in precedence in the above order shall have the over-riding effectual compliance and authoritative implementation.
- 9.3 General Body**
- 9.3.1** The General body shall comprise of the delegates nominated by the Zonal units of BOBROA, well before the meeting of the General Body and shall meet once in Four Years. Each Zone shall be entitled to nominate its primary member as delegates to constitute the General Body of BOBROA on the basis of one (1) delegate for every block of 60 primary members in addition to Zonal Committee Members and Governing Council Members.
- 9.3.2** The delegates nominated to the General body shall hold the office during the tenure of the Zonal Unit which has nominated him/them to the General body. The zonal unit shall have discretion to recall a delegate and substitute another in his place, under advice to that effect to the Governing Council of BOBROA. Such advice shall be signed by the President and Secretary of the Zonal unit.



9.4 Governing Council

The Governing Council of BOBROA will conduct and manage, administer and control and have superintendence in all respects and to every extent, for the affairs, administration and organisational matters from time to time arising in functioning of the BOBROA with complete fullness of competence in authority and jurisdiction to frame policy, rules and regulations and allied ways and means to be formulated thereon per constitutional provisions of BOBROA contained therein. For performance of this functional jurisdiction and due discharge of duties and obligations thereunder, the Governing Council will comprise members nominated by Zonal units of BOBROA in consultation with National President & General Secretary in the proportion of one (1) member for every block of 150 members. The BOBROA team shall consist of the following Governing Council office bearers to represent Central administrative unit at the Apex-level of BOBROA.

National President	-	One
Executive President	-	One
National Vice Presidents	-	One for each zone
General Secretary	-	One
Jt. General Secretary	-	One
Dy. Gen. Secretary	-	Two
Asst. Gen. Secretaries	-	One for each zone
Finance Secretary	-	One
Asst. Finance Secretary	-	One
Central Admin. Unit	-	Five (need based)

- 9.4.1** The National President and the General Secretary shall be elected by General Body by way of direct election and they shall be duly constituted ex-officio members of the Governing council of BOBROA.
- 9.4.2** The other office-bearers will be elected by the members of the Governing Council from amongst them.
- 9.4.3** The Governing Council shall have power to co-opt members from unrepresented geographical territories and cosmopolitan quarters amongst membership.
- 9.4.4** The President and Secretary of Zonal units will be duly constituted ex-officio members on Governing Council.

9.5 Core Committee

The Core Committee consisting of Principal Office Bearers of Central Administrative Unit viz. (1) National President, (2) Executive President, (3) General Secretary (4) Jt. General Secretary and (5) Deputy General Secretary will be constituted to be convened as required to facilitate prompt and fruitful discussions and decisions on administrative and functional issues/problems/matters and render periodical assistance in ongoing and overall functioning of the BOBROA.



BANK OF BARODA RETIRED OFFICERS' ASSOCIATION

The General Secretary will have power to invite any other Central/Zonal Unit Office Bearer or member to participate depending upon the subject matter. The Core Committee shall be deemed next to Governing Council in administrative hierarchy of its functions and role and will constitute administrative powers Centre stage and serve as a focal point to deliberate and decide the matters and keep apprised the Governing Council at its next meeting.

Core Committee shall have power of screening the problematic applications for membership mentioned at Reg. 4.5 referred to it by the General Secretary to avoid intrusion of person/s without bonafide intention in BOBROA.

9.6 Zonal Committee

9.6.1 The Governing Council will form and establish Zonal Committee for various geographical areas to discharge the following functions :

- A) Enrolment of new members.
- B) Collection of subscription, contribution etc.
- C) Attending to problems of members of the Zone.
- D) Carry out the programmes and functions as decided by the Governing Council and Core Committee.
- E) Maintenance of Zonal accounts and records.

The Zonal Committee will have maximum of 20 members elected at the respective Regional Unit meeting of life members of the operative territory in proportion to one (1) member for every block of 25 members. For the zones having membership of more than 1000 can have one (1) additional zonal committee member for every 50 members over 1000, subject to maximum 25 Zonal Committee Members. The Zonal Committee will have following office-bearers elected by the Committee members from amongst them.

Zonal President	- One
Zonal Vice Presidents	- Two
Zonal Secretary	- One
Zonal Asstt. Secretaries	- Two
Zonal Treasurer	- One
Asstt. Treasurer	- One

9.6.2 The Zonal administration shall not exchange correspondence or communication with the Bank authorities on policy level or Industry level issues and matters with the Bank's Head Office or Central Office to maintain uniformity and propriety and avoiding risk of duplication on behalf of the BOBROA as a whole since such type and nature of correspondence or communication or approach is undertaken and attended to by apex-level Central Office bearers National President / Exe. President / Gen. Secretary. However Zonal President / Zonal Secretary can discuss and sort out individual operational issues with Zonal / Regional / Concerned H. O. authorities of Bank under advice to Central Office.

