

CONSTITUTION

OF THE

AIRPORTS AUTHORITY EMPLOYEES' UNION
(Regd. No.3515)

2003

T-3/1-4, I.N.A. COLONY,
NEW DELHI - 110 023

Tel. Nos.,24652408 , 24619274

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AIRPORTS AUTHORITY EMPLOYEES' UNION (Regd, No:3515)
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1. NAME

The names of the Union shall be "Airports Authority Employees Union".

2. HEADQUARTERS

The Headquarters of the Union shall be located at the place where the Headquarters of Airports Authority of India is located. At present it will be at New Delhi.

3. AIMS AND OBJECTS

- (i) To safeguard and promote the interests, rights and liberties of the members of the Union and to get redressal of their grievances.
- (ii) To ensure the settlement of disputes with the management and Government to the satisfaction of the members by conciliation, arbitration and adjudication, and where the methods fail, to enforce the demands of the members by industrial action.
- (iii) To provide legal assistance to members in respect of matters arising out of, on incidental to their employment.
- (iv) To render efficient service to the Authority.
- (v) To conduct one or more journals on behalf of members.
- (vi) To conduct trade disputes and compensate members for loss on account of trade disputes.
- (vii) Generally to take such steps as may be necessary to ameliorate the social, economic, civic conditions and political rights of the members.
- (viii) To do all other things as are incidental and conducive to the attainment of the above objects or any one of them.

4. REGISTRATION

The Union shall be registered under the Indian Trade Union Act, 1926.

5. INTERPRETATION OF THE CONSTITUTION

The constitution shall be considered with reference to the provisions of the India Trade Union Act, 1926, as amended from time to time. Where the act furnishes no guidance for the interpretation of any particular article, the decision of All India Conference on interpretation of such article shall be and binding. In between Conference the power of interpretation shall be exercised by the Central Executive Committee.

6. **MEMBERSHIP**

- (i) Any employee who has attained the age of 18 years and employed by the Airports Authority of India (AAI) in any capacity below the level of Manager is eligible for membership in the Union as a primary member on payment of prescribed enrollment fees and monthly subscription etc.
- (ii) Those who are not primary members can be admitted as honorary members and elected as office-bearers subject to the conditions laid down in Section 22 of Trade Union Act,1926.
- (iii) Membership of a person shall terminate on the following accounts:
 - a. Resignation
 - b. Default in payment of dues for three consecutive months exception in case of suspended or dismissed employees.
 - c. Removal or expulsion.
- (iv) Membership of a person terminated as in (iii) above can be restored on the following conditions.
 - a. By fresh application on count 6 (iii) (a) above.
 - b. By Clearance of dues on count 6 (iii) (b) above.
 - c. By revision of decision by the Central Executive on count 6 (iii) (c) above.
 - d. A member who has been expelled or removed from membership shall have the right of appeal to the Central Executive Committee whose decision will be binding on both the Branch and the individual member.

7. **SUBSCRIPTION AND ENROLMENT FEES**

The rates of enrolment/admission fees and monthly subscription would be as below:

- i) Enrolment/Admission fee - 25/-
- ii) Monthly subscription fee - 15/-

NOTE: i) It would be collected through salary. However if It is collected directly from the members then it can be collected monthly/quarters/half yearly/yearly as decided by the union.

ii) The monthly subscription amount would be enhanced by Rs.5.00 after every 5 years.

2. Suspended and whose cases are pending shall not be charged any subscription.

3. Any member in the event of being expelled from the Union or dismissed from service or cease to be a member on any account shall have no claim on the money paid by him during the membership.

8. ALLOCATION OF SUBSCRIPTION

(1) The monthly subscription shall be allocated as specified hereunder in case of all branches:

(a)	Share of Central Headquarters:	50%
(b)	Share of Regional Headquarters	10%
(c)	Share of Branches.	40%

NOTE: Headquarter Branch shall remit 60% to Central Headquarters and remain 40% as Branch Share.

(2) The enrollment fee in full shall be sent to Central Headquarters.

(3) The Central and Regional quota of subscription from the branches shall be remitted by the 10th of following month positively.

