



**Bye-Laws Governing
The Rules & Regulations of
Life Insurance Agent's Federation of India**

Regn. No. 2924 of 2000

MIG II B - 37, Gullalapalem, Visakhapatnam - 530 011.
Ph : 0891-2741663, E-mail : liafi@dataone.in
Website : www.liafi.in



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LIFE INSURANCE AGENTS' FEDERATION OF INDIA

MIG II B - 37, Gullalapalem, Visakhapatnam - 530 011.
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MEMORANDUM OF ASSOCIATION
AND
BYE-LAWS GOVERNING

The Rules & Regulations
OF

Life Insurance Agents' Federation Of India



Regn. No. 2924 of 2000

As amended and adopted in the 14th General Council Meeting held
at Agra on 7th, 8th & 9th November 2009

Effective from 1st January, 2010

**CERTIFICATE OF
REGISTRATION OF SOCIETIES**

Act. XXI of 1860

Society No. 2924 of 2000

I here by certify that LIFE INSURANCE AGENTS'
FEDERATION OF INDIA, VISAKHAPATNAM-11

has this day been registered under the Societies Registration Act 1860
(Act. XXI of 1860).

Given under my hand at VISAKHAPATNAM this 4th
day of NOVEMBER Two thousand. (13th karthika 1922 SE)



REGISTRAR OF SOCIETIES
&
DISTRICT REGISTRAR
VISAKHAPATNAM

4-11-2009

DECLARATION

We the undersigned persons in the memorandum have formed into an Association and responsible to run the affairs of the Association and desired to get the Association registered under the society's registration Act-1860.

Sl. No.	Name	Designation in the Society	Sign.
1.	Hirachand Meghraj Jain	President	Sd/-
2.	Chidamana Rama Chandra Rao	Vice-President	Sd/-
3.	Nagumantri Gajapathi Rao	Secretary General	Sd/-
4.	Paluri Surya Narayana Murthy	Treasurer	Sd/-
5.	Bandi Venkata Samba Siva Rao	Member Secretary	Sd/-
6.	Vaddiparti Venkata Ramakrishna	Member Secretary	Sd/-
7.	Pratipati Venkateswara Rao	Member Secretary	Sd/-
8.	Malla Sree Ramulu	Member Secretary	Sd/-
9.	Match Surya Rao	E. C. Member	Sd/-

WITNESSES

Sl.No.	Name with Father's Name	Address	Signature

Station : Visakhapatnam

Dated :

President

FOREWORD

The Constitution of the Federation was adopted in Bombay in October 1964. It had undergone number of amendments and additions of Bye-Laws. The constitution was passed on 14th November 1965 at Udupi and came in to effect from 1st April 1975.

Considering the changes took place from time to time, it is necessitated some changes in the Rules and Regulations of our Federation. Our organization expanded gradually since 1975. Most important factor is Registration of our Federation under the Societies Act, XXI of 1860 which has to be incorporated. Number of Branch Associations, Divisional Councils and Zonal Councils increased necessitating creation and induction of various positions for administering the organization. An effort is made to usher in financial and organizational discipline in the Federation. We hope that the present amended constitution will help inculcate discipline to the core and sense of belonging towards our Federation.

H.M. Jain
President

N.Gajapathi Rao
Secretary General

Dated at Visakhapatnam on the 31st day of October 2014

**MEMORANDUM OF ASSOCIATION
AND
BYE-LAWS GOVERNING**

**The Rules & Regulations
OF
Life Insurance Agents' Federation Of India**



**As amended and adopted at The Special General Council Meeting
held at Udipi at M.G.M. College Auditorium
From 12th, to 14th November 1975**

Effective from 1st April, 1976

**FOREWORDS TO AMENDMENTS MADE
AT 4TH GENERAL COUNCIL MEETING &
AT SPECIAL GENERAL COUNCIL MEETING AT UDIPI**

Since the constitution of the Federation was adopted in Bombay in October, 1964, it had undergone number of amendments and additions of bye-laws.

In the 3rd General Council, number of amendments was made to the constitution and the constitution are named as 'Rules and Regulations'. After this amendment at 3rd General Council and with the passage of time it was felt that a complete revision of the constitution was necessary.

Practically a new constitution was discussed at the 4th General Council Meeting at Nagpur in April, 1974, but it was felt that the matter needed some more thinking and it was only in Special General Council Meeting at Udipi in November, 1975, that the amended constitution was formally adopted as discussed in 4th General Council and also in a number of Executive Committee Meetings.

Although the constitution was passed on 14th November, 1965, at Udipi, it came into effect from 1st April, 1975.

Since conditions change all the time, it may be necessary in future to further amend the constitution in the light of conditions and experience gained. But we hope that the present amended constitution will help us in serving the organization better and make the Office Bearers and Affiliated Bodies a disciplined body to develop a sense of belonging.

Calcutta
1st April, 1976

J. PRASAD
President

FOREWORD TO AMENDMENTS MADE AT THIRD GENERAL COUNCIL

Ever since the adoption of the Constitution the same has undergone several import changes in the First General Council Meeting held at Vijaywada in January 1966. Besides, bye-laws had to be passed in different Executive Committee meetings to meet the exigencies of the situation, and the growing needs of the Federation.

To give shape to the present day ideas of the Federation, the Constitution has undergone various changes, and all these have now been incorporated in the present Booklet after the amendments were considered and passed by the Third General Council Meeting held in Delhi in May 1971. The word "Constitution" itself has yielded place to the name "Rules and Regulations".

No doubt further changes in "Rules and Regulations" will follow, as will always happen in an Organization which is living. However, for the time being, I hope the present Rules and Regulations will help the Federation steer its course clear of various obstacles and show light to the Profession so as to lead it to a position of honour and dignity, as it rightly deserves.

Calcutta

1st September, 1971.

S.P. HAZRA

President

FOREWORD

The Constitution of Life Insurance Agents' Federation of India was adopted at the First Convention of All-India Life Insurance Agents held in Bombay from 30th September to 3rd October, 1964. Sixty Associations of Life Insurance Agents from various parts of this country participated in the Convention.

The adoption of the Constitution has given birth to the biggest Federation in the L.I.C. and it is hoped that with its establishment, a common platform for representing the cause of Life Insurance Agents has been created, which every one of us has been actually missing so far. We look forward with hope and confidence that the Federation will grow on the firm bed-rock of this Constitution and rise to be a mighty edifice to protect the rights and privileges of every Life Insurance Agent in particular, and the Policy-holder in general.

Industrial Assurance Bldg.

2nd Floor, Church gate, Bombay -1.
15th October, 1964.

D.S. MUDBIDRI

President

Memorandum of Association

Of

LIFE INSURANCE AGENTS' FEDERATION OF INDIA

Name:

- (1) The name of the Organisation shall be **LIFE INSURANCE AGENTS' FEDERATION OF INDIA**, hereinafter referred to as the "Federation".

Registration Number :

- a) The registration number of the Federation is 2924 of 2000 registered under Societies Act XXI of 1860.

Official Emblem :

- (2) The Official EMBLEM of the Federation shall be: The FIGURE OF AN INSURANCE AGENT PROTECTED BY ONE HAND ON EITHER SIDE circumscribed by the words "Life Insurance Agents' Federation of India". The Registration Number to be depicted below the Emblem.

Head Quarters :

- (3) The Head Quarters of the Federation shall be situated at any place in India. At present, the Head Quarters of the Federation shall be: MIG II B-37, Gullalipalem, and Visakhapatnam - 530 011.

- a) Notion of Registered Office is declined by Registrar of Societies.

Aims & Objects :

- (4) The aims and objects of the Federation are as follows:

- a) To take over the assets, properties and engagements of the present unregistered Federation, known as Life Insurance Agents' Federation of India (L. I. A. F. I.) which was formed on the basis of a Resolution passed at the First Convention of All India Life Insurance Agents, held in Bombay from 30th September to 3rd October 1964.
- b) To provide and maintain a central organisation for the promotion of efficiency, progress and general development among persons engaged in selling life insurance and those wishing to make life insurance selling a career with a view not only to instil a sense of belonging amongst them but also to improve their professional efficiency and advantage by inducing them to render such services which may inculcate the habit of thrift amongst the public through life insurance and make life insurance more effective, safe and scientific and thus develop the business of life insurance to the best advantage of the community and in the process justify the confidence both of the public and the insurer in the profession of life insurance selling.

