



CONSTITUTION OF NICOA

(Adopted and Enacted for the
Welfare of the Officers' of the
National Insurance Company Limited)
(amended w.e.f. 22nd Sept, 2024)



• Unity • Strength • Solidarity



Duplicate Registration Certificate Issued.

FORM-C

Registrar of Trade Unions
West Bengal

NO. 17360

Trade Unions Act, 1926
Certificate of Registration of Trade Union

It is hereby certified that the National Insurance
Company Officers' Association
has been registered under the Trade Unions Act, 1926 this 11th day
of March 200 1985.



Sd. S. Bhattacharyya.
Registrar of Trade Unions
West Bengal

CONSTITUTION

1. **Definitions** :-

- a) "Association" means the Association of Officers employed in the National Insurance Company Limited,
- b) "Officer" means any officer of the company as defined in the General Insurance (Rationalisation of Service Condition of Officers) Scheme 1975,
- c) "Regional Committee" means a Committee so appointed under Clause 8 (c),
- d) "Delegates Council" means the general body of the Association, at central level.
- e) "Committee" means the Central Executive Committee of the Association,
- f) "Company" means the National Insurance Company Limited,
- g) "Office" means any office of the Company situated in India and abroad,

2. **Name** :

This Association shall be called the "National Insurance Company Officers' Association"

3. **Office of the Association** :

The Registered office of the Association will be - Ground Floor, 5, N.S. Road, Royal Insurance Building, Kolkata - 700001.



4. **Aims and Objectives:**

The aims and objectives of the Association shall be :-

- a) to organize the unit of Officers of the Company in India and abroad and foster among them a spirit of cooperation, unity and fraternity,
- b) to promote amongst the Officers in the Company a spirit of service to the public maintaining a high standard of efficiency and upright conduct,
- c) to coordinate the activities of the Regional Committee and to facilitate their interactions with the Company,
- d) to promote, safeguard and act in furtherance of the common interests, rights and privileges of the members in all matters relating to their employment, emoluments, service conditions and social welfare measures and to make representations in this regard to the proper authorities and to take such steps deemed necessary for redressal of their grievances,
- e) to communicate and cooperate with similar associations of public sector companies to form into any Federation/Confederation,
- f) to consult and cooperate with other associations or organizations having similar objectives,
- g) to raise, borrow or secure such money or moneys by subscription, donations or loans from members or others as may be necessary for the furtherance of the objectives of the Association and to have account(s) with the bank(s) for this purpose,
- h) to invest and deal with the moneys of the Association not immediately required in such a manner as may from time to time be determined by the Central Executive/Regional Committee,
- i) to provide legal assistance to member/members in respect of matters arising out of or incidental to him/their employment,
- j) to organize and promote social, cultural and educational activities for officers and their families,
- k) to publish or cause to be published in journal, paper bulletin or other media as may be considered fit by the Central Executive/Regional Committee in furtherance of the above objectives,
- l) to do all such or any other act as are incidental or conducive to the attainment of above stated aims and objectives.

5. **Membership :-**

- a) All Officers of the Company shall be eligible for membership of the Association,
- b) Any Officer of the Company may be admitted as a member of the Association by the Regional Committee on his/her making an application in the prescribed form and on payment of membership fee and annual subscription to be decided from time to time by Central Executive Committee, which shall become due immediately on the date of membership and thereafter on 1st April every year,



- c) Membership of any member shall terminate automatically upon his resignation, death or , retirement or termination from the Company,
- d) Membership of any member shall stand terminated if his/her subscription and dues remain in arrears for a period exceeding six months, but he/she may be readmitted to the Association subject to the approval of the Regional Committee on payment of all his arrear dues,
- e) Persons who are not eligible to become ordinary members of the Association but having full sympathy and support for the aims and objectives of the Association may be admitted as Honorary members by passing a Resolution at an ordinary or extraordinary meeting of the delegates Council, for the purpose of being elected or co opted to the Central Executive Committee,
- f) The Association shall maintain a database of all its members containing their names and particulars of their age, place of work, etc. The database shall be made available for inspection at the office of the Association on any weekday during its office hours.
- g) Officers who retire as members of a Regional Unit, can continue their membership on an honorary basis by paying a lumpsum amount to be decided by their respective Regional Unit.