9.6.3 The Zonal Committee shall have powers to Co-opt. Members in consultation with General Secretary from unrepresented Sections.



10 Elections

The Governing Council shall have powers to form an Election Committee, nominate members thereon for conduct of elections at Zonal as well as Central level. The said Committee shall constitute of 5 (Five) members and the Deputy General Secretary will be its Convener. The Election Committee shall frame Rules and Procedure for conducting the elections at Zonal and Central level and get it approved by the Governing Council. (Passed at II Triennial Conference at Nasik on 22-03-2007).

The revised Rules and Procedures for elections framed by Governing Council at its meeting dated 03-03-2017 are appended as annexure I.

11 Tenure

11.1 The tenure of the General body, Governing Council, Core Committee and Zonal Committee shall be normally four* years. However the same shall stand authorised to continue to function till new body/ies come into the existence as provided in the Constitution.

11.2 The tenure of the office-bearers of the Governing Council, Core Committee and Zonal Committee shall be four* years normally. They shall however stand authorised to continue to hold office till elections are held at the next triennial General Body Meeting.

11.3 In the event of any post on the Governing Council or Core Committee or Zonal Committee falling vacant due to demise, resignation, cessation or recall of any member, the National President / Executive President in consultation with the General Secretary will fill in by co-option for the post falling vacant till the new election/nomination is held/made.

12 Periodicity, Business and Powers

12.1 General Body

12.1.1 The General body shall be considered the supreme body of BOBROA and shall have absolute and irrevocable powers to take all decisions relating to policy matters, including amending altering, adding, substituting and rescinding any one or more clauses / articles / provisions of this Constitution.

12.1.2 The General body shall meet once in four* years at such place and time as may be decided by the Governing Council to transact the following business :

- A) To consider and adopt the General Secretary's Report and audited statement of accounts.
- B) To appoint auditors.
- C) To consider amendments to the Constitution as recommended by the Governing Council and/or brought forward by delegates after giving due intimation thereof.
- D) To elect National President and General Secretary as per Provision at 9.4.1.
- E) To admit maximum two Honorary Members as recommended by the Governing



BANK OF BARODA RETIRED OFFICERS' ASSOCIATION

Council in term of provisions at Rule 7 of this constitution, if so deemed fit and expedient.

- 12.1.3** Only delegates nominated to the General body by Zonal units will be eligible for election and shall have powers to vote at the ordinary or special meetings of the General body.
- 12.1.4** The General Secretary in consultation with the National President/Exe-President may convene a special meeting of the General body for transacting urgent specific business.
- 12.1.5** Notice of 30 numerical days will be necessary for ordinary/special meetings of the General body.
- 12.1.6** Notice for ordinary as well as Special Meeting/s of the General body will be sent to the registered address of the delegates by ordinary post or any other approved mode. Non receipt of the notice by a member or by few members shall not invalidate the proceedings of the meeting/s.
- 12.1.7** Delegates desirous of moving any resolution/motion at any ordinary/special meeting of the General body shall give atleast 15 numerical day's intimation to the General Secretary.

12.2 Governing Council

12.2.1 Periodicity : Periodicity to convene meeting of Governing Council shall be once in a year a s per requirement and exigencies perceived by the General Secretary.

12.2.2 Business/Powers :

- A) It shall be the duty and responsibility of the Governing Council to implement the programmes, policies and directives of the General body and to take all such measures as may be necessary within the framework of this Constitution for strengthening the organisational and financial status of BOBROA.
- B) When General Body is not in session and the Governing Council is of the opinion that it is not feasible to convene the meeting of the General Body to decide any matter of urgent nature which should ordinarily have been referred to the General Body, the Governing Council shall have jurisdiction to take such actions and steps as necessary. In such an eventuality, the Governing Council is required to report such matter/s, to the General Body at the earliest opportunity. This, however, is subject to the condition that the Governing Council shall not consider/decide on the matter/s specifically set out in article No. 12.1.2 (a to e) as the business / agenda to be transacted by the General Body falling exclusively within preview of this Body.
- C) Subject to the provisions contained above, the Governing Council shall have powers to take decisions on any issue relating to BOBROA and such decision/s should be conveyed to all members by the General Secretary in appropriate ways and means.
- D) Without prejudice to the generality of the foregoing powers, the Governing Council shall have absolute and full powers to frame rules for