- (c) To promote fellowships and friendly intercourse by holding Conferences, Seminars and Meetings for discussion of professional affairs and interests.
- (d) To subscribe and to contribute or otherwise assist such benevolent scientific, national or other institutions or subjects which have any moral or other claim to support either by reasons of locality of operation or of public and general utility or otherwise.
- (e) To affiliate insurance agents associations existing in India or any new body or bodies or associations that may be established in future in India.
- (f) To associate with Insurance Agent Associations, individuals or other bodies residing or established outside India on such terms and conditions as may be provided by the Rules and Regulations of the Federation.
- (g) To represent or cause to represent to LIC, Government, Statutory or other bodies or Committee/Committees, to submit petition, memorandum, charter of demand, to give evidence and submit records to any Committee of Enquiry, Court of Law, Tribunal, Convention, for the larger benefit and advantage of the community, Life Insurance business, the policyholders and Life Insurance Agents.
- (h) To give grants to any Association or Affiliated Associations or other bodies.
- (i) To encourage, assist and conduct study in any subject bearing on any branch of insurance.
- (j) To publish journal(s) and books to advance the cause of life insurance and to promote civic, professional business and economic interest of the members of the Federation.
- (k) To form and manage Library or Libraries.
- (l) To purchase or otherwise acquire all kind of immovable properties, movable articles, chattels and things and to sell dispose of or otherwise deal with the same in course of the business of the Federation.
- (m) To institute, conduct, defend, compound or abandon, any legal proceedings by or against the Federation or its affiliated bodies and its members or otherwise concerning the affairs of the Federation or its affiliated bodies and its members and also to compound and allow time for payment or satisfaction of any debts due and of any claim or demand by or against the Federation and to refer any difference to arbitration and to observe and perform any awards made thereon.

- (n) To secure fair method of recruitment and working Terms and Conditions for the LIFE INSURANCE AGENTS.
- (o) To guide, regulate or direct relations between the members of the Federation and the LIC of India.
- (p) To co-ordinate the activities of the members of the Federation.
- (q) To render all possible help to members by adopting Constitutional and Democratic means.
- (r) To endeavour to redress the grievances of members and the members of the affiliated bodies.
- (s) To endeavour to settle disputes between LIC authorities and members as well as between member and members and/or Sister Organisations and the Federation, its councils or affiliated bodies or individuals.
- (t) To promote Social, Economic, Business, Professional or any other interest of the members.
- (u) To help establishing Branch Organisations, Divisional Organisations and Zonal Organisations or such other bodies as may be deemed necessary.
- (v) To propagate through official organisation or organ and educate members about the ideas and ideals of the organisation, news of professional interest and through the Newspapers or other media organise public opinion when such actions are necessary in protecting the interest of members and or the policy holders.
- (w) To advance or sponsor the cause of the policyholders and claimants.
- (x) To render all possible help to an insurance agent and/or to his beneficiary(s) by adopting Constitutional and Lawful means.
- (y) To raise funds by way of contributions, fees, donations, grants, gifts.
- (z) To do such other lawful things as are incidental or conducive to the attainment of the above objects or any of them.

5. Certificates :

- (a) Certified that this Federation is not formed with any objective against the policies of State Government or Central Government.
- (b) Certified that no member of the Federation is entitled or to take any right in the properties of the Federation.
- (c) Certified that the Federation is not formed for any commercial activities.
- (d) Certified that the Office bearers are not paid from the funds of the associations.
- (e) Certified that the Office bearers signatures are genuine.

(2) The management of the affairs of the Federation is entrusted in accordance with the Rules and Regulations of the Federations to a Council of which the first members are:

BYE-LAWS GOVERNING
The Rules & Regulations
OF
Life Insurance Agents' Federation Of India

Definition:

- (1) The words in these Rules and Regulations (hereinafter referred to as "the Regulations") have the same meaning as in the Memorandum and in the interpretation of the Regulations the following words and expressions shall have the meanings as under unless such meaning is excluded by the subject or context.
- (a) "Affiliated Members" means members of the Federation as defined in Rules 2 (2) (a).
- (b) "Associate Members" means members of the Federation as defined in Rules 2 (4) (a).
- (c) "Bye-laws" mean the Bye-Laws for the time being made in accordance with the Regulations.
- (d) "Central Secretariat" mean the office bearers of the Federation elected and/or nominated as per Rules 10 (a).
- (e) "Council" means General Council of Federation.
- (f) "Direct Members" means members of the Federation as defined in Rules 2 (5) (a). (DELETED)
- (g) "Divisional Council" means a Council of the Federation as defined under Rules 15 (a).
- (h) "Executive Committee" means the Federal Executive Committee of the Federation.
- (i) "Financial Year" means the year defined under Rule 3.
- (j) "Honorary Member" means member of the Federation as defined in Rule 2(1) (a).
- (k) "Institutional Members" means members of the Federation as defined in Rules 2 (3) (a).
- (l) "Office-bearers" mean such members of the Executive Committee whose functions are defined under Rule 11.

- (m) "Special General Council" means Special General Council of the Federation.
- (n) "The Rules and Regulations" or the "Regulations" means the Rules and Regulations of the Federation for the time being.
- (o) "Zonal Council" means a Council of the Federation as defined under Rules 14 (a)

2. Membership and Rights of Members:

- (1) **Honorary Members:**
- (a) Any person of eminence, who has rendered valuable service to the Community in any field of activity, may be invited to become an Honorary Member of the Federation by a consensus of the General Council.
- (b) The Honorary Member shall hold his membership till the end of the next General Council Meeting unless his membership is extended.
- (c) Not exceeding 5 Honorary Members may be invited to become a member in the Executive Committee and when included Rule 9 (d) shall not be made applicable to them.
- (2) **Affiliated Members:**
- (a) Any Life Insurance Agents' Association, Committee or Ad-hoc Committee established at the Branch, Sub-branch, Development Centre of LIC, having similar aims and objects of that of the Federation, applying for the Membership and granted Affiliation as per the Rule 4, shall become an Affiliated Member of the Federation.
- (b) An Affiliated Member shall have the right to sponsor a resolution(s) and discuss and deliver on any Agenda in any official meeting of the Federation as provided under Rules 5(a)(ii) and shall have voting right.
- (c) An Affiliated Member shall pay yearly Affiliation Fee as provided under Rules 4(d).
- (d) The Delegates of an Affiliated Member accredited to any General Council or a Special General Council or a Requisition General Council shall have the right to participate in any election to any office of the Federation as provided under Rules 8.

(3) Institutional Members:

- (a) Life Insurance Corporation of India, General Insurance Corporation of India or any Institution, Association, Society, Council or Benevolent Organisations of Indian Origin connected with any discipline of Insurance directly or indirectly may be nominated as Institutional Member of the Federation by the General Council.
- (b) i) Institutional Members shall not be required to pay any subscription.
ii) The Federation, however, may donate or accept donation from the Institutional Members.
- (c) An institutional Member may on invitation from the Executive Committee sponsor a resolution and discuss and deliberate on any agreed agenda in any official meeting of the Federation, except that such Institutional Members shall have no voting right.

(4) Associate Members:

- (a) Any Institute, Association, Society or Benevolent Organisation or an individual, normally resident outside India, connected with any discipline of Insurance either directly or indirectly, may be nominated as Associate Member of the Federation by a consensus of the General Council.
- (b) Associate Members are not required to pay any subscription to the Federation. The Federation may, however, donate or accept donation from such members.
- (c) Associate Members may on an invitation from the Executive Committee sponsor resolutions and discuss and deliberate on any agenda in any agreed official meeting of the Federation, except that such Associate Members shall have no voting right.

(5) Direct Members:

- (a) Any member of the affiliated Association, Agents' Committee, and Ad-hoc Committee may apply through the Affiliated Member or Divisional Council or Zonal Council for grant of Direct Membership of the Federation on payment of Rs.100/- for the term of current Executive. In the event of an application being received two years after the Executive Committee comes into office, the application may be accepted with Rs.50/- as subscription for the rest half of the term. The Central Secretariat or the Executive Committee reserves the right to reject or accept the membership without assigning any reason. (DELETED)

(b) Where there is no affiliated Association or Body functioning in any Branch, Sub-branch, or Development Centre of LIC the individual agents may apply for Direct Membership of the Federation through the Divisional Council or Zonal Council or through an Executive Committee Member of the Federation.

(6) Federal Executive Members:

- (a) All Members of the Executive Committee of the Federation elected at the General Council and/or co-opted under Rule 9 (g) (iv) & 10 (b) (ix) or Nominated under Rule 11 (a) (iii) including all the members of the Central Secretariat shall be the Members of the Federation.
- (b) The Members of the Executive Committee shall have the right to sponsor Resolutions, discuss, and deliberate on any Agenda in any official meeting of the Federation with voting rights.

