

# UTF FAMILY WELFARE ASSOCIATION, AP



D.No.27-31-11, Palaparthivaari Street, Governerpet, Vijaywada-520002

Reg.No. 214/2024; Dated 24-07-2024



## Rules & Regulations

Andhra Pradesh United Teachers Federation (UTF) is registered with Reg. No. 109, dated 26.08.1974 at Kakinada of East Godavari District under the Indian Societies Act, 1961. The Government of Andhra Pradesh recognized the association vide G.O.Ms.No 15 Education, dated 18-01-1988 and has given permanent membership in the Civil Services Joint Staff Council vide G.O. M. S.No. 287, G.A.D, dated 09-07-1997.

This scheme has been launched in accordance with the provisions of Clause 11 "**Administration of Welfare Schemes at District and State Levels**" in the ways to Achieve the Ambitions mentioned in Chapter 3 of the Regulations.

**1. Name:** UTF Family Welfare Association, Andhra Pradesh

**2. Office:** D.No.27-31-11, Chennupati Bhavan, Palaparthivari Street, Governorpet, Vijayawada-520002

**3. Date of Implementation:** The scheme has come into effect from 10-08-2024.

**4. Objectives:**

- (1) To promote unity, harmony, brotherhood and co-operation among teachers.
- (2) Financial support to the family of members after their death.
- (3) To provide financial support to the members in the event of surgery due to road accidents and in case of chronic and acute illness like critical diseases, heart surgery, kidney transplant, cancer.
- (4) Implementation of possible schemes for the welfare of teachers.

**5. Procedure for Membership:** To become a member of this association one should have the following qualifications.

1. State / District office bearers of UTIEF, Audit Committee, State Councillors, Welfare Scheme Directors, State / District in-charges of various sub-committees selected by the Council shall be members.
2. Retired from the teaching profession but under 65 years of age and worked as state secretaries, district presidents and principal secretaries.
  - Membership shall be applicable from the date of consideration and approval of the applications received by the above qualified persons.

**6. Continuity of Membership:** For members to continue their membership in the association

1. Must renew their membership by 31st March every year.
2. Non-renewing members as on March 31 have to pay Rs. 50/- to renew their membership by April 30.
3. Those that do not renew by April 30 will be removed from the welfare association.

**7. Loss of membership:** The following shall lose membership in accordance with these rules.

1. Those who have lost their UTF membership due to Resignation or Disciplinary action
2. Those who are members of other teachers unions.
3. Those that do not renew their membership in time.
4. Those that have completed 75 years of age

## **8. Welfare Fund:**

1. Each Member has to pay Rs.10 for application form, Rs.40 for registration and Rs.50 for administrative expenses and Rs.2500 as deposit a total amount of Rs.2600 at the time of joining.
2. Each Member has to pay the welfare fund of Rs. 500