6. **General Funds Collection & Distribution** :

- (a) The General funds of the Association shall consist of membership fees, subscription, levies, donations and contributions which shall be deposited in a Bank or Banks approved by the Central Executive/Regional Committee, in the name of the Association,
- (b) The Bank Account(s) shall be operated by such person/persons as may be authorised by the Central Executive/Regional Committee,
- (c) Every Regional Unit of the Association shall remit part of their income from Subscription to the Headquarters and other fees/contributions/levies the apportionment being 75% to Regional Units and 25% to Central Committee w.e.f. 2003-2004 as decided by the Central Executive Committee.

7. **Official Year** :

The Official Year of the Association shall be from 1st April to 31st March.

8. **Organization**

The organization of the Association shall comprise the following :

a) **Delegates' Council** :

- (i) It shall be the general body of the Association and shall be the apex and supreme directive authority,
- (ii) It shall consist of delegates elected by each Regional Committee on or before 31st March,
- (iii) Each Regional Committee will nominate and send one delegate for every 75 members or part thereof in addition to its President and Secretary who shall be ex-officio member of this Council.



b) **Central Executive Committee** :

The Delegates Council will elect a Central Executive Committee comprising the following :

Chairman	1
Dy. Chairman	1
President	1
Working President	1
Vice-President	2
General Secretary	1
Organising General Secretary	1
Deputy General Secretary	4
Asstt. General Secretary	4
Asstt. General Secretary (Host)	1
Treasurer (co-opted)	1
IT Coordinator (co-opted)	1
Media Coordinator (co-opted)	1

c) **Regional Committee** :

President	1
Working President	1
Vice-President	1
Secretary	1
Organising Secretary	1
Joint Secretary	2
Treasurer	1
Members	4

The election for Executive Committee Body at Regional level shall be held only to elect all the members for the Regional Executive Committee without any election for any particular office-bearer position whatsoever.

After election of the Regional Executive Committee, the elected members shall amongst themselves select or elect the office-bearers (such as Regional President, Working President, Secretary, etc.) within 15 days of their Annual General Meeting and communicate the same to the Central Committee as well as Regional Members.

Note: However, the Central Committee/Regional Committee can increase/decrease the office-bearer positions & their numbers as indicated above, subject to adoption of resolution to this effect in the respective Annual General Meeting.

9. **Election of the Central Executive Committee** :-

a) The Delegates' Council will elect the Central Committee Office Bearers once a year by a single majority vote through secret ballot at its Annual General Meeting. In the event of a tie, the election to a particular post will be decided by lottery. Such elections shall be effective immediately after the results of the election are announced in the Annual General Meeting,



b) For the purpose of election each Regional Committee shall nominate one delegate for every 75 members or part thereof besides President and the Secretary who shall be ex-officio delegates. Each nominated delegate shall have a single vote for the purpose of election,

c) A member can be elected in absentia provided he is nominated by a Regional Committee and he submits his 'consent letter' to the outgoing President/General Secretary expressing his willingness to be considered for election. The same process of election will be followed in this case as is followed in the case of members present and contesting election,

d) The outgoing committee shall nominate one member to act as the Returning Officer to conduct the process of election. Another member shall be nominated by the outgoing committee as Asst. Returning Officer who shall assist the Returning Officer. The Returning Officer and the Asst. Returning Officer shall not be eligible to contest the election. They, however, can cast their votes in favour of candidates,

e) Members seeking election to the committee shall submit their nominations in the form that may be prescribed by the outgoing Central Committee duly proposed and seconded by any two members present in the Annual General Meeting of the Central Committee,

f) The election programme shall be decided upon by the outgoing Committee and shall be circulated amongst all the Regional Committees along with the Notice for an Annual General Meeting. Notice circulated by hand delivery and/or sent by post under Certificate of Posting will be deemed to have been properly served on members both for the purpose of Annual General Meeting and election to the Committee.