- 1) Conduct of business at Meetings of General Body, Governing Council, Core Committee and Zonal Committees.
 - 2) Conduct of elections within constitutional framework.
 - 3) Delegations of authority and powers to the office bearers as needed and per exigencies.
 - 4) Affiliation with other retirees' organisation/s.
 - 5) Initiate legal process where deemed necessary and expedient.
 - 6) Reimbursement of travelling and other expenses of office-bearers and committee members of Governing Council, Core and Zonal Committees.
 - 7) Allocation of funds, sanction of expenditure and maintenance of accounts per day to day needs and occasions and exigencies arising.
- E) The Governing Council shall have due powers to form/appoint sub-committee/s for implementation of the objects/aims/programmes of BOBROA and to nominate on such Committee/s members from amongst themselves and /or any members thereof holding valid membership.
- F) The Governing Council shall have powers and authority to collect contribution from all members for monetary benefits derived by them through the efforts of BOBROA as also to meet with any nature or type of unexpected expenses to carry out and fructify various action plans/programmes in the interests and benefit of the membership.
- G) The Governing Council shall have powers and all authority to impose any directive or directives including restriction or expulsion from his/her position as any delegate/s, committee members / and / or office-bearer/s and even primary membership if in its opinion such member is found to be acting against the advice, Counsel directive, policy or resolution of the General Body/Governing Council and / or refuse to comply with such advice, counselling, directive, policy or resolution and / or is found to be engaged in anti - BOBROA activities and / or practices and/or such other activities detrimental to the cause of BOBROA, after issuing him a show-cause notice and giving him opportunity to explain his / her case.
- H) The office-bearers elected at the General Body and members nominated to the Governing Council shall be ex-officio members of the respective Zonal Committee in whose area of operation they reside.
- I) Vacancies caused on the Governing Council by demise, resignation, removal, shall be filled Up by co-option in such instances by the Governing Council from amongst the delegates of the General Body or by nomination as the case and exigency arising.
- J) **Notice :** A notice of 21 (twenty one) numerical days will be desirable for convening a meeting of the Governing Council. However, in exigencies, a shorter notice period will serve the purpose and shall be deemed in order.



12.3 Core Committee

12.3.1 Periodicity : The Core Committee may normally meet once in a six months' periodicity or as often as expedient and found necessary per requirements.

12.3.2 Business / Powers

The Core Committee shall guide and assist the National President/Executive President and General Secretary and reinforce their efforts to carry out the functioning of BOBROA purposefully and effectively and will enjoy administrative and executive powers to serve as focal point to deliberate and decide the matters and subjects to report to the Governing Council. The Core Committee shall have powers to carry out duties and functions as decided by the Governing Council within the frame work of the Constitution. The Core Committee will discuss the issues, matters placed before it by the General Secretary and National President and Executive President and will formulate its views and/or action points to be placed before the Governing Council for arriving at final decision for affairs of the organisation BOBROA.

12.3.3 Notice : A notice of 15 numerical days will be necessary for convening the meeting/s of the Core Committee. However, in emergent circumstances, a shorter notice period will serve the purpose.

12.4 Zonal Committee

12.4.1 Periodicity : The Zonal Committee may meet twice in a year or as often as necessary.

12.4.2 Business/Powers : The Zonal Committee may formulate its own action plan/s to put into action the programmes formulated by the General Body or Governing Council or Core Committee. The Zonal Committee shall make efforts to organise retired officer colleagues in its area of operation.

12.4.3 Notice : A notice of 15 numerical days will be necessary for calling meeting of Zonal Committee. However in emergent circumstances, shorter notice period will be in order.

13 Duties

13.1 National President : The National President when present shall preside over all the meetings of BOBROA, including its Committee Meetings, preserve order, sign all the minutes and shall have a casting vote. The administrative and functional powers of the Association shall be vested in the President which he may exercise through the principal office-bearer, the General Secretary as prime executive functionary of the BOBROA within the frame work of constitution. He shall have powers to convene emergency meeting of the Governing Council/ Core Committee.

13.2 Executive President : The Executive President shall function and operate in collaboration and consultation with the National President and General Secretary, the latter being duly elected by the General Body of the BOBROA who both shall be deemed to be prime



BANK OF BARODA RETIRED OFFICERS' ASSOCIATION

administrators to function and operate the organisation in planning activities and administering the organisation as a whole in its entirety. When the National President not being present, the Executive President will conduct meeting, and preserve order, and sign minutes being equipped with a casting - vote if need arising.