3. Financial Year:

Financial Year of the Federation shall be from 1st April to 31st March of the following calendar year.

4. Affiliation Requirements:

- (a) For the purpose of obtaining Membership by Affiliation the Applicant Association, Branch Committee, Ad-hoc Committee of Agents, shall pay an Affiliation Fee of Rs. 500/- for each financial year of the Federation at the beginning of the year. (AMOUNT ADDED)
- (i) All Office Bearers of the Branch Association shall be Patron/Life Patron Members.
- (b) Any Association, Branch Committee, Ad-hoc Committee of Agents, for obtaining Affiliation and/or for renewal of Affiliation, shall furnish the following Affiliation Requirement Schedules, each year, along with the required fee.
- (i) Affiliation Requirement Schedule-I requires furnishing particulars of the Applicant-Members, their Constitution and working details.
- (ii) Affiliation Requirement Schedule-II requires furnishing names and address of the Elected Office bearers of the Applicant member.
- (iii) Affiliation Requirement Schedule-III requires furnishing the names, Postal Addresses, and other relevant details of the primary members of the applicant member for the year of Affiliation.
- (c) Notwithstanding anything contained under Rule and Ad-hoc Committee of agents may obtain affiliated membership only by making a detailed statement of the Ad-hoc Committee acceptable to the Central Secretariat.

- (d) Affiliation Fee shall be Re. 1/- per annum for each primary member on the roll of the Applicant Member Association, Branch Committee, Ad-hoc Committee, with a minimum of Rs.60/- per annum. (DELETED)
- (e) Any Association, Branch Committee, Ad-hoc Committee of agents, if formed in the second half of the financial year, applying for the Affiliation, for the first time, may be granted Affiliation at half the rate of the Affiliation Fee as stipulated under Rule 4 (d). (DELETED).
- (f) Any dormant Affiliated Agents' Association, Branch Committee, Ad-hoc Committee, revived after 3 years and applying for Affiliation in the second half of a financial year, may be granted Affiliation at half the Affiliation Fee for that year stipulated under Rule 4 (d). (DELETED)
- (g) If any Affiliated Member who fails to comply with the Affiliation Requirements as per Rule 4 (a), 4 (b), 4 (c), 4 (d), 4 (e) & 4 (f) its Affiliated Membership shall cease unless the Central Secretariat is satisfied that such a failure was beyond the control of the Member.
- (h) The Affiliated Associations shall abide by the Rules and Regulations of the Federation and also the Rules and Regulations of the respective Zonal and Divisional Council.

5. General Council:

- (a) General Council shall be the Supreme Body of the Federation entrusted to fulfil the aims and objects enshrined in the Memorandum of Association of the Federation, exercising its powers and authority in conformity with the Rules and Regulations, that are in force for the time being, and shall consist of:
- (i) All the members of the Federal Executive Committee including the members of the Central Secretariat.
- (ii) All the delegates named by the Affiliated members, the representation being limited to 1 delegate for every 20 primary members on the roll or part thereof, subject to a minimum of three per Affiliated Member. (DELETED)
- (ii) (a) Three accredited members from each affiliated Branch Association.
- (iii) Office bearers of the Zonal Councils and two members of the Status Acquired Divisional Councils delegated by the respective Councils, in addition to the Ex-Officio Executive Committee Members.

- (iv) Honorary Members, Institutional Members, Associate Members, Direct Members with their respective rights.
- (b) There shall be a General Council Meeting once in three years. Under extraordinary circumstances, the Central-Secretariat of the Federation may, by a special resolution adopted in this behalf explaining the circumstances compelling the postponement defer the date of the General Council meeting to a later date but not later than six months.
- (c) All members of General Council intending to participate in a General Council meeting shall comply with their requirements framed for the purpose by the Central-Secretariat and shall abide by Rulings and decisions of the Presidium.

Functions of the General Council:

- (d) The General Council shall transact the following business:-
 - (i) To confirm the proceeding of the previous General Council Meeting.
 - (ii) To adopt the Reports of the Secretary General.
 - (iii) To adopt the Accounts and Auditors Reports for the term along with the Treasurer's Report.
 - (iv) To consider Notices of Resolutions received from the Members and approved by the Central Secretariat.
 - (v) To conduct such other business as may have been given notice of by the Members or as may be permitted by the Presidium.
 - (vi) To consider and adopt amendments to the Rules and Regulations and Bye-Laws of the Federation when notices are received as per rule 16 and 17.
 - (vii) To invite and/or extend Honorary Members of the Federation for the next term.
 - (viii) To elect such office bearers and such other members of the Federal Executive Committee as per rule 8 for conducting the affairs of the Federation.
 - (ix) To appoint Auditor and to fix the fees of the Auditor for the term or to delegate the power to Central Secretariat to do so.

(e) Notice:

Sixty days Notice shall be given for summoning the General Council Meeting.

(f) Presidium:

- (i) Meeting of General Council shall be conducted by a presidium consisting of the President, Vice-President (H.Q.), the Zonal Vice Presidents and the Executive Vice-Presidents of the Federation present in the meeting.
- (ii) Notwithstanding any Bye-Laws framed by the Central Secretariat in this behalf the Presidium shall decide the procedure of conducting the meeting and shall announce the same. Decisions and Rulings of the Presidium shall be binding upon the Council.
- (iii) When any member of the Presidium desires to participate in any deliberation, sponsor any resolution, or speak in favour or against any resolution, he may do so only in his capacity as a member delegate from the floor of the house.

(g) Quorum:

- (i) The quorum of the General Council shall be twenty percent of the eligible delegates or at least 75 delegates present in the meeting who have signed the attendance register and have completed the introduction formalities. Read as 500 delegates in lieu of 75
- (ii) The Presidium shall not normally allow any meeting to continue when the attendance in the hall falls below fifty percent of the delegates who had signed attendance register.

(h) Adjourned Meeting:

- (i) When for lack of quorum a meeting is adjourned the same may be called to order after three hours when no quorum is necessary.
- (ii) When a meeting is adjourned for any reason beyond the control of the Presidium, the same may be called to order when no quorum shall be necessary as per rule 5 (g) (ii).

6. Special General Council :

- (a) Special General Council Meeting may be summoned to transact such important business which in the opinion of the Executive Committee or the Central Secretariat requires urgent consideration of the council.
- (b) Special General Council shall consist of such members as defined in Rule 5 (a).

- (c) All members of Special General Council intending to participate in the meeting shall comply with requirements as per Rule 5 (c).
- (d) Functions of the Special General Council:
The Special General Council shall transact only such specific business for which the meeting has been called.
- (e) **Notices:**
Forty five days notice shall be given for summoning the Special General Council.
- (f) **Presidium:** As per Rule 5 (f) (i) and (ii)
- (g) **Quorum:**
Quorum of the meeting shall be as defined in Rule 5(g) (i) and (ii).
- (h) (i) When for lack of quorum a meeting is adjourned the same may be called to order after 3 hours when no quorum is necessary.
(ii) When a meeting is adjourned for any reason beyond the control of the presidium, the same may be called to order when no quorum shall be necessary as per rule 5 (g) (ii).

(7) Requisition Meetings :

In the event of an exceptional circumstance a Requisition meeting may be summoned under following conditions:

- (a) (i) The President in his individual capacity, or by the Central Secretariat by a resolution taken in this behalf, may summon an Executive Committee Meeting to consider and take appropriate action on any matter mentioned in the Agenda giving 45 days Notice to all Executive Committee Members.
(ii) The Quorum of such Requisition Executive Committee Meeting called by President or the Central Secretariat shall be of 25 Executive Committee members of the existing Committee. Read as 50 in lieu of 25.
- (b) (i) 40 Executive Committee members of the existing Federal Executive Committee may request the Central Secretariat by joint application to summon a requisition Executive Committee Meeting giving the reasons and venue of the meeting. If in the event the Central Secretariat fails to call the requisition meeting within 30 days of the receipt of such requisition the signatory members of Executive Committee may summon the meeting at a place and time determined by them giving an agenda and 30 days

- notice to all the existing members of the Executive Committee. Read as 50 in lieu of 15.
- (ii) The Quorum of such Requisition Meeting called either by the Central Secretariat or by the members of Executive Committee shall be 30% of the members of the existing Committee. If there is no quorum the meeting shall not be valid. Read as 50% in lieu of 30%.
- (c) (i) Any Affiliated Member by obtaining consent from another 24 Affiliated Members by a resolution passed by all the 25 affiliated members may request the Central Secretariat to summon a Requisition General Council Meeting to consider such agenda as may be maintained in the resolution. In the event the Central Secretariat fails to call such requisition the requisitionist may summon, a requisition General Council Meeting to consider such agenda as may be mentioned in the resolution. In the event the Central Secretariat fails to call such requisition, the requisitionist may summon a Requisition General Council Meeting at a place and time determined by the member, giving a sixty days notice and the agenda.
- (ii) The quorum of such Requisition General Council Meeting shall be 75 delegates representing the affiliated members including the Executive Committee Members. If there is no quorum the rule 5 (g) will apply.
- (iii) The quorum of the General Council shall be 20% of the eligible delegates or at least 75 delegates present in the meeting who have signed the attendance register and have completed the introduction formalities. Read as 500 delegates in lieu of 75.
- (iv) The Presidium shall not normally allow any meeting to continue when the attendance in the hall falls below 50% of the delegates who had signed the attendance register.