10. **Functions and Powers of the Central Organising Bodies :**

a) **Delegates Council:**

(iv) To consider and adopt the Report of the Central Executive Committee and audited Statement of the Accounts,

(v) To co-opt Honorary Members as provided for in Article 5(e) above,

(vi) To elect office bearers and members of the Central Executive Committee,

(vii) To appoint auditors,

(viii) To elect and send delegates to the Confederation/Federation etc.

(ix) To chalk out the policy and programme of activities of the Association,

(x) To consider Resolutions or matters put forth by the Executive Committee,

(xi) To consider any other matter that may be raised with the permission of the Chair.

b) **Central Executive Committee:**

(xii) Management and working of the Association,



- (xiii) Taking proper steps for carrying out the Resolutions and directions of the Confederation/ Federation / Delegates Council, etc.
- (xiv) To deal with any emergency during the terms of its office, affecting the interest of the members,
- (xv) To appoint a Sub-committee / Wing to discharge various functions as it deems necessary to carry on the activities of the Association/Confederation / Federation / etc and decide its modalities.
- (xvi) To fill up vacancies in the Executive Committee by co-option,
- (xvii) To appoint person/persons on such remuneration and terms as are necessary to conduct the functioning of the Association,
- (xviii) To negotiate and settle all issues of the officers with the authorities of the company,
- (xix) To consider any resolution or suggestions made by the Regional Committee and recommending the same to the Confederation / Federation / etc. for consideration,
- (xx) To expend the funds of the Association and to arrange for their proper accounting,
- (xxi) To call meetings of the Delegates Council-Ordinary and Extraordinary, as and when necessary.
- (xxii) To take decisions in regard with the formation / split / merger of Regional Units.
- (xxiii) In the event of violation or non-adherence of the provisions of the Constitution of the Association and or on the complaint received from the 1/10th members of the unit (membership as per last check off data), a notice shall be served with the majority decision of the Central Executive Committee to the President and Secretary of the concerned Regional Unit and in absence of proper action/response as decided by the Central Executive Committee, President and General Secretary of the Central Committee jointly shall have the right to intervene in the affairs of the Regional Unit including organizing General Body Meeting of the members of the Regional Unit and if necessary with a majority decision in the said meeting an adhoc committee may be formed 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 45 days from the date of super session or revocation the existing committee and formation of the adhoc committee.

11. **Election of the Regional Committee:-**

- (a) The members of the Association in each Region will elect its executive members of the Regional Committee once a year by a single majority vote through secret ballot at its Annual General Meeting. In the event of a tie the election to the particular post will be decided upon by lottery. Such elections will be effective immediately after the results of the elections are announced in the Annual General Meeting of the members of the Region. The committee so elected will have the



power to appoint office bearers of the Regional Committee defined under para 8 (c) and co-opt more members, if necessary,

(b) Members seeking election to the Committee shall submit their nominations in the form that may be prescribed by the Association duly proposed and seconded by any other two members,

(c) Members seeking election and members proposing or seconding any member's nomination form shall clear all their dues to the Association before nomination. This will include membership subscription for the current year and arrears of subscription for the previous year(s) and also any contribution fixed by the Association lying unpaid in part or in full as the case may be,

(d) The election programme shall be decided upon by the outgoing Committee and shall be circulated amongst all the members along with the notice for an Annual General Meeting. Notice circulated through any digital platform / hard-copy notice or any other widely circulated form as decided by the outgoing Committee will be deemed to have been properly served on members both for the purpose of Annual General Meeting and Election to the Committee,

(e) To conduct the election, a Presiding Officer will be selected by the Regional Committee who will be assisted by a Sub-Committee consisting of 3 members elected by the outgoing Committee. The Presiding Officer and also the members of the election Sub-Committee shall not be candidates for election.