- 13.3 Vice President/s** : The Vice President/s shall assist the President and Executive President and General Secretary in discharge of their functions and duties. In addition the Governing Council and Core Committee may assign specific duties/tasks to the Vice-President/s to be carried out by him/them. In absence of the President and Executive President, any of the Vice-President present as proposed by the Governing Council/General Body/Core Committee as the case may be, shall preside over the respective Meeting when occasion arising.
- 13.4 General Secretary** : The General Secretary shall perform all such functions as are necessary for achieving the objects of BOBROA as contained in above text. Further, he shall initiate and exchange all the correspondence, convene and hold all the meetings of the General Body/Governing Council/Core Committee in accordance with provisions in the constitution, take minutes, which shall be read and confirmed at the next meetings / and get signed by the President of that/these meetings. He shall conduct the whole administration and functioning of the Central office unit of BOBROA, exercise supervision, superintendence, administrative functioning, supervise finance management and other related areas, make representation/s, arrange interview/s and exercise supervision over all the affairs of BOBROA. The General Secretary shall be focal point and executive functional centrestage of the organisation. He shall prepare a report on the working of BOBROA and submit the same to the General Body at its quadrannual/special meeting/s after obtaining approval of the Governing Council. He shall have powers to incur/sanction the expenses for conduct of the affairs of the BOBROA and to engage on remuneration any person or persons or service providers or agencies in consultation with the National President/Executive President as needed and subject to the approval or confirmation of the Governing Council wherever necessary per constitutional provisions. He shall have powers to call for contributions towards Reserve, General, Legal or Emergency Fund and incur/sanction the expenses. The General Secretary shall be required to submit the statements and returns etc. to the various authorities as required under the laws/acts in force from time to time.
- 13.5 Joint General Secretary** : The Jt. General Secretary shall assist the General Secretary in carrying out all the functions and duties enumerated in Article 13.4 above. He shall stand in a position to carry out function/duties allocated to him by the General Secretary in consultation with the Governing Council. In the event of the General Secretary not being available for organisational work, for long duration, the Jt. General Secretary shall act in place of the General Secretary. The Jt. General Secretary is deemed to be next in hierarchy to post of the General Secretary to all intents and purposes.
- 13.6 Dy. General Secretary** : The Dy. General Secretary shall assist General Secretary and Jt. Gen. Secretary in carrying out the functions and duties as enumerated in Article 13.4 & 13.5 above.



- 13.7 Asst. Gen. Secretary :** The Asst. Gen. Secretary shall generally assist the General Secretary and shall carry out routine and day to day duties/functions assigned to him by either the General Secretary or Deputy General Secretary. He is expected to make periodical reports to the General Secretary on his functioning on regular frequencies.
- 13.8 Finance Secretary / Asst. Finance Secretary :** The Finance Secretary shall be responsible for all receipt sums of money which may from time to time be received in and to the source of funds of BOBROA and to be paid out towards all expenditure sanctioned by the Governing Council/Core Committee and/or General Secretary within respective areas. He shall prepare vouchers for all the expenses and get them signed by the General Secretary. He shall keep the records and accounts of all receipts and payments against relative proper vouchers. He shall ensure that all bills, vouchers etc. are received/prepared before payment/s are passed and signed and sanctioned by the General Secretary. He shall operate upon the Bank account/s and sign cheque/s etc. jointly with any one of the other authorised signatories as mentioned in Article No.14.3 of the Constitution. It shall be the proper responsibility of the Finance Secretary to submit periodical statements/reports on the fund position of BOBROA to the Governing Council/Core Committee to prepare the accounts of BOBROA and get them audited by Chartered Accountant within a reasonable period under advice to the General Secretary. The Asst. Finance Secretary will assist the Finance Secretary in all his functions and duties and will act as Finance Secretary in his long absence.

14. Funds

- 14.1** The funds of BOBROA shall vest in authority of the Governing Council and may be spent for implementing/carrying out the aims, objects and purpose of BOBROA.
- 14.2** The source of finance of BOBROA shall comprise of Subscriptions, Special Contributions, Donations, Gifts from membership and/or well wishers, delegates' fees etc. and other channels per constitution which may feed the organisation in a permissible way per constitution.
- 14.3** The fund of BOBROA shall be kept with public sector Bank/s and Prime Private sector Bank/s in Current, Saving or time deposit accounts or Govt. Securities as decided by Governing Council. The funds can be kept with Post office Savings and Time deposit accounts as decided by the Governing Council. Such accounts and funds disbursements are to be operated upon by and the cheques signed by any two of the following office-bearers viz. National President or Executive President or General Secretary or Jt. General Secretary or Dy. General Secretary jointly with the Hon. Treasurer.
- 14.4** The funds of the BOBROA shall not be spent on any other objects than the following with Governing Council being duly appraised thereto.
- 14.4.1** Payment of remuneration to persons or service providers engaged by the BOBROA as detailed above.
- 14.4.2** The payment of expenses of the administration and functioning of the BOBROA including



audit fees for audit of General Accounts.