(3) ELECTION:

- Election in the General Council, in a Special General Council, or in Requisition General Council shall be conducted in the following manner:
- (i) The Presidium of the Council shall select an Election Officer who had not submitted or does not intend to submit any nomination for any elective post in that Council, to conduct the Election.

- (ii) Voters list shall be prepared by the Election Officer on the basis of those accredited representatives of the affiliated members and the Executive Committee Members who are physically present in the meeting on basis of the Byelaw, if any, as per Rule 10 (b) (xviii).
- (iii) The names of the eligible Voters shall be announced by the Election Officer before the election takes place.
- (iv) Election Officer shall invite nomination of the candidates duly proposed and seconded by eligible voters whose names appear in the voters list.
- (v) No person can seek election or may be elected, who is not physically present during the time of election.
- (vi) The voting may be conducted either by a show of hands or by secret ballot.
- (vii) Arrangements for secret ballot shall be made by the Election Officer and the method of secret ballot shall be explained to the House.
- (viii) Right to withdraw nomination shall be granted to every candidate before the election takes place and within the time as may be specified by the Election Officer.
- (ix) The Election Officers shall submit the name of those successful candidates as duly elected persons for the next term to the Presidium.

9) Federal Executive Committee:

- (a) The Management and control of the Federation, its property, affairs and business shall be carried on by and vested in the Executive Committee subject to the guidance of the General Council and the aims and objects enshrined in the Memorandum of Association and the provisions of the Rules and Regulations of the Federation that are in force for the time being.
- (b) The Executive Committee shall consist of the following elected, co-opted, nominated and / or invited members:
1. President: 1 (One) to be elected.
 2. Vice President (HQ): 1 (One) to be elected/co-opted.
 3. Executive Vice President: 3 (Three) to be nominated one each at National Capital, Corporate Head Quarters and IRDA Head Quarters.

4. Secretary General: 1 (One) to be elected.
 5. Treasurer: to be elected / co-opted
 6. Resident Secretary: 3 (three) to be nominated one each at National Capital, Corporate Head Quarters and IRDA Head Quarters.
 7. Zonal President: 8 One from each zone of LIC to be elected/co-opted.
 8. Zonal Secretary: One from each zone of LIC to be elected /co-opted.
 9. Member Secretary: 8 (Eight) to be nominated.
 10. Organizing Secretary: 5 (Five) to be nominated
 11. Executive Committee Member: 1 (One) for each Status Acquired Divisional Council to be elected at General Council.
 12. Nominated Member: 5 (Five) to be nominated.
 13. Such Honorary Members as are invited.
- (c) The Federal Executive Committee shall remain in office until the next Executive Committee is formed.
- (d) If a member of the Committee fails to attend two consecutive meetings without assigning any valid reason acceptable to the committee, he shall cease to be a member of the Committee.
- (e) In the event of an uncertainty in an office bearer's functioning in the capacity he is elected and/or co-opted and/or nominated for any reason whatsoever, it shall be open for the President, in consultation with the Central Secretariat to fill the vacancy subject to ratification by the next Executive Committee Meeting.
- (f) Any person who ceases to be a Life Insurance Agent, and/or ceases to be primary member of any Agents' Association, affiliated to the Federation, his membership in the Executive Committee shall also cease, unless he is allowed by the Executive Committee. This rule however, shall not be applicable to any invitee Honorary Member.
- (g) Functions of the Executive Committee:
- i) The Federal Executive Committee shall meet at least once in each financial year at such place as may be given notice of by the Central Secretariat, to transact such business as may be given in the Agenda of the Meeting.

- ii) During each such Meeting the Federal Executive Committee shall discuss, deliberate and review the reports of the Central Secretariat, approve the Treasurer's Report and the Audited Accounts Reports and give such guidelines for future action as it may deem necessary.
- iii) The Federal Executive may delegate such powers to Central Secretariat, Sub-Committees as or other Committees as it may deem fit and appropriate to serve the best interest of the Federation.
- iv) The Federal Executive may co-opt, accept resignation, suspend, and remove any member in the greater interest of the Federation.
- v) The Federal Executive may acquire, purchase, sell or dispose or otherwise deal with the movable or immovable properties, chattels, and things of the Federation.
- vi) The Federal Executive may institute, conduct, defend, compound or abandon, any legal proceedings by or against the Federation of its affiliated bodies and its members or otherwise concerning the affairs of the Federation and also to compound and allow time for payment or satisfaction of any debts due and of any claim or demand by or against the Federation and to refer any difference to arbitration and to observe and perform any awards made thereon.
- vii) The Executive Committee may select one of its members as an internal Auditor of the Federation at its first meeting.
- viii) The quorum for the Executive Committee Meeting shall be 1/3 of total members.

10) Central Secretariat:

- (a) Such members of the Federal Executive, as are not ex-officio delegate members and who are resident in the locality of the Head Quarters of the Federation, shall constitute the Central Secretariat of the Federation.
- (b) **Functions:**
 - i) To conduct the day to day business of the Federation and discharge such other functions as may be authorised or delegated by the Federal Executive Committee.
 - ii) To open, operate and close Bank Account(s) of the Federation.
 - iii) To authorise one or more of its members to operate bank account or to close a bank account by suitable resolutions.

- iv) To authorise any Committee of the Federation, either at the Head Quarter or outside the Head Quarter, to open, operate and close any Bank Account under such name and style as may be determined by a Resolution in this behalf.
- v) To collect funds of the Federation by way of Affiliation fees, Direct Members fees, Delegate fees, Observer fees, Subscriptions for journals, sale of books and souvenirs, donations and contributions and also raise monies by other lawful means for conducting the affairs of the Federation.
- vi) To appoint or to dismiss the staff of the Federation and fix their remuneration for conducting the affairs of the Federation.
- vii) To pay honorarium, salary, travelling expenses, entertainment expenses, rent, hire charges, cost of stationery printing and postage, furniture and fixtures, office equipments and other necessary expenses for conducting the affairs of the Federation.
- viii) The Central Secretariat shall be responsible for maintaining the accounts of the Federation and to have the same Audited by both internal and appointed auditor every year and place before the Executive Committee and the General Council, as the case may be.
- ix) To fill the vacancies of the office-bearers and/or Executive Committee Members of the Federation by co-option, subject to the ratification in the next Executive Committee. Such co-opted member shall hold the office until next election.
- x) Subject to the Bye-Laws framed in this behalf the Central Secretariat may accept resignations take disciplinary action, suspend, remove and replace any office-bearer and/or Executive Committee member found negligent, inactive or unfit to continue in the office by suitable Resolution passed in this behalf. Such action of the Central Secretariat shall remain valid till the next Executive Committee Meeting: when the matter shall be reviewed and final decision taken by the Executive Committee.
- xi) To affiliate or to renew the Affiliation of the affiliated members of the Federation as provided under Rule 2 (2) and Rule 4.
- xii) To take disciplinary action, suspend or to disaffiliate any affiliated member working against the aims and objects of the Federation and/or directives of the Central Secretariat. Such action shall remain valid until next Executive Committee meeting when the matter shall be reviewed and final decision taken.