(4) Smaller branches whose total collection is less than Rs.200/- a month will remit the amount so collected to Central Headquarters (CHQ) of AAEU. In turn, CHQ will release the proportionate share to the Local/ Regional Headquarters (RHQ).

(5) M.O. Commission and or Bank charges for remitting the quota shall be borne by the branches.

9. SPECIAL FUNDS

The Union at Central, Regional and Branch level may raise special funds for specific purposes by contribution. However, 100% collection would be sent to the unit i.e. Central or Regional or Branch on whose decision the special fund has been collected.

10. **RIGHTS AND OBLIGATION OF MEMBERS**

Every member who has been on roll for at least three months shall have the right to vote.

- (i) Voting candidates for Executive Committee and office-bearers of the branch.
- (ii) Inspection of account books, membership register of the branch and similar other records.
- (iii) Every member shall have entitled to all the benefits provided by the Union.
- (iv) No member of the Union shall be eligible to contest the post of an office-bearer at the Branch level unless he has the continuity of valid membership of **Two years**.

11. **MEMBERSHIP REGISTER**

Every Branch of the union shall maintain a register containing names of members, their address, age, occupation and such other details as may be considered necessary. The Register shall be open to inspection by any member of Union on any working day during the normal working hours of Branch.

12. **MANAGEMENT AND ADMINISTRATION OF THE UNION**

- (i) The All India Conference shall meet at least once in four years.
A special session of the All India Conference may be convened by the General Secretary with the approval of the Central Executive Committee for any specific purpose.
- (ii) The Central Executive Committee shall ordinarily meet one in 6 (six) months but at least once a year. A special meeting of the Central Executive Committee may be called as exigencies may require. The General Secretary shall also convene meeting of C.E.C. on the requisition tendered by two thirds of the members of C.E.C. and if the General Secretary fails to convene such meeting, the requisitionists shall be competent to convene the meeting.

13. **POWER OF ALL INDIA CONFERENCE**

The All India Conference shall be the supreme legislative and deliverative body of this Union and shall have the absolute control over the affairs and property of the Union, besides the following specific powers.

- (1) To elect Central Office Bearers of the Union and Central working committee.
- (2) To appoint an Auditor who shall be a Chartered Accountant to audit the accounts of the Union.
- (3) To consider the adopt the reports of the Union and audited accounts of the Central Headquarters.
- (4) To adopt Budget estimates of the Central Headquarters.
- (5) To effect changes in constitution;
- (6) To frame rules and bye-laws for management for the union at Regional and Branch levels;
- (7) To act as Court of appeal against the suspension or expulsion of any other disciplinary action against any members or office bearers of the Union.
- (8) To decide the question of affiliation to National or International Organisations.

14. **CENTRAL EXECUTIVE COMMITTEE:**

1. (a) The Central Executive Committee shall consist of Central Office Bearers (COB) of the Central Headquarters (CHQ), Regional Presidents, Regional Secretaries, Branch Secretaries (ex-officio) of both Corporate Headquarters and two members from Group 'D' Category and two members from Group 'C' Category from each Region besides other members including lady members elected/co-opted by the All India Conference/Regional Delegates/CHQ/CEC.
 - (b) All member of C.E.C. shall unless removed by death or act hostile to the interest of the Union or ceasing to be a member of the Union, temporary/Honorary or otherwise hold office until the next election.
 - (c) No members of C.E.C. shall be eligible to be Central Office-bearer mentioned under article of this constitution unless he has the continuity of membership for 3 years. However, 3 years condition would not be applicable in the case of honorary members.
- (2) **POWERS:-**The C.E.C. shall function under the general decision of the All India Conference. In between two session of the All India Conference, the C.E.C shall exercise all powers of the All India Conference except amendments to the constitution of the Union (AAEU, Regn. 3515).

- (3) **The C.E.C.** shall have powers to fill up vacancies in Central Office-bearers and C.E.C. members of the Union caused by death, non-acceptance, resignation or expulsion.