- 14.4.3** The prosecution or defense of any legal proceedings to which BOBROA or any member thereof is a party when such prosecution or defense is undertaken for the purpose of securing or protecting any rights or privileges of members of BOBROA. The process needs be resorted with due approval of the organisational authorised focal points provided in the Constitution.
- 14.4.4** Conduct of legal disputes on behalf of BOBROA or any member thereof with due approval per above item 14.4.3.
- 14.4.5** Provision of educational and social benefits to the members as decided by the Governing Council, if need be.
- 14.4.6** Payment of affiliation fees to Apex-level body of retirees in Banking Industry or any other Body as decided by the Governing Council.
- 14.5** The Governing Council shall be responsible and accountable for protecting and proper application of funds, properties and effects of BOBROA.
- 14.6** The General Secretary or the Finance Secretary shall not keep more than Rs. 25,000/- (Twenty Five Thousand) as Petty Cash on replenishment basis against bills. The Zonal Secretary/Treasurer shall not keep more than Rs. 25,000/- (Rupees Twntyfive Thousand) as Petty Cash on replenishment basis against the bills.
- 14.7** The General Secretary shall cause the accounts of BOBROA to be audited by the Chartered Accountant approved by the Governing Council for the year ending 31st December every year and present the same to the Council for due approval.
- 14.8** The Books of Accounts shall be open for inspection by the Government Official/s or by any member subject to proper prior intimation to obtain organisational convenience therefor.
- 14.9** The accounting year of BOBROA shall be Calender year from 1st January to 31st December.
- 15. *Non-eligibility/discontinuation in membership of BOBROA***
- 15.1** A member shall stand being non-eligible for being continued as a member of BOBROA under the following situations and circumstances and contingencies.
- 15.1.1** If he holds office or is a member of any other retiree organisation of Bank of Baroda either cadre based or multi-cadre origin.
- 15.1.2** If he holds office or is a member of any organisation of in-service employees of Bank of Baroda or any other Public Sector or Private or Co-operative Bank.
- 15.1.3** In the event of any member having been found engaged in activity, propaganda, written or oral expression that impaires, injures, obstructs and/or be deemed inimical to smooth functioning of the BOBROA, when viewed from constitutional framework and provisions thereof, such member shall be deemed to have relinquished his/her membership in



BOBROA which will lead to discontinuance from the membership. Any of the following will be deemed competent administrative source to exercise powers in this respect and act thereon in a discreet manner.

1. Governing Council
2. Core Committee
3. National President or Executive President
4. General Secretary

15.1.4 Zonal President and/or Secretary will send due intimation and/or recommendation to the General Secretary/National President in this regard if any case arising in their respective jurisdiction covered in above provisions 15.1 to 15.1.3.

15.1.5 Either the National President or the General Secretary singly or jointly shall have emergency discretion to discontinue the membership in the abovementioned circumstances without assigning any reason if any instantaneous expediency so demands subject to the same being exercised on a condition that the Governing Council / or Core Committee being duly advised thereof and the action confirmed. This is subject to a provision that such discretion will be exercised sparingly and in highly emergent circumstances so arising in exceptional instances when organisational positive interests are at stake in larger interests.

16. *Legal Proceedings*

16.1 BOBROA, a Body Corporate, may sue and be sued in the name of the General Secretary or in the name of any other person/s so authorised by the Governing Council in respect of its own interests rights and obligations. BOBROA may take legal proceedings in the name of General Secretary or in the name of any other person/s, so authorised by Governing Council for enforcement or protection of the legal and fundamental rights and privileges of its members for their beneficial interests.

16.2 BOBROA having its Registered and Administrative office in Baroda, is subject to legal jurisdiction in the State of Gujarat at Baroda, India.

16.3 The General Secretary in consultation with National President and/or Executive President may initiate any legal action on behalf of BOBROA and / or join any legal action initiated by other retirees' organisation(s) for the benefit / welfare of the retirees and engage advocate / counsel and decide the legal fees and / or decide to share legal expenses and keep Governing Council apprised of thereabout.

17. *Interpretation and Removal of Ambiguities*

The Governing Council may issue clarification/s for removal of ambiguities, if any, and such clarification/s shall be treated as valid part of the constitution. All such clarification/s shall be placed before the General Body at its next meeting for ratification and due approval thereof.

18. *Amendment to Constitution*



The Rules/articles of the Constitution can be amended, altered, replaced, rescinded and added at the General Body Meeting by two third majority of members present at such meeting.

19. Requisitioned Meetings

On requisition in writing made by not less than 1/3rd delegates/members of General Body/Governing Council for transacting specific Business/Agenda, a meeting of General Body/Governing Council as the case may be, shall have to be convened by the General Secretary by issuing a notice for such requisitioned meeting within a period of 30 numerical days from the date of receipt of such requisition at the Registered/Administrative office of BOBROA. In the event of General Secretary failing to convene such a requisitioned meeting, within the specified period of 30 days as stated, it is mandatory for the President to convene and hold such requisitioned meeting by giving proper notice of not less than 15 numerical days to all concerned. Such requisitioned meeting shall not transact any business other than that specified in the requisition. However if the required Quorum is not present at the scheduled time and place of the meeting then the requisitioned meeting shall stand dissolved without transacting any business. The quorum at requisitioned meeting will be minimum of 50% of the members who have signed the requisition letter for such a meeting.

20. Quorum

Quorum for the meetings of the General Body, Governing Council, Core Committee and Zonal Committee shall be 1/3rd of the number of delegates/members of the respective bodies.

No quorum need be observed for adjourned meeting on the same day and place, after waiting for one hour from the scheduled time of the meeting.

21. Decisions

All Motions before the General Body, Governing Council, Core Committee or Zonal Committee unless otherwise provided in the constitution shall be decided by simple majority. Each member shall have one vote. The President of the meeting shall not vote except when there is a tie, necessitating a casting vote to be exercised. All decisions of the General Body, Governing Council, Core Committee and Zonal Committee shall be binding on the members of the respective bodies and units.