- xiii) To maintain a Register of affiliated members and to take such action(s) as provided under Rule 4(g) and to strike out from the Register such names when found necessary.
- xiv) To endeavour formation of and to activate the existing Associations, Committees, or Ad-hoc Committees at Branch, Sub-branch or Development Centres of LIC.
- xv) To endeavour formation of and to activate the Divisional Councils in all Divisions of LIC.
- xvi) To endeavour formation and to activate the Zonal Councils in all Zones of LIC.
- xvii) To publish books and journals and to sell or distribute them in conformity with the aims and objects of the Federation.
- xviii) To endeavour to hold agents Educational Training classes, seminars, conferences, and meetings of Agents or to delegate such functions to such responsible bodies as it may deem fit.
- xix) Subject to approval of and/or ratification by the Federal Executive Committee, the Central Secretariat may institute, conduct, defend, compound or abandon, any legal proceedings by or against the Federation of its affiliated bodies and its members or otherwise concerning the affairs of the Federation and also to compound and allow time for payment or satisfaction of any debts due and of any claim or demand by or against the Federation and to refer any difference to arbitration and to observe and perform any awards made thereon.
- xx) To call official meetings of the Federation as provided in the respective Rules and frame Bye-laws for the same.
- xxi) The Central Secretariat shall meet as often as necessary but at least once a month, unless there is a special circumstance for not holding any meeting.
- xxii) The decisions of the Central Secretariat shall be recorded in the Minute Book kept for the purpose. Details of the discussions need not be recorded.
- xxiii) To recommend names of Honorary Members, Associate Members and Institutional Members to the Federal Executive Committee and/or to General Council.
- xxiv) To register and renew the Registration of Federation and LIAFI's News and any subsidiary.

xxv) To generally do such other things as provided in the aims and objects of the Federation not specifically mentioned and/or to take such other actions as may be delegated or required by General Council, Special General Council, Requisition General Council, and Federal Executive Committee.

11. Functions of the Office-Bearers :

PRESIDENT

- (a) i) The President of the Federation shall preside over the meetings of the Central Secretariat and the Executive Committee Meetings and sign the Minutes of the Executive Committee.
- ii) The President shall nominate 3 Executive Vice-Presidents, 3 Resident Secretaries, and 8 Member Secretaries for the Central Secretariat in consultation with the Secretary General.
- iii) The President shall nominate, if necessary, one or more but not more than five Executive Committee Members, in the interest of the Federation.
- iv) The President shall be responsible to see that the affairs of the Federation are conducted according to the Memorandum of Association and the Rules and Regulations of the Federation. Any deviation or departure from the laid down procedure in the working of the Federation shall be taken notice of by the President and he shall, as far as it may be possible, take remedial and preventive steps to see that such deviations or departure do not occur and for that purpose he shall bring to the notice of the Secretary General and/or to other Members of the Central Secretariat for taking corrective and preventive actions.
- v) In the event the President feels that the affairs of the Federation is not being conducted to his satisfaction stating reasons he may call a meeting of the Central Secretariat and/or a Requisition Executive Committee Meeting for taking necessary action.
- vi) The President may, if he thinks it necessary, under exceptional circumstances, authorise deviations from the Rules for summoning any official meeting of the Federation.
- vii) The President may authorise expenditure at one time, a sum of Rs. 500/- for any cause he may deem fit and necessary in the interest of the Federation. Read as 5000/- in lieu of 500/-

- viii) In the event of the long absence of or resignation of the Secretary General, the President may entrust the duties and functions of the Secretary General to one or more member secretaries of the Central Secretariat, till the Secretary General resumes office or the post is filled by the Executive Committee under Rule 9 (e).
- ix) The President may delegate his powers to the Vice-President Head Quarters or in his absence to any other Vice-President during the period of his absence from the Head Quarters or during the period he is unable to perform his function.
- (b) Vice President (H.Q.):**
Shall assist the President in the efficient discharge of his duties and act for him in his absence. He shall also discharge such other functions as may be delegated to him by the President. He shall preside over the meetings of central secretariat. He shall take such steps for effective functioning of central secretariat
- (c) Zonal President :**
- i) A Zonal President may preside over any Committee Meeting of the Federation in the absence of President and Vice-President (H.Q.).
- ii) A Zonal President of the Federation shall preside over the Zonal Council that may be formed in his Zone, and shall be designated as the Zonal President of the Federation.
- iii) The Zonal President of the Federation shall form or cause to form Zonal Council in consultation with the Zonal Secretary of his Zone.
- iv) The Zonal President shall maintain liaison with the President and the Central Secretariat of the Federation. He shall act on behalf of the Federation in his Zone in conformity with the principles and policies of the Federation enunciated and/or communicated by the Central Secretariat from time to time.
- (d) Executive Vice-President:**
- i) An Executive Vice-President shall represent the Federation before any authority, person, or body as the case may be and act in consultation with the Resident Secretary in such matters as may be directed by the Executive Committee and/or the Central Secretariat.
- ii) The Executive Vice-President shall keep the Central Secretariat informed of all important developments and shall seek such advice as he may deem fit in order to serve the best interest of the Federation.

(e) Zonal Secretary:

- i) The Zonal Secretary shall assist the Zonal President in all matters including the formation of the Zonal Council.
- ii) The Zonal Secretary shall, in consultation with the Zonal President, draw the Rules and Regulations of the Zonal Council, not inconsistent with the Memorandum of Association and Rules and Regulations of the Federation, taking into account the regional characteristics its topography, language, communication and the problems of Agents Organisation of the area.
- iii) The Zonal Secretary shall on behalf of the Zonal Council advise the Central Secretariat about the important organisational developments, its problems, and affairs of the Zone.
- (f) Resident Secretary:**
- i) The Resident Secretary shall assist and help the Executive Vice-President to discharge his functions.
- ii) In the absence of the Executive Vice-President, the Resident Secretary may represent the Federation before any authority, person, or body in such matters as may be directed by the Executive Committee and/or the Central Secretariat.
- (g) Secretary General :**
- i) The Secretary General in consultation with the President shall form the Central Secretariat as per Rule 10 (a) so as to enable the Central Secretariat start functioning within one month from the date of election.
- ii) The Secretary General shall recommend for nomination the names of the office-bearers of the Federation to the President, as provided under Rule 11 (a) (ii).
- iii) The Secretary General shall exercise effective supervision of the working of the Central Secretariat so that the Secretariat may discharge its functions as provided under Rule 10 (b).
- iv) The Secretary General shall distribute and/or delegate such functions and powers held by him to the Member-Secretaries as he may deem fit for effective discharge of the functions of the Central Secretariat.
- v) The Secretary General shall conduct all correspondence on behalf of the Federation.

- vi) The Secretary General shall record and maintain the minutes of all official meetings of the Federation.
 - vii) The Secretary General shall maintain the Member Ship Register of the Federation as per rule.
 - viii) The Secretary General shall summon the meetings of the Central Secretariat in consultation with the President and all other official meetings of the Federation with the approval of the Central Secretariat.
 - ix) Subject to the decisions if any, made by the Central Secretariat in this behalf, the Secretary General may take all such steps as may be necessary and expedient to acquire, hold or dispose of any property, sanction payments to carry on the functions and affairs of the Federation.
 - x) Without prejudice to the generality of the provisions contained in the Memorandum of the Association and Bye-Laws governing the Rules and Regulations of the Federation subject to the ratification by the Executive Committee, the Central Secretariat shall formulate the policies and principles of the Federation and the Secretary General shall take effective measures to implement the same.
 - xi) It shall be the general duty of the Secretary General to carry on his functions and exercise his powers so as to secure the best advantage of the Federation.
- (h) Member-Secretary:**
- i) The Member-Secretary of the Central Secretariat nominated under Rule 11 (a) (ii) shall, subject to provisions of the Rule 10, hold the office until the end of the next General Council or any Council meeting where election of the office-bearers of the Federation is held.
 - ii) The Member-Secretary shall discharge his functions and make use of his authority as may be delegated by the Secretary General, under Rule 11 (g) (iv) and shall hold such portfolio as may be allotted to him.
- i) Treasurer:**
- i) The Treasurer shall be responsible for the financial affairs of the Federation and shall control the cash and bank account(s) of the Federation under the over all supervision and direction of the Central Secretariat.