15. COMPOSITION OF ALL INDIA CONFERENCE:

- (1) (a) The All India Conference will compose of the elected delegates representing the Branches on the basis of total membership of the Branch and percentage of Central Share remitted to the Central Headquarters of the Union. For every 50 members, one delegate can be nominated for the AIC. However, this is subject to change on the basis of the CEC decisions taken from time to time.
- (b) No member of the Union shall be eligible to be elected as a delegate unless he has a continuity of valid membership of one year except in case of Honorary/temporary members.
- (c) Office-bearers of the Central Headquarters, the C.E.C members and the Local Secretaries of Madras/Bombay/Calcutta/New Delhi/Guwahati Shall be exofficio delegates.
- (d) **Voting strength:-**Elected delegate as well as ex-officio delegate shall carry one vote each.
- (e) All question shall be determined by simple majority except amendments to the constitution which shall be made only by a two third majority of votes of the delegates present.
- (f) **STRENGTH OF MEMBERSHIP FOR ALLOCATION OF DELEGATES:**The strength of membership of each Branch shall be determined on the basis of average subscription remitted by it to Central headquarters. However, CEC/CHQ will have discretionary power in this regard.
- (2) There shall be Regional Executive Committee at all places where the Authority creates Regional Administrative set up. The Regional Executive Committee would be elected as regional council which would compose of delegates elected to represent their branches in the Regional Council and all such delegates representing branches within their respective region will form the Council.

- (a) Regional delegate will elect a Regional Secretary and a Regional Executive Committee whose set up and by-laws shall be determined by the C.E.C. The tenure of the Regional Executive Committee would be 3 years. The Local Secretary of the branch situated at Regional Headquarters will Be an Ex-officio Regional delegates.
- (b) The Central Executive Committee will frame suitable set up and by-laws for the Branch Executive Committee and tenure of the branch Executive Committee would be two years.

16. **QUORUM**

The quorum of the All India Conference shall be 70% of the delegates attending the Conference.

17. **NOTICE:** A clear notice of 45 days shall be given for All India Conference.

18. **VENUE OF CONFERENCE:** The venue of the Conference shall be decided by the All India Conference from time to time.

19. **CENTRAL EXECUTIVE COMMITTEE MEETINGS:**

- (i) At least 14 clear days notice shall be given for a meeting of the CEC, but in case of emergencies this period can be reduced.
- (ii) Each member shall carry one vote.
- (iii) For a meeting of the C.E.C. the quorum shall not be less than 70% of the composition of the C.E.C.

20. **CENTRAL OFFICE – BEARERS/CEC Members**

1. The following shall be Central office-bearers/CEC Members:

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|-------|-------------------------------|------|
| (i) | President | One |
| (ii) | Vice-President | Four |
| (iii) | General Secretary | One |
| (iv) | Joint General Secretary | Two |
| (v) | Assistant General Secretaries | Four |
| (vi) | Organising Secretary | Two |

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(vii)	Financial Secretary	One
(viii)	Central Executive Members	Twenty members (minimum).
(ix)	Regional Presidents	Five
(x)	Regional Secretaries	Five
(xi)	Lady CEC Members	Five
(xii)	Ex-officio Members	Two

2. **DURATION OF OFFICE:** All Office-Bearers shall hold office till the next session of the All India Conference unless removed by death, Resignation, found incompetent or hostile to the interests of the Union.

3. **FUNCTION AND DUTIES OF OFFICE-BEARERS:**

(a) **The President:** The president shall preside over all meeting of the C.E.C. and the All India Conference and shall exercise general supervision over the work of the Union.

(b) **Vice-President:** The Vice-President shall assist the President in the discharge of his duties and act as President in his absence.

(c) **General Secretary:** The General Secretary shall:

(i) be the Chief Executive of the Union and shall administer the affairs of the Union under the control and directions of the All India Conference, and the C.E.C.

(ii) be the editor, printer and publisher of the journal of journals published by the Union.

(iii) Have the powers to examine the accounts and records of the local branches.

(iv) Nominate one of the Joint General Secretary/Assistant General Secretaries/Financial Secretary/Organizing Secretary to hold charge in his (General Secretary's) absence.

(v) Be an ex-officio member of all managing bodies at Branch levels.