22. Dissolution

The General body shall have full and absolute powers to dissolve BOBROA with the consent of 3/4th (three fourth) of the total number of the delegates present at the meeting of the General Body convened for the specific purpose after giving a due notice. The disposal of assets of BOBROA on dissolution, after meeting the liabilities, if any, shall be disposed off in accordance with the decision of that meeting of the General Body.



ANNEXTURE - I

Rules and Procedures for Election to Zonal Committee

Notwithstanding the fact that the said Rules, effective from 09/11/2008 had been serving the intended purpose, the growing number of membership and the expression of urge to participate in the electoral process with greater impetus and intensity requires the procedure to be more elaborate and providing to deal with contingent situation and hence at tandem with the requirement of having the entire process accomplished in comprehensive manner it is imperative to have the existing rules and procedure for elections for Zonal Committee revamped.

As authorised by Governing Council at its meeting held on 03/03/2017 at Jodhpur, the following Rules and Procedure for conducting election for Zonal Committee and Central Principal office-bearers are framed keeping in view the discussion/deliberation at the said meeting. The rules are effective from 03/03/2017.

(1) Declaration of election process by the National President

The Zonal Committee constituted for each Zone per the provisions in the Constitution of BOBROA shall normally hold office for four years and in the year in which the election are due, in consonance with the decision taken in the Governing Council (GC), the National President shall declare the holding of elections for the Zonal Committee of each Zone and shall also declare the time frame, normally not exceeding three months, during which the entire process of formation of elected Zonal Committee is to be completed.

(2) Declaration of "Cut-off Date" for member entitled to participate at the election process.

Simultaneous with declaration of election process, the National President shall declare the "Cut-off Date" as of which the primary members, subject to the Constitution and these Rules so far those are not repugnant to the Constitution shall be entitled to participate at the electoral process for formation of the new Zonal Committee.

(3) Release of the list of Primary members entitled to participate at the election process.

3.1 The General Secretary, under his signature or of Joint General Secretary or Deputy General Secretary shall release and send the two sets of list of primary members in the concerned Zone with spread in the respective Region, as per Bank of Baroda's administrative set up as on the "Cut-off Date", to the concerned Zonal Secretary with showing the description of special contribution and / or other dues called by BOBROA from time to time being in arrears, if any, as on the "Cut-off Date". The Zone wise list shall also be displayed on website of the BOBROA.

3.2 Any primary member whose special contribution and other dues called from time to



time as on the "Cut-off Date" is not in arrears shall only be eligible for contesting for the position of member of Zonal Committee.

(4) Action of respective Zone after declaration of electoral process.

- 4.1 On declaration of holding of the elections by the National President, within next one month, the meeting of Zonal Committee of the respective Zone shall be called, convened as per the normal procedure and held, *inter-alia*, subject to the conditions that total number of members to be elected for the Zonal Committee shall be as per Article 9.6.1 of the Constitution of BOBROA with relation to the "Cut-off Date" and list of primary members released by the Central Office to decide number of positions of Zonal Committee members, based on Region wise strength of the members.
- 4.2 On conclusion of the aforesaid Zonal Committee meeting about taking the aforesaid decision as well as any other agenda which may be considered at said Meeting, save and except continuance of the Zonal President, Secretary and Treasurer in their respective position to carry out functions of the Zonal unit as per directions of the General Secretary till formation of New Zonal Committee and Office bearers, the Zonal Committee shall stand dissolved.

(5) Appointment of Chief Returning Officer and Returning Officer(s) and Observers.

- 5.1 The National President, for the Zonal Committee election in each Zone, shall appoint "Chief Returning Officer (CRO)". The CRO may be primary member of the same Zone or any other Zone.
- 5.2 Since each Zone shall comprise of the various Regions, carved out generally on the basis of the administrative regions of Bank of Baroda as on "Cut-off Date", and on the basis of membership strength for each region shall be the "Election Unit", the CRO, subject to approval of the National President on the basis of need, shall appoint one or more "Returning Officer" (RO). The RO may be primary member of the same Region or any other Region in the same Zone or any other Zone.
- 5.3 The National President, considering the facts and circumstances, may appoint one or more "Observer(s)" to observe election to be conducted in one or more Regions in the Zone and report on the issues as may be required by the National President.

(6) Issue of the "Election Notice" by Zonal Secretary (ZS).