- ii) The Treasurer shall arrange to open and close bank account(s) of the Federation as may be directed to do so by the Central Secretariat.
 - iii) The Treasurer shall be responsible for rendering of proper account(s) where authority is given to any committee of the Federation under Rule 10 (b) (iv).
 - iv) The Treasurer shall submit the financial statements and the audited balance sheet of the Federation at each Executive Committee or to any other official meeting of the Federation when authorised by the Central Secretariat to do so.
 - v) The Treasurer shall be responsible for the account(s) of the Federation and its Audit as required under Rule 10 (b) (viii) and shall submit such other statement(s) either monthly or otherwise as may be required by the Central Secretariat.
 - vi) The Treasurer shall normally sign all the receipts for the money that may be received by the Federation under Rule 10 (b) (v) and shall make payment of all the bills submitted to the Federation. He shall also disburse all other payments as per Rule 10 (b) (vii) for conducting the affairs of the Federation.
- (i) Organizing Secretary :**
- i) An Organizing Secretary shall represent the Federation and discharge his duties as directed by the Executive Committee and/or Central Secretariat from time to time.
 - ii) The Central Secretariat will delegate responsibilities as needed. He shall endeavour to develop organization in the allotted area in consultation with Zonal President / Zonal Secretary.
 - iii) He shall keep the Central Secretariat informed of all important developments and shall seek such advise as he deem fit in order to serve the best interest of the Federation.
- 12. General Fund :**
- i) The Executive Committee may select one of its members as an Internal Auditor of the Federation at its first meeting.
 - ii) All collections made under Rule 10 (b) (v) shall constitute the General Fund of the Federation and the same shall be used as provided under Rules 10 (b) (vii), 10 (b) (xvii), 10 (b) (xviii) and 10 (b) (xix) keeping in view the Aims and Objects of the Federation and shall be subjected to such accounting and audit procedure as may be determined under Rule 10 (b) (viii) and 9 (g) (vii).

- iii) Any other fund collected under Rule 10 (b) (iv), shall not be deemed as the General Fund of the Federation, but shall be subjected to such decisions, resolutions, and/or directives of the Central Secretariat and/or the Executive Committee and/or any Official Council meeting passed or taken in this behalf.
- iv) The funds of the Federation shall be deposited in any Nationalised Bank and the bank account shall be operated by the Treasurer along with Vice-President (HQ) or Secretary General. The funds of the Federation shall be spent only for promoting its aims and objectives and no portion thereof shall be paid or transferred to any of its members through any mode.
- v) To raise funds by way of contributions fees, donations, grants gifts.

13) Special Fund :

- i) A Special Fund of the Federation may be created by a specific resolution in this behalf passed by the Federal Executive Committee and/or by the General Council and/or by the Specific General Council.
- ii) Such a fund or funds shall form part of the Federation corpus and shall be subjected to such control and disbursement as may be decided by the Resolution passed in this behalf.
- iii) A Special Fund of the Federation may include, any money received for a specific purpose and held in trust in pursuance of any directive and/or nomination and/or any agreement between the Federation and any person for a specific purpose or expenditure.

14) Zonal Council :

- (a) A Zonal Council may be formed, in each Zone of LIC and when formed shall consist of the following persons, namely:
 - i) The Zonal President, who shall be the President of the Council.
 - ii) The Zonal Secretary, who shall be the Secretary of the Council.
 - iii) All Office-Bearers of the Federation, if any from the respective zone.
 - iv) All elected and/or nominated members of the Executive Committee of the Federation from the respective Zone.
 - v) Three accredited representatives of Divisional Councils of the respective Zone.

- vi) One accredited representative from each such Affiliated member of the Federation from a Division of LIC where no Divisional Councils have been formed.
 - vii) Any other member or members that may be co-opted as per the Rules and Regulations of the Respective Zonal Council.
- (b) Functions of the Zonal Councils:**
- i) Each Zonal Council shall frame its own Rules and Regulations not inconsistent with the Memorandum of Association and the Rules and Regulations of the Federation taking into account the regional characteristics, its topography, language communication, and problems of the Agent's organisation of the area.
 - ii) The Zonal Council shall endeavour to form Agents' Association in each Branch, Sub-Branch, and Development Centre of LIC and shall help formation of Divisional Councils in each Division of LIC of their respective Zone.
 - iii) The Zonal Council shall help communicate the decisions of the General Council, Federal Executive Committee, and the Central Secretariat to all agents' organisations in the respective area.
 - iv) The Zonal Council shall convey the problems of the agents and their organisation to the Zonal and/or to the Divisional Managers of LIC to help resolve the problems.
 - v) The Zonal Council shall keep the Central Secretariat, Federal Executive Committee and the General Council of the Federation informed of the developments and problems of their respective Zone.
 - vi) (a) For the purpose of enabling the Zonal Council to discharge its functions the Council may collect such sums of money, whether by way of fees or otherwise, as may be prescribed by their respective Rules and Regulations.
 (b) The Zonal Council drawing share directly from the proceeds of patron members shall get their accounts audited every financial year and submit the same to Central Secretariat by the end of May every year.
 - vii) The Zonal Council shall aid, advice and assist the Divisional Councils and the Agents Association in the matter of setting up standard of conduct and sound practice and in the matter of rendering efficient service to holders of life insurance policies.

- viii) The Zonal Council shall act in any of the matter incidental or ancillary to any function specified in foregoing clause with the knowledge of the Central Secretariat and shall abide by such directives as may be communicated in this behalf.

15. Divisional Council :

- (a) A Divisional Council may be formed in each Division of LIC and when formed shall consists of the following persons, namely:
- i) All office-bearers of the Federation from the respective Division shall be ex-officio members.
 - ii) All elected and/or nominated members of the Executive Committee from the respective Division.
 - iii) At least two accredited representatives of the Affiliated members of the Federation in the respective Division.
 - iv) Any other member or members that may be co-opted as per Rules and Regulations of the respective Divisional Council.

(b) Divisional Council status:

- i) A divisional council shall acquire divisional council status by paying affiliation fee of a minimum of five branch associations in the respective division.
- ii) The affiliation fee will be decided by the Executive Committee on recommendation of Central Secretariat from time to time.
- iii) The divisional council that do not acquire Divisional Council status shall not use LIAFI emblem and the name of "Life Insurance Agents Federation of India".

(c) Functions of Divisional Council:

- i) Each Divisional Council shall frame its own Rules and Regulations not inconsistent with the Memorandum of Association and the Rules and Regulations of the Federation taking into account the regional characteristics, its topography, language, communication, and problems of the agents' organisations of the area.
- ii) Elect its own office-bearers as may be prescribed by the Rules and Regulations framed as per Rule 15 (b) (i).
- iii) The Divisional Council shall endeavour to form Agents' Associations in each Branch, sub-branch, and Development Centres of LIC.

- iv) The Divisional Council shall help communicate the decisions of the General Council, Federal Executive Committee, the Central Secretariat and the respective Zonal Council to all Agents' organisations in their respective area.
- v) The Divisional Council shall convey the problems of the Agents' and their organisations to the Divisional Manager of LIC to help resolve the problems.
- vi) The Divisional Council shall keep respective Zonal Council and the Central Secretariat of the Federation informed of the developments and problems in its respective area.
- vii) For the purpose of enabling the Divisional Council to discharge its functions, the Council may collect such sums of money, whether by way of fees or otherwise, as may be prescribed by their respective Rules and Regulations.
- viii) The Divisional Council shall aid, advice and assist the Affiliated members of the Federation in the matter of setting up standard of conduct and sound practice and in the matter of rendering efficient service to the holders/claimants of life insurance policies.
- ix) The Divisional Council shall act in any of the matter incidental or ancillary to any function specified in foregoing clauses with the knowledge of the Zonal Council and the Central Secretariat and shall abide by such directives as may be communicated in this behalf.

16. Amendment to Rules and Regulations:

The Rules and Regulations of the Federation may be amended, varied or rescinded by 2/3rd majority vote of the Delegates present at a General Council Meeting and/or Special General Council Meeting of the Federation and procedure laid down in section 12 of the Societies Registration Act.

17. Bye-Laws:

Subject to the Rules and Regulations, the General Council and/or the Executive Committee may adopt Bye-laws and/or amend the existing Bye-laws when found necessary.

18. The Head Quarters:

The Head Quarters of the Federation shall be at such a place as the newly elected Executive Committee may decide in the first meeting which shall be held the day following the election at the same venue. It shall be located at the place where the New Secretary General is elected.

19. Amendment to the Memorandum of Association :

The Memorandum of Association of the Federation may be amended, varied or rescinded by 3/4th majority vote of the Delegates present in a Special General Council Meeting held for the purpose by giving at least 120 days clear notice and summoned on the basis of a resolution passed by the Federal Executive Committee in this behalf.

20. Dissolution :

- a) Any number not less than 3/4th of the Delegates present at the meeting convened for the purpose, may determine that the Federation shall be dissolved, whether forthwith or at any future time then agreed upon.
- b) If, on the dissolution of the Federation, there shall remain after the satisfaction of its debts and liabilities any property whatsoever not impressed with any Trusts, agreed between the Federation and the Donor or Donors, the same shall not be paid or distributed among the delegates of the Federation or any of them but shall be given to some other Federation or Institution working for the same or similar objects as those of the Federation to be determined by the votes of not less than 3/4th of the Delegates present in person and entitled to vote at the meeting convened for the purpose.

CERTIFIED TO BE A CORRECT COPY OF THE RULES AND REGULATIONS OF THE SOCIETY.

