

**EAST CENTRAL ZONE INSURANCE
EMPLOYEES' ASSOCIATION**

ECZIEA



CONSTITUTION

**As adopted in the
FOUNDATION CONVENTION-CUM-CONFERENCE
Held at PATNA- ON 26TH August –2007**

EAST CENTRAL ZONE INSURANCE EMPLOYEES' ASSOCIATION

CONSTITUTION

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1. Name

(a) Name of the organisation shall be EAST CENTRAL ZONE INSURANCE EMPLOYEES' ASSOCIATION to be hereinafter called in these rules as the ASSOCIATION or the ECZIEA. It shall be a federation of Association or Unions of the employees of Life Insurance Corporation, operating in Bihar, Jharkhand and Orissa hereinafter referred to as East Central Zone including any other areas that may be included under the East Central Zone under the Life Insurance Corporation Act, 1956.

(b) Definition

(i) The term employees shall mean all salaried office employees working at any office of Life Insurance Corporation in the East Central Zone and in the areas defined above, employed on salary or on any contractual basis.

(ii) The term units shall mean Unions/ Associations affiliated to the Association.

(c) HEAD OFFICE

The Head Quarters of the Association shall be at Zonal HQ. Or at such other Divisional HQ. Of East Central Zone as may be decided in a General Council Meeting call for the purpose. Any change in the location and address of the Head Quarters shall be duly notified to all concerned within 14 days from the dated of such change.

2. FINANCIAL YEAR

The financial year of the Association shall be from the 1st January to 31st December.

3. AIMS AND OBJECTS

The objects of the Association shall be:

(a) To organise the whole body of Insurance employees all over the East Central Zone and the areas mentioned above and to

foster a spirit of co-operation, comradeship, esprit-de-corps among them;

- (b) Association and the employees of Public Sector Life Insurance Industry in general in different office;
- (c) To secure improvement and amelioration of the conditions of its members and safeguard their interests by all legitimated, peaceful, democratic means as the Association may, from time to time decide;
- (d) To make proper representations to the Unions and State Governments and Life Insurance Corporation and other bodies of Management in matters affecting or relating to the interest of the employees;
- (e) To undertake prosecution or defence of any legal proceedings to which this Association and/or any of its member or members or any of its affiliated Unions/ Association may be party, for the purpose of protecting the rights of the Association and/or such member/members arising out of his/her/their relations with his/her/their employers;
- (f) To conduct trade disputes on behalf of its members or member of any of its affiliated Unions/Associations;
- (g) To arrange occasional meetings and lectures, to develop comradeship among the members and to develop their understanding of the advantages and facilities of organised life and also to prepare the members to play legitimate role in their national, social and cultural life;
- (h) To secure equality of rights and privileges for employees doing work of the same nature irrespective of race, colour, religion, caste, creed & sex;
- (i) To develop a healthy relationship between the employees and employers;
- (j) And provided funds permit-
 - (1) To compensate a member or members of any of its affiliated Unions/Associations for loss arising out of a trade dispute and for trade union activities.
 - (2) To pay allowances to a member or members of any of its affiliated Unions/ Associations or to his dependants during non-employment, sickness or accident of such member or members.
 - (3) To start for members libraries, reading rooms, classes, clubs, co-operative credit societies, co-operative stores,

canteens, institutions to render medical assistance in cash or kinds, benefit funds providing financial assistance to member or members on terms and condition that may be decided upon by the Working Committee from time to time, and to provide such other amenities of life;

- (4) To develop ways and means for the spread of insurance education helping the cause of advancement of the insurance industry.

Notwithstanding the activities of the Association being mainly confined to Insurance employees, it may, however, render such help as is possible, to other institutions constituted with similar aims, objects and end in view.

4. MEMBERSHIP

Membership of the Association shall consist of ordinary and/or honorary members as follows:

(a) Ordinary Members

Any bonafied Trade Union/Association of the employees of Life insurance Corporation and/or similar other organisation operating in the areas as defined above in clause 1(a) of these rules is entitled to affiliation to the Association provided that such Union/ Association agrees to abide by the constitution and laws and bye-laws and rules that may be framed from time to time. Provided, however, that not more than one Union/Association of Life sector from one particular territory of LIC Division and/or similar other organisations in the same premises should be given affiliation to the Association.