- 6.1 The Zonal Secretary shall send the list of primary members of the Zone as received from the Central Office of BOBROA to the CRO and the Region-wise positions of Zonal Committee members to be filled up through the electoral process.
- 6.2 The ZS shall issue "Election Notice" to all primary members incorporating the following details :

Date of election
No. of positions (ZCM) Region wise



BANK OF BARODA RETIRED OFFICERS' ASSOCIATION

Last date for sending Nomination Form to Chief Returning Officer
Last date of withdrawal of the candidature

- 6.3 The Nomination Form for proposing the candidature shall be as prescribed by Central Office of BOBROA and shall be annexed along with the Election Notice.
- 6.4 The copy of the "Election Notice" issued by ZS shall be sent by him / her to National President and General Secretary, BOBROA at registered and administrative office at Baroda and to the CRO. The Election Notice shall also be displayed on website of the BOBROA.
- 6.5 The election shall be held at the place where the administrative Zonal Office / Regional Office of BOB is located and in the relation to the case the situation demands for holding election in respective Region(s), at such place(s) keeping in view the strength of the members at a particular city / center, as CRO may in consultation of the Zonal Secretary decide.
- 6.6 The CRO and / or the RO, if any, shall be entitled to seek the requisite administrative help from the Zonal Secretary for the purpose of identification, selection of voting place, printing of ballot papers, if required.

(7) Tender of Nomination Forms, Scrutiny and Process of Election.

- 7.1 For Zonal Committee elections, generally the regions comprised in the Zone shall be "Election Unit" and hence the "Candidate", "Proposer" and "Secunder" are to be resident of the same Region as is revealed from the list released by the Central Office in terms of Rules 3.1 above.
- 7.2 The "Candidate" him/herself, "Proposer" as well as "Secunder" being primary member of BOBROA should as on the "Cut-off Date" not be in arrears of special contribution or any other due call from time to time by the Association. Any member found indulging in any activity in terms of para 15.1.1 to 15.1.3 of the Constitution will be disqualified for contesting election and also to vote.
 - 7.2.1 Any member on Governing Council or Zonal Committee who has resigned from his position before completion of his term will not be eligible to offer himself as aspirant for any position either on Governing Council and / or Zonal Committee in the election held immediately after his incomplete term and also for next two terms. He will be normally eligible to aspire for such position only after a gap of two terms, if otherwise eligible as per Rules No. 3.2 above . However in deserving cases this period can be reduced to one term by Principal Office bearers of Central Team.
 - 7.3.1 The Nomination Form duly filled in can be delivered to the CRO in person against his / her acknowledgment on copy thereof or by Regd. A. D. / Speed Post sending to him / her at the address given in "Election Notice".
 - 7.3.2 The Nomination Form can also be sent by Email by sending scanned copy of the



BANK OF BARODA RETIRED OFFICERS' ASSOCIATION

Nomination Form containing the signatures of the “Candidate”, “Proposer” and “Secunder” and should be followed by sending of the hard copy to CRO by Registered / Speed Post.

- 7.3.3** The Nomination Form in person or where the Nomination Form is sent by Registered / Speed Post or by Email followed by hard copy per Registered and Speed Post, the same in order to be valid must be received by the CRO on or before 5 pm of the last date stated in the “Election Notice” for receiving Nomination Form and in default of the same, the same shall be liable to be rejected.
- 7.4** On receipt of Nomination Form(s) CRO who shall scrutinize the same and on next day following the last date of receipt of Nomination Form shall declare the list of the Candidates whose nominations are found to be valid. The list shall also contain the name(s) of candidates, if any, whose nomination form is received and rejected along with the reason for rejection.
- 7.5** If the number of valid nomination(s) is / are lesser than or equal to number of position based on the ‘Election Notice’ to be filled up, no election shall be held and the such Candidates shall be declared by the CRO to be elected un-opposed and hence uncontested.
- 7.6** In case after such declaration, in view of the valid nominations having been received being lesser than position to be filled up, such vacant positions in the Zonal Committee will be filled up by the newly elected Zonal Committee in consultation and concurrence with the central leadership comprising of National President, Executive President and General Secretary conveyed through the General Secretary.
- 7.7** In case the number of valid nominations are more than the position declared for Zonal Committee in terms of the “Election Notice”, the elections shall be held at day, date, time with duration and venue decided and notified by the CRO either in the “Election Notice” itself or by a subsequent Notice to be sent at least 7 days before the date of election and copy of such subsequent notice shall be displayed on website of the Association. In such an event voters list will be provided to the Returning Officer by CRO and he may provide the same to the eligible candidate on request.

Generally elections in all Regions should be held simultaneously. However, CRO may at his discretion hold elections on different dates for each Region looking to the circumstances and geographical condition.

- 7.8.1** The election shall take place by the secret ballot as decided by the house in session and each primary member entitled to vote shall have one vote.
- 7.8.2** Any primary member whose subscription is not in arrears and is present in person at the election venue decided by the CRO shall be entitled to cast his / her vote. Voting by postal ballot is not permitted.
- 7.8.3** Spouse of deceased member shall not be eligible to participate in the electoral



process i.e. either to be Candidate or proposer or seconder or to cast vote at the election.

7.8.4 The member entitled to vote shall be eligible to cast the vote in respect of the Candidate pertaining to the concerned region being resident in the region as on the date of release of the list under Rule 3.