1. _____
2. _____
3. _____

Witness to the Signatures.

RESOLUTION

The Special General Council resolves to adopt the amended re-casted Constitution and hereby authorise existing Central Executive Committee and the Central Secretariat to commence implementation of the same with effect from 1st April, 1976.

This Council also directs that in as much as the management and administration of the Federation is concerned the same shall continue with the existing Executive Committee and Central Secretariat till such time the new Executive takes over the functions and management of the Federation after the next General Council and Elections that shall be held not later than 6 months from 1st April, 1976 in accordance with the relative provisions of the Constitution as adopted today, the 14th day of November, 1975 at Udupi.

END OF BYE-LAWS

Draft Constitution And Rules for Branch Association

1. **NAME:** The Name of the Organization shall be **Life Insurance Agents Association**, here in after referred to as the Association.
2. **OBJECTS:** The objects of the Association shall be :
 - (a) To encourage the development of healthy practices in selling of Life Insurance, and as a measure to achieve this goal and to co-operate with the Life Insurance Corporation of India.
 - (b) To uphold the dignity of Life Insurance Agents and safe guard their interests from unhealthy competition, being offered from any quarter.
 - (c) To engage in all such activities conducive to the fulfilment of the objectives of association, and to improve the standard of Insurance Agent and be of advantage and assistance to them.
 - (d) To promote efficiency, progress and general development among persons engaged in selling of life insurance.
 - (e) To promote fellowship and friendly intercourse by holding conferences, seminars and meetings.
 - (f) To guide, regulate or direct relations between the members of the branch association and LIC branch.
 - (g) To render all possible help to members by adopting constitutional and democratic means.
 - (h) To endeavour to redress the grievances of members.
 - (i) To endeavour to settle disputes between L I C Authorities and members as well as between member and member.
 - (j) To render all possible help to an insurance agent and / or to his beneficiary(s) by adopting constitutional and lawful means.
 - (k) To raise funds by way of contributions, fees, Donation, Grants, Gifts Etc.
3. **MEMBERS:** The association shall have ordinary members. Any person who is an agent of Life Insurance Corporation of India and who pays an annual subscription of Rs. 100/- or as decided by the association shall be eligible for membership of the association provided he agrees to abide by the constitution and the rules of the association.

The association can decide and collect Life membership instead of annual subscription.

4. ADMISSION FEE & PAYMENT OF DUES:

- (a) Every member shall be required to pay an amount of Rs. 10/- (Rupees Ten) only towards admission fee while joining the Association.
- (b) The annual subscription will be Rs. 100/- (Rupees Hundred) or as decided by the association and will be for the period from 1st April to 31st March, and shall be payable in advance on the 1st of April, every year. A period of forty-five days is allowed for payment of dues. If the subscription is not received by 15th may the membership will stand automatically terminated, unless condoned by the executive committee.
- (c) After termination of membership a member may be reinstated if he pays his dues in full and a penalty of Rs. 10/- for late payment.
- (d) If a member does not pay his annual subscription for one full year from the date it becomes due then he will be treated as a new member and shall be required to pay admission fee.

5. TERMINATION FOR OTHER CAUSES:

- (a) If a member ceases to be an agent of the life insurance corporation he automatically ceases to be a member of the association.
- (b) If a member does not abide by constitution and rules of the association indulge in activities, which are detrimental to the association, and if such activities of the member are brought to the notice of the executive committee, the executive committee by majority vote may terminate the membership of such person.

- (c) Such a member may appeal to a general meeting of the association and the majority decision of the general meeting shall be binding upon the member.

6. OFFICE BEARERS: The association shall have

- (a) One Branch President, Two Vice-Presidents, One Branch Secretary, One Joint - Secretary, One Treasurer and Ten members of the executive committee.
- (b) All Office Bearers and executive committee members of LIAFI, Zonal Council & Divisional Council from the respective branch shall be Ex-Officio Members.

7. The above-mentioned office bearers shall form the Executive committee of the association and shall be concerned with administration of the association.
8. Any member of the executive committee, who remains absent for three consecutive meetings without intimation for good and proper reasons, shall cease to be a member of the executive committee.
9. Should a vacancy occur among the office bearers or the member of the executive committee, the executive committee shall fill it by Co-option.

10. ELECTION:

- (a) The office bearers and the executive committee members shall be elected once in two years at a general meeting.
- (b) A notice of thirty days shall be given to each member for the election meeting by the returning officer who shall have been appointed by the executive committee.
- (c) Only those Members will be eligible to contest and vote who will be the Members of the Association prior to thirty days from the date of election.

- (d) Only Patron Members are eligible for contesting as office bearers.
11. The Executive Committee shall have powers to form sub committees for various programmes such as Training, Conference, Souvenir, Welfare, and Sports Etc.

12. Such committee shall be headed by a Chairman and assisted by a Secretary and Committee Members as may be deemed fit by the Executive Committee and the chairman of the Sub-Committee. The Sub-Committee shall be answerable to the Executive Committee.

13. DUTIES OF OFFICE BEARERS:

- (a) *The Branch President.* The Branch President shall preside over all the Meetings of the Association and of the Executive Committee. He shall have a casting vote.
- (b) *The Vice-President.* In the absence of the Branch President one Vice-President shall act as the President.
- (c) *The Branch Secretary.* The Branch Secretary shall keep all records of the Association, keep minutes of the meetings, be generally responsible for all the office work of the Association, and perform such other duties which pertain to his office.

The Branch Secretary shall be authorised to keep an imprest amount of Rs. 200/- for routine expenditure.

(d) **Joint Secretary:** He shall assist the Branch Secretary in the discharge of his duties and shall perform the duties of the Branch Secretary in his absence.

(e) **Treasurer.** He shall be responsible for the maintenance of accounts and the finances of the Association. He shall collect the subscription and other dues from the members. He shall keep a proper account of monies collected and disbursed. He shall make payment by cheques of bills sanctioned for payment by the executive committee.

14. FINANCES:

(a) The funds of the Association shall be deposited any scheduled Bank. The Bank Account shall be operated by Branch President and Treasurer or Branch Secretary and Treasurer.

(b) Opening a Bank Account: The Account will be opened by Branch President, Branch Secretary, and Treasurer.

(c) An audited statement of the account for the year from 1st April to 31st March shall be presented at Annual General Meeting.

15. MONTHLY MEETING:

The Association shall compulsorily have one monthly meeting. The committee may fix a suitable day.

16. ANNUAL GENERAL MEETING :

The Annual General Meeting of the Association shall be held once in year not later than

31st May. Members shall get 30 Days notice of such Meeting.

17. SPECIAL MEETING :

Upon requisition of not less than 10 Members of Executive Committee or 2/3rd Members on roll, a Special General Meeting of the Association may be held with a notice of twenty days.

18. AMENDMENT OF RULES :

(a) The constitution and rules of the Association excepting Rule 3, 6 (B), 18 (B), 21 & 22 may be amended, altered, replaced, rescinded or added to at any time by majority 2/3rd of the on-roll members at a General Meeting provided the previous notice of at least 30 days is given to the members of the proposed alteration.

(b) Any Rules and Regulation in this constitution, which is contrary to the aims and objects and constitutional provisions of Life Insurance Agents Federation of India, shall be automatically treated as invalid.

19. VOTE OF NO CONFIDENCE :

One or more office bearers may be removed from office by a majority of 2/3rd of the members on roll if he does not give satisfactory treated as invalid.

20. The Divisional President, Divisional Secretary and Treasurer of the Divisional Council shall inspect the minutes and accounts of the Branch Association every year.

21. The Affiliated Association shall abide by Rule 4 (H) of LIAFI (which says the Affiliated

Associations shall abide by the Rules and Regulations of the Federation and the Rules and Regulations of the respective Zonal and Divisional Councils.)

22. An Affiliation fee of Rs. 500/- shall be paid every year to LIAFI.

WE GIVE UNTO OURSELVES THIS CONSTITUTION OF
OUR ASSOCIATION ON

This.....day ofmonth,

20..... For Life Insurance Agents' Association
..... Branch.

SIGNATURE OF
BRANCH PRESIDENT

SIGNATURE OF
BRANCH SECRETARY

VISAKHAPATNAM
Date : 25-08-2001

ELECTION RULES

These Election Rules were approved in the 60th E.C. MEETING held at KANYAKUMARI On 27th & 28th January 2006.

(These Election Rules will come into force with immediate effect.)