(b) Honorary Members

Apart from the affiliated Union/Association persons having sympathy and support for the aims and objects of the Association and agreeing to abide by the Constitution and laws and bye-laws and rules framed for its conduct may be co-opted in the triennial General Conference as honorary members to serve on the Working Committee of the Association provided that the

number of such members shall not exceed THREE and that such Honorary Members shall not be charged any subscription and/or levies.

5. AFFILIATION:

(i) The ECZIEA may by a resolution adopted by its Working Committee affiliate to itself any insurance employees' Union/ Association having its office in the East Central Zone and satisfying the following requirements:

(a) Existing Divisional unions in the area of East Central Zone of LIC which are now affiliates of Eastern Zone Insurance Employees' Association (EZIEA) shall automatically become affiliates of ECZIEA.

(b) The Union/Association seeking affiliation makes an application in the form prescribed for the purpose by the Working Committee of the ECZIEA, agrees to abide by the aims, objectives, constitution, laws and bye-laws and rules of the ECZIEA and those that may be adopted by its Working Committee from time to time subject to the approval of the General Council and pays an admission fee, and annual or monthly subscription and such special levy as provided for in this constitution or as decided upon by the Working Committee/ General Council.

(ii) The Working Committee shall consider such application in their meeting and may accept or reject such application. In case of rejection, however, the sum received as affiliation fee shall be refunded and the applicant shall have the right to appeal to the General Council.

(iii) The Working Committee shall have to power to cancel affiliation of any Union/Association actions of which in its opinion are detrimental to the aims and objectives of ECZIEA or which fails to comply with any requisition issued by the Working Committee provided that the said union/Association shall have the right of appeal to the General Council against the decision of the Working Committee.

(iv) The ECZIEA may affiliate itself to the All India Insurance Employees' Association.

6. OBLIGATION OF MEMBERS

Any Divisional Union/ Association affiliated to this Association shall owe allegiance to this Association and its Constitution and abide by laws and bye-laws and rules and shall fulfil the under-noted requirements:

- (i) It shall send a copy of its rules and regulations with amendment of such rules and regulations as may be done from time to time and list of its office bearers, strength of their membership enrolled every year and statement of accounts for the official year,
- (ii) It shall pay the Association annual subscription as per quota mentioned hereinafter in the rules of this constitution, and
- (iii) It shall pay levies as may be decided upon by the Working Committee from time to time apart from their usual annual subscription.

7. CESSATION OF MEMBERSHIP AND RE-AFFILIATION:

No divisional Union/ Association shall remain a unit of the Association in case it is in arrears in respect of the annual subscription payable by it to the Association and does not clear within six months from the last date of the financial year of which it is in default. But after cessation of membership the Unit concerned will be re-affiliated provided that it has cleared up its dues payable to the Association within the period as may be allowed to it by the Working Committee of the Association.

No member of the Working Committee or General Council shall remain a member in case (i) he loses his/her primary membership in the affiliated Union or (ii) of his/her resignation, insanity, death or retirement.

8. MAINTENANCE OF REGISTER:

(a) The Association shall maintain Registers of affiliated Unions/Associations with the name and official address of the said units as well as the names, addresses and such other particulars as may be deemed necessary, of the office-bearers and the members of Working Committee and/or General Council Members including honorary members. All Registers shall remain open to inspection by any member of the Association as well as members of the Working Committee and General Council (including office-bearers of the Association). But on all such occasions of inspection previous notice of at least 3 (three) days is to be given.

(b) The books and registers of the Association shall be kept under the custody of the General Secretary and the Treasurer at the head Quarters of the Association or at such other place as the Working Committee may determine from time to time.

9. FUNDS:

(a) The Association shall have a general fund, which shall include all incomes derived from subscriptions, contributions from members, donations and levies and other miscellaneous sources.

All expenses of the Association including salaries and allowances to the office-bearers/ the employees, if any, and provision for benefits or provision for furtherance of the growth of the Association shall be met from this fund.

(b) The funds of the Association shall be deposited in a Scheduled Bank or Banks or Insurance Employees' Co-operative Societies or shall be invested in some approved securities or shall be partly deposited and partly invested as decided by the Working Committee from time to time.

(c) Cheques for withdrawal and other negotiable instruments shall be signed jointly by the General Secretary and the Treasurer or by the General Secretary or the Treasurer and any one of the Joint Secretaries and Assistant Secretaries jointly authorised for the purpose during absence of either the General Secretary or the Treasurer.

(d) The Association shall make provision for the Annual audit of its Accounts by competent auditors appointed by the General Council.

10. CONSTITUTIONAL STRUCTURE OF THE ASSOCIATION:

(a) The Constitutional structure of the Association shall be as under:-

- (i) Affiliated Unions/Associations;**
- (ii) General Council,**
- (iii) Working Committee, and**
- (iv) Secretariat.**

(b) (i) The General Council shall be the supreme body and depository of supreme power of the Association and all powers shall vest in the General Council.

(ii) The General Council of the Association shall consist of the elected representatives of affiliated Unions/Associations from amongst their members as on 31st December of the preceding year on the basis as below:

For first 500 – 1 per each 25 members &/or part there of: | Exceeding by
From 501 and above – 1 per each 50 members &/or part there of: | 5
minimum.

(c) Honorary members not exceeding THREE in number if deemed necessary may be co-opted by the elected representatives in the Triennial General Conference as provided in rule no. 5 (b) of the constitution.

11. (a) Subject to the supreme control and direction of the General Council, there shall be a Working Committee to be elected in the triennial general conference from amongst the General Council Members including honorary members for the general management of the affairs of the Association.

The working Committee shall consist of the following office bearers and THREE Working Committee members from each affiliated Union/Association including the Convenor of Divisional Women Sub-committee. Besides the Convenor/s of Zonal Women sub-committee of the ECZIEA shall be ex-officio member/s of the Working Committee.

1. **President**
2. **Three Vice Presidents of which one should be from each State, namely Bihar, Jharkhand and Orissa.**
3. **General Secretary.**
4. **Three Joint Secretaries of which one should be from each Of the above three states, or any other area/s mentioned In clause 1 (A).**
5. **Seven Assistant Secretaries, and**
6. **Treasurer.**

(b) SECRETARIAT:

(i) The office-Bearers and the General Secretaries of the affiliated Association/Union shall constitute a Secretariat which shall be the depository of all authority in between the two meetings of the Working Committee except the power of amending, rescinding, adding to or altering any of the clauses of the constitution.

(ii) The meeting of the Secretariat will be called by the General Secretary of the Association and/or any other member of the Secretariat functioning as the officiating General Secretary in absence of the General Secretary for the time being duly authorised by the Secretariat.

12. (a) THE TRIENNIAL GENERAL CONFERENCE:

(i) The Triennial General Conference of the Association should generally be held by 30th June, but not later than 31st August of the due year.

(ii) The conference shall dispose of all matters affecting or relating to the interest of the insurance employees including-

- (a) Adoption of Audited accounts and Report;

- (b) Amendment, Variation or Rescission of Constitution, if necessary;
- (c) Co-option of honorary member/members, if necessary
- (d) Election of Working Committee;
- (e) Formulation of overall and general policy of the Association and adoption of resolutions; and
- (f) Any other matter that may be brought before the Conference.

(b) GENERAL COUNCIL:

(i) All matters placed before the General Council shall be decided by a majority of votes. Notwithstanding anything contained herein to the contrary in cases of difference of opinion among the General Council members of the Association on matters affecting or relating to mainly the vital interest, the decision of General council shall normally be guided by the verdict of the majority members.

(ii) The General Council may meet in special sessions at any time between two General conferences to transact all matters of vital importance including amendment, variation or rescission of the Constitution.

13. POWERS AND FUNCTIONS OF THE WORKING COMMITTEE:

(A) Subject to overall control by the General Council, the working committee shall be collectively responsible to General council and carry on all affairs of administration and shall have power to:

1. Adopt resolutions, frame rules and bye-laws, form Committees and Sub- Committees, appoint employees;

2. Take decision on any issue affecting or relating to the interest of the affiliated units, devise ways and means for implementation of the decisions taken in the General council and, as far as practicable, take active and necessary steps for the betterment of the organisation. The Working Committee shall have the right to waive or remit or forgo contribution and/or any other fees and levies payable by the affiliated units and to render financial assistance to any units and/or to other organisations having kindred aims and objects or to any member of its affiliated Unions/ Associations or to any member of the Working Committee if deemed necessary.

3. Ask for levies and give call for donations or contributions or raise funds for the Association in the manner deemed fit;

4. Shall maintain registers containing names, addresses and all other information required of the members of the Working Committee and General Council. It shall have the power to call for any other document deemed necessary from any of its affiliated units from time to time.

5. Shall have the power to remove, expel, suspend any of its ordinary/honorary members of the working committee/General Council or take any other disciplinary steps against member provided such member/members are found guilty of the corrupt practices or of violating the rules of the Association or violating any of the vital decisions of the Association or acting in a way prejudicial to the interest of the members in general or affecting or jeopardising the existence of the Association or hampering its progress or found guilty of having allegiance to any insurance trade union organisation not approved by this Association. The decision of the Working Committee in this respect shall have to be ratified by the next meeting of the General council. But in all such cases the member/members concerned shall have the right to appeal first to the Working committee for reconsideration and thereafter to the General Council; but in all cases the member/members concerned shall be first charge-sheeted and be given an opportunity to defend prior to taking decisions by the Working Committee.

6. Shall have the power to fill up the vacancies in the Working Committee due to death, resignation or expulsion/removal of any of the member/members by co-option from amongst the members of the General council.

7. Shall take decisions and implement those on matters not specified above in consonance with the declared aims and objects of the Constitution subject to subsequent ratification of the General Council.

8. All matters placed before the Working Committee shall be decided by majority of votes.

B. POWERS & FUNCTION OF THE OFFICE-BEARERS:

I) PRESIDENT:

a) The president shall preside over all meetings, see to the proper conduct of the procedure, give interpretation of the clause/clauses of the constitution, issue running if asked for, take votes for or against any motion in case of disagreement among members either by show of hands or by ballot, shall have the casting vote in case of a tie, sign minute book and perform such other Presidential functions.

b) In the absence of the President in a particular meeting, one of the Vice-Presidents shall discharge all the Presidential functions including those specified in Clause 14(B) (I) (a).

c) In the absence of both the President and the Vice-Presidents members present shall elect one of them to the Presidential chair to conduct the meeting for the day.

II) GENERAL SECRETARY:

a) The General Secretary shall be responsible for proper execution of the decisions, policies and programme adopted in the Secretariat/ Working Committee/ General Council, shall direct and co-ordinate movements of the Association, exercise a general supervision over the affairs of the Association, see to the betterment, advance, growth and progress of the Association and in the absence of a decision of the Working Committee shall devise ways and means for implementation and materialisation of the aims and objects of the Association subject to ratification by the Working Committee, pass bills for payments, maintain registers, minute books etc., submit annual returns, call meetings of the secretariat/working committee/ General Council and carry on such other duties as may be entrusted to him/her by the Working Committee.

b) The General Secretary may delegate some or any of his/her powers to any Joint Secretary or Joint Secretaries or to the Assistant Secretary or Assistant Secretaries. During his/her absence, he/she may authorise any of the Joint Secretaries/Assistant Secretaries, as the case may be, to act on his behalf or to discharge any of the duty so entrusted to him in part or in full, or he may divide his functions and responsibilities and distribute those among the Joint Secretaries/ Assistant Secretaries, as the case may be. The general Secretary shall also take account of the activities and duties of the Joint Secretaries/Assistant Secretaries entrusted to them by the General Secretary or the Working Committee.

c) The General Secretary may have a sum not exceeding Rs. 1000/- in cash in hand to meet the expenses, In case of expenses exceeding one thousand rupees he/ she shall have to seek approval of the president and/or any of the Vice-presidents, if the President is not available, at the HQ of the Association;

d) All expenses made by the General Secretary shall have to be placed in the next Working Committee meeting for its approval.

III) JOINT SECRETARY:

The Joint Secretary/Secretaries shall assist the General Secretary and normally look after and deal with the problems and do such other duties and enjoy all other powers that may be bestowed on him/her/them by the General Secretary/Working Committee. The Joint Secretary/Secretaries shall, however, be responsible to and give an account of all his/ her/their activities to the General Secretary.

IV) ASSISTANT SECRETARY:

The Assistant Secretary/Secretaries shall assist the General Secretary and the Joint Secretary/ Secretaries in all matters and discharge all other duties endowed on him/her/them by the General Secretary/Joint Secretaries.

V) TREASURER:

The Treasurer shall receive all monies belonging to the Association and maintain proper accounts of all income and expenses of the Association, shall prepare the annual return, get it audited by the appointed auditor, maintain vouchers and bills countersigned by the General Secretary, grant receipts and orders of payment, if passed by the General Secretary or person/persons authorised by him/her. All collections are to be deposited with the Bank/Banks as authorised within a week at the latest retaining not more than a sum of Rs. 1000/- at the time in cash in hand to meet expenses.

14. FEES:

All Unions/Associations shall have to pay fees as under:

- i) Rs. 100.00 as affiliation fee.
- ii) Rs. 10.00 per Capita per annum, as membership subscription.
- iii) Delegate Fee Rs. 10.00 per capita for the persons elected representatives to the General Council during Triennial General Conference mentioned in Clause 11(b) (ii).

15. MEETINGS:

(1) Working Committee shall have to meet at least 2 times a year. The General Secretary, or in his/her absence any of the Joint secretaries duly authorised by him/her, shall issue written notice of Working Committee meeting specifying date, venue and agenda in the notice; clear 10 days notice in case of ordinary meeting and 7 days notice in case of emergency, shall be required in all such cases, 1/3rd of total number of members shall form the quorum of the Working Committee meeting.

(2) The General Secretary or in his absence any of the Joint secretaries duly authorised shall convene the Triennial General conference as provided in Clause 13 (a) of the Constitution, issuing 21 days notice specifying the date, venue and agenda. 1/3rd of total number of delegates shall form the quorum of the General Conference.

(3) The General Secretary or in his/her absence any of the Joint Secretaries duly authorised, may call a meeting of the General council any time in between the two General Conferences as provided in Clause 13 (b) (ii) of this Constitution. 15 days notice with specific date, venue and agenda shall be required in case of ordinary meeting and 10 days for an emergent meeting.

1/3rd of the total number of the General Council members shall form the quorum in the ordinary meeting and as well as in the emergent meeting.

16. REQUISITION MEETING:

A demand of at least 40% minimum of the total number of members of respective forums shall be required to call a requisition meeting of either the General Council or the Working committee and the presence of at least 55% of the total number of members shall form the quorum in such meetings. The requisition should reach the General Secretary or person/persons authorised by him/her at least 15 days before the meeting is proposed to be held specifying the date and the agenda of the proposed meeting.

17. ALL MEMBERS ARE ENTITLED TO THE BENEFITS ASSURED UNDER THESE RULES.

18. DISSOLUTION:

The Association shall not be dissolved except by the decision of the majority of General council Members assembled at a meeting specially called for the purpose with a clear notice of 30 days. The quorum for the meeting shall be four/fifth of the total number of the General Council members of the Association for the time being. This meeting shall also decide in what manner the funds of the Association after dissolution, if any, shall be disposed of. If the Association is registered then, after the meeting dissolving the Association, but within fourteen days from the date thereof, they shall be sent to the Registrar of Trade Unions a note of dissolution in the form prescribed under the Indian Trade Union Act, 1926, and the dissolution shall not have effect until the same has been registered and a certificated of dissolution has been obtained from the Registrar.