(d) Allocation of work among the various central office bearers/ central executive committee members including regional set-up and Branch set-up (Admn.) will be done by the General Secretary

of the Union in consultation with the All India President of the Union.

(e) **Financial Secretary:**

- (i) The Financial Secretary shall exercise control over the funds and accounts of the Union
- (ii) He shall be personally responsible for the funds of the Union and relevant records.
- (iii) He shall receive contributions, donations and all dues from the Local Branches and all others and issue receipt thereof printed forms.
- (iv) He shall not normally keep in hand any cash in excess of Rs.5000/- (Rupees Five thousand only) and shall deposit the excess amount in a Scheduled Bank or Banks in the name of the Union, the account being jointly operated either with the General Secretary or one of the Assistant General Secretaries and Financial Secretaries.
- (v) He shall make payments after getting the vouchers attested by the General Secretary, and vouchers for all payment made.
- (vi) He shall maintain day books and submit the accounts every month to the General Secretary and scrutiny and publication for the information of members at the Branches.
- (vii) He shall maintain accounts in a manner to show the income and expenditure as required in the statements to be submitted to the Registrar of Trade Unions and in such manner as deemed expedient.
- (viii) He shall maintain a register of local branches showing the strength of membership and financial position.

21. **DISCIPLINARY ACTION:**

The CHQ is competent to suspend or expel any of the Members/office-bearers/Local Executive Committee and members of C.E.C. for anti union activity. The affected party however, shall have the right to appeal to the C.E.C. whose decision shall be final. The All India Conference shall, however, have the power to review the cases for or against the affected party.

22. **CHANNEL OF COMMUNICATIONS:**

The Union Headquarters shall correspond with Airports Authority of India at National level and the local Branches or other shall not correspond with Airports Authority of India Headquarters or the Government directly. The Regional Secretaries/Branch Secretaries would correspond with their respective Head of Departments. The Branch Secretary would correspond with CHQ through its Regional Secretary.

23. **APPLICATION OF FUND**

The General fund of Union shall not be spent on any other objects than the following, namely:-

- (a) the payment of salaries, allowances and expenses to (office-bearers) of the union;
- (b) The General fund of Union shall not be spend on any other objects other than payment of expenses for the administration of Union, Payments on account of unforeseen circumstances due to death, Serious injury, Medical ill of a member, welfare schemes and audit of the accounts of the Union.
- (c) The prosecution or defence of any legal proceeding to which the union or any member thereof is a party, when such prosecution of defence is undertaken for the purposes of securing or promoting any rights of the Union as such or are rights arising out of the relations of any members with his employer or with a person whom the member employees;
- (d) The conduct of trade disputes on behalf of the Union or any member thereof;
- (e) The compensation of members for loss arising out of trade disputes;
- (f) Allowances to members of their dependents on account of death, old age, sickness, accidents or unemployment of such members;
- (g) The issue of, or the undertaking of liability under, policies of assurance on the lives of members, or under, policies insuring members against sickness, accident or unemployment.
- (h) The provision of educational, social or religious benefits for members (including the payment of the expenses of funeral or religious ceremonies for deceased members) or for the dependents of members.

- (i) The upkeep of a periodical published mainly for the purpose of discussing questions affecting employers or workmen as such;
- (j) The payment, in furtherance of any of the objects on which the general funds of the Union may be spent, of contributions to any cause intended to benefit workman in general, provided that the expenditure in respect of such contributions in any financial year shall not at any time during that year be in excess of one-fourth of the combined total of the gross income which has up to that time accrued to the general funds of the Union during that year and of the balance at the credit of those funds at the commencement of that year.

24. FINANCIAL YEAR:

The financial year of the union shall be the calendar year.

- 25. No quorum is necessary for a meeting adjourned for want of quorum.

26. DISSOLUTION OF THE UNION:

The Union shall not be dissolved except by a majority of four-fifths of the voting strength of an All India Conference specially called for the purpose, and it shall make necessary arrangements for the disposal of the assets and liabilities.

27. CODE OF DISCIPLINE:

The Union shall abide by the Code of Discipline.

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