I. OBJECTIVES :

- (a) To conduct impartial and periodical elections of Branch Associations, Divisional Councils as per guidelines issued by Central Secretariat from time to time.
- (b) Without prejudice to the generality of the provisions contained in the Memorandum of Association and byelaws governing the rules and regulations of LIAFI subject to the ratification by the Executive Committee, the Central Secretariat will formulate Election Rules.

II. OPERATION :

- (a) The Zonal Council may authorize any one of the Zonal leaders herein after called an **Election Officer** to conduct elections at the Divisional level.
- (b) E.C. Member of LIAFI here in after called, as Asst. Election Officer will be authorized by the Central Secretariat to conduct elections at Branch level.
- (c) The Election Officer / Asst. Election Officer on completion of election shall issue a certificate with his signature indicating the fulfilment of the process under the provisions of the byelaws and guide lines issued from time to time.
- (d) A copy of certificate shall be forwarded along with the list of elected office bearers to the Zonal President in case of Divisional Councils and to the Divisional President in case of Branch Associations. However, in both the cases a copy of Certificate shall be forwarded to Central Secretariat for information and record.
- (e) The principle of **one-person one post** shall be strictly adhered to.
- (f) The total number of office bearers shall not exceed 15 (fifteen) for Divisional Council and 9 (nine) for Branch Association.

III. RULES GOVERNING DIVISIONAL COUNCIL ELECTIONS :**1. Eligibility :**

- (a) Election : Divisional Council Office Bearers shall be elected in their respective General Body Meeting held **once in three years**. Only, under extraordinary circumstances, the holding of general body meeting may be deferred to a later date but shall not exceed 3 (three) months. A resolution to this effect shall be passed by the executive committee meeting of the divisional council. A copy of resolution shall be forwarded to the Central Secretariat and Zonal Council.

(b) Violation & Remedial Action :

- i) If any, divisional council acts contrary to the rule III 1 (a) the Central Secretariat shall dissolve the divisional council and an adhoc committee will be formed.

- ii) The adhoc committee thus formed under rule III 1 (b), (i) shall conduct General body for elections within 4 (four) months from the date of formation of the adhoc committee.
- iii) The Secretary General in consultation with Zonal President / Zonal Secretary shall recommend names for formation of adhoc committee to the Central Secretariat.
- (c) Elections will be held for only those Divisions, which acquire **Divisional Council Status**.
- (d) Audited balance sheet for previous two years shall be shown to the Election Officer. The Election Officer shall not scrutinize the audit report but shall satisfy himself about the system is being followed.
- (e) 30 (thirty days) notice shall be given for summoning General Body Meeting.
- (f) A non-refundable fee of Rs. 100/- shall be collected from each contestant. The amount thus collected shall be handed over to the Divisional Council.

2. Criterion for Contesting as an Office bearer:

- (a) Contestant shall be an Agent of Life Insurance Corporation of India.
 - (b) He or she shall be a member of his parent branch association.
 - (c) He or she shall be a person with integrity, of good repute and should have a clean image in dealing with finances.
 - (d) He or she shall be contributing to Life Patron / Patron membership of LIAFI.
 - (e) He or she must be from an Affiliated Branch Association to LIAFI. The Branch Assn. must be from within the Divisional Council for which election being held.
- 3. General Guide Lines :**
- (a) E. C. Member of LIAFI shall assist the Election Officer.
 - (b) Election Officer shall issue a Certificate of Election. (Annexure-DC1)
 - (c) Any Zonal Council Official shall administer the oath of office (DCO)
 - (d) All expenditure that would be incurred in discharging the duty of holding election including travel and stay of Election Officer shall be borne by the Divisional Council.

IV. RULES GOVERNING ELECTIONS TO BRANCH ASSOCIATION :**1. Eligibility :**

- (a) Branch Association Office bearers shall be elected from their respective General body meetings, held **once in every two years**. The meeting may be deferred by two months under extraordinary circumstances. The executive committee of the Branch Association shall pass a resolution for the deferment and shall forward to Divisional Council and the E. C. Member - (LIAFI)

(b) Violation and Remedial action:

- i) If any Branch Association acts contrary to the Rule IV. 1. (a) the Divisional Council shall dissolve the Branch Association and an adhoc Committee will be formed.

ii) The adhoc committee thus formed under Rule IV. 1(b) shall conduct General body Elections within two months from the date of formation of adhoc committee.

iii) The Divisional Council shall form the adhoc committee.

(c) Elections will be held for only the Branch Association, which is affiliated to LIAFI.

(d) Audited balance sheet for previous two years shall be shown to the Assistant Election Officer. The Asst. Election Officer shall not scrutinize the audit report but shall satisfy himself about the system being followed.

(e) Thirty days notice shall be given for summoning the General Body meeting.

(f) A non-refundable fee of Rs. 100/- shall be collected from each contestant. The amount thus collected shall be handed over to the Branch Association.

2. Criterion for Contesting as an Office bearer :

(a) Contestant shall be an Agent of Life Insurance Corporation of India.

(b) He or she shall be a member of the Branch Association for which elections are being held.

(c) He or she shall be a person with integrity, of good repute and should have a clean image in dealing with finances.

(d) He or she shall be contributing to Life Patron / Patron membership of LIAFI.

3. General Guidelines :

(a) Branch Secretary shall assist the Assistant Election Officer.

(b) Assistant Election Officer shall issue a Certificate of Election Annex - BA - 1.

(c) Any Divisional Council Official shall administer the oath of office Annex - BA - 0

(d) All expenditure that may be incurred in discharging the duty of holding election including travel and stay of election officer shall be borne by the Branch Association.

V. Disputes :

i. Disputes if any that may arise at Branch Elections may be solved by Divisional Council. If not satisfied the Zonal Council may be approached for redressal.

ii. Disputes if any, which may arise at Divisional Elections, may be settled by Zonal Council. If not satisfied, the dispute may be referred to Central Secretariat.

iii. The disputes shall be resolved as early as possible but not later than five days at Divisional Level, but not later than fifteen days at Zonal Level but not later than 30 days at Central Secretariat level from the date of receipt of the appeal.

VI. Byelaws :

Executive Committee confers the powers on the Central Secretariat to take appropriate action whichever is deemed fit in accordance with byelaws and with out any prejudice to the existing Rules.

ANNEXURE - DCO

OATH OF OFFICE FOR DIVISIONAL OFFICE BEARERS

I, the elected
(Name of Elected Person)

..... assume the mantle of office
(Name of Position)

bearer-ship of the
(Name of Division)

Divisional Council Zone and pledge to
(Name of Zone)

discharge my responsibilities dispassionately without fear or favour for the good of all Agents of Life Insurance Corporation of India under the domain of this Divisional Council.

I, pledge to uphold the dignity of office and secrecy
(Name of Elected Person)

by abiding in the constitution of Life Insurance Agents Federation of India and of its Zonal Council.

I, pledge to serve the Agents of
(Name of Division)

Divisional Council of following its Byelaws.

I, pledge to follow the Byelaws of Life
(Name of Elected Candidate)

Insurance Agents Associations, of all Branches of the
(Name of Division)

Division in managing their affairs.

Zonal Office Bearer

Station : Signature of Office Bearer

Date :

ANNEXURE-DC 1

CERTIFICATE OF ELECTION TO DIVISIONAL COUNCIL

This is to certify that the election to.....

Divisional Council is held onat

..... for the years..... Election
is held as per Election Rules.

Place :

Election Officer

Date :

Zonal Office Bearer

OATH OF OFFICE FOR BRANCH OFFICE BEARERS

I,
 (Name of Candidate)
 the elected
 (Name of Post)
 Assume the mantle of officer bearer-ship of the Branch
 (Name of Branch)
 Association of Divisional Council of
 (Name of Division)

 (Name of Zone)

Zone and pledge to discharge my duties and responsibilities dispassionately without fear or favour for the good of all Agents of Life Insurance Corporation of India under the domain of this Branch Association.

I,pledge to uphold the dignity of
 (Name of Candidate)
 office and secrecy by abiding in the constitution of Life Insurance Agents Federation of India, its Zonal Council, its Divisional Councils and Branch Association.

I,pledge to serve all members of Life
 (Name of Candidate)
 Insurance Agents Association of this Branch Office of Life Insurance Corporation of India in accordance with the Byelaws of the L.I.A.A.

Divisional Office Bearer
 Station:
 Date: Signature of Office Bearer

CERTIFICATE OF ELECTION

This is to certify that an Election to the Life Insurance Agents Association of
 Branch is held onat
for the yearsElection
 is held as per Election rules.

Place :
 Date :
 Assistant Election Officer
 LIAFI, E. C. Member



DIMENSIONS AND COLOURS OF LIAFI FLAG