7.9 As far as possible the counting and declaration of result should be made on the same day of the election. The RO pertaining to each Region, consequent upon conclusion of the voting and counting of votes shall under his signature report in writing the number of valid votes secured by the respective Candidates in the region and shall on the basis of positions to be filled up declare the names of the Candidates who receive the highest votes at the election. RO shall report the same to CRO. CRO will then issue circular regarding result of election of entire Zonal Committee for information of primary members of the Zone.

7.10 The CRO shall communicate the result of the election on the same day or the immediately succeeding day to the National President and General Secretary of BOBROA and the same shall be displayed on website of BOBROA.

(8) Election of the Officer bearers of the New Zonal Committee.

8.1 On having the report from CRO about declaration of the results of the elected Zonal Committee members in terms of Rule 7, the National President shall announce the constitution of new Zonal Committee and shall direct the acting Zonal Secretary, the calling, convening and holding of the meeting of new Zonal Committee to elect office bearers in terms of Article 9.6.1 of the Constitution. The National President in consultation with the General Secretary may appoint one or more Observers from and out of the Central Office bearers to oversee the process of election of office bearers at such Zonal Committee meeting.

8.2 At the meeting of new Zonal Committee in presence of such Observers if any, the position of Office bearers be filled up from Zonal Committee members present.

8.3 On conclusion of the process, the new Zonal Secretary under his signature witnessed by the Observers, if any, shall report the result of the elections of Zonal Office bearers to the National President and General Secretary.

(9) Sending of the records to the Central Office relating to Election.

9.1 On completion of the process of the election of new Zonal Committee and its office bearers, the ZS shall send the records relating to the election, with each original document duly authenticated by him, to the General Secretary at the Central Office and such records shall be preserved at the Central Office at least for a period of one year from conclusion of the process in terms of above.

(10) Changes / substitution of CRO, RO or the Observers.



BANK OF BARODA RETIRED OFFICERS' ASSOCIATION

The National President in consultation with the General Secretary as the situation may require, shall be empowered to change / substitute CRO, RO and Observers relating to the electoral process and such change / substituted CRO, RO and Observer shall be entitled to carry on the electoral process from the point he / she had entered into his / her office.

(11) Grievance Redressal.

11.1 Any grievance relating to elections of Zonal Committee and / or Zonal Office Bearers, within expiry of 15 days' from the date of declaration of the respective results, can be preferred in writing to National President who keeping in view the issues involved either may take the decision in the matter or constitute a Committee of three Zonal Secretaries who are independent to the Zone relating to which the grievance is raised and on submission of their report, take the decision in the matter.

11.2 The decision of National President in respect of the grievance shall be final.

(12) Election Committee :

12.1 The Core Committee shall be empowered to constitute Election Committee comprising of 5 members with the Joint / Deputy General Secretary being its convener to suggest to it any changes / modifications which are required to be made in the rules for election.

12.2 After consideration of such changes / modification, at the recommendation of the Core Committee the same shall be placed before Governing Council for requisite consideration and adoption by the General body.

(13) The National President and the General Secretary will be directly elected by the eligible member delegates nominated by the Zones and present at the General Body Conference. Any delegate can offer himself as candidate for either of post. In case more than one contestants for each post is there, election will be held by (I) raise of hands or by (II) ballot as decided by the delegates of the conference in session.

(14) Removal of Difficulties

If any difficulty arises in giving effect to the provisions contained in these Rules, the National President by making suitable order shall be entitled to remove such difficulty. However, the same shall not be in conflict with the clear provisions contained in the constitution and the rules herein above.

**FORM FOR FILING CANDIDATURE FOR ELECTION
AS ZONAL COMMITTEE MEMBER**

From :

Date :

To,
Chief Returning Officer,
C/o. Bank of Baroda Retired Officers Association,
Zone,

Dear Sir,

I _____ Membership No. _____
(Name of candidate)

Residing at _____ having Mobile No. _____

wish to offer myself as candidate for Zonal Committee, representing _____
Region of Zone in the ensuing elections of the Zonal Committee to be held pursuant to Circular
dated _____ relating to elections.

I hereby declare that :

- a) I have read Constitution of the Association and it is fully binding upon me.
- b) I am Life member of association and my fees is not in arrears.
- c) I have paid all the dues as called for the Association from time to time till this date.
- d) I am aware that any of my above declaration, if found wrong at a later date, even after my
election to the Zonal Committee, will disqualify me as the Zonal Committee Member.

Signature of the Candidate _____

Name of Proposer : _____ Membership No. _____

Address of Proposer : _____

Signature of Proposer : _____ (Mobile No.) _____

Name of Seconder : _____ Membership No. _____

Address of Seconder : _____

Signature of Seconder : _____ (Mobile No.) _____

At _____ (Place) this _____ Date _____

Verified the details of the form above.

Nomination found valid / invalid

Brief Reasons for Invalidity, if found invalid.

Signature of the Chief Returning Officer

Date :