12. **Functions and Powers of the Regional Committee :**

(a) All members of the Regional Committee, elected and co-opted, will enjoy equal rights in all matters. It will be obligatory for each member of the Committee to be present in the Committee meetings held on notification issued by the Secretary/Joint Secretary. Any member remaining absent from three consecutive meetings shall cease to be a member of the Committee unless failure of the member to attend is due to reasons of health or any justifiable ground, due intimation of which shall have been given in time,

(b) The Committee shall be the governing body of the Association in the Region and shall exercise all such powers and do all such acts as may be necessary for the furtherance of the aim and objects of the Association, provided such action or actions is not/or are not inconsistent with the provisions of the constitution or against any directions that might have been given by the Central Executive Committee,

(c) The Committee shall also have the powers to appoint Sub-Committee for such purpose as may be deemed necessary for the furtherance of the interests of the Association and its members,

(d) The Committee shall nominate delegates to the Delegates Council. The number of delegates so nominated will be one delegate for every 75 members or part thereof besides its President and Secretary (who shall be Ex-officio members of the Central Executive Committee),

(e) To deal with any emergency during the term of its office affecting the interest of the members, to all ordinary and extraordinary meetings of the General Body comprising the members of the Region as and when it deems fit,



- (f) To negotiate and settle all the issues of the Officers in the Region to the best of their interest with the local authorities of the Company. However, any issue involving wider interest and implication must be referred to the Central Executive Committee for advice and direction,
- (g) To fill up vacancies of the Committee upto 25% of its strength by Co-option,
- (h) To admit or reject members,
- (i) To expend the funds of the Association and to arrange for their proper accounting and auditing.

13. **Minutes:**

The proceedings of the Meeting of the Association shall be recorded in the Minute Book and signed by the President of the Meeting in which the minutes are confirmed. Proceedings of the important meetings, if considered necessary by the Central Executive/Regional Committee, may be circulated amongst the members.

14. **Meetings:** All meetings are to be convened by the President/Secretary or any other committee member specially empowered by the respective Executive Committee.

(a) **Notice:** The Notice period necessary for Meetings of the Association at various levels shall be as under :

(i)	Ordinary Delegates Council Meeting	30 days
(ii)	Extraordinary Delegates Council Meeting	15 days
(iii)	Emergency Delegates Council Meeting	07 days
(iv)	Central Executive Committee Meeting	02 days
(v)	Regional Committee Meeting	03 days
(vi)	Regional Annual General Meeting	15 days

However, Emergency Meetings (i to iv) may be called by the President at the Central / Regional level at short notice if the situation warrants.

(b) **Quorum:**

No business shall be transacted at any meeting of the Association unless one third of the members in case of (i) to (iv) and one sixth in case of (v) and (vi) above are present to form quorum. No quorum shall be necessary for adjourned meetings.

(c) **Voting:**

At any meeting of the Association, all matters shall be decided by simple majority, each member having one vote. The President of the meeting shall have a casting vote in the event of a tie.

15. **Accounts & Audit:**

a. The Central Executive/Regional Committees shall cause proper accounts to be kept of all sums of money received and expended on behalf of the Association with details of all such receipts and expenditure and of the Assets and Liabilities of the Association

b. At the end of each official year and invariably before the date of the Annual General Meeting/Delegates Council Meeting, the Accounts of the association shall be audited by the Auditor appointed at the last Annual General Meeting of the



Association. The audited accounts of the Association shall be placed before the Annual General Meeting of the Delegates Council/Regional Committee for adoption along with the Annual Reports of the Association.

16. Amendments :

The Delegates Council of the Association shall have the powers to add, amend, annual or abrogate any of the Articles of the Constitution provided that 15 days clear notice is given and two-thirds of the members present vote in favour of the change at the Extraordinary Meeting specially convened for this purpose.

17. Dissolution :

The association can be dissolved by the Delegates Council convened specially for the purpose, provided that :-

- a. The quorum in such a meeting is not less than two-thirds of the total members of the Delegates Council and three-fourth of the members present vote for such dissolution,
- b. After dissolution the Assets and Liabilities of the Association shall be disposed of in accordance with the decisions of the dissolution meeting.

18. Interpretation:

If any question arises relating to the interpretation of the provisions of this constitution, it shall be referred to the Central Executive Committee, whose decision thereon shall be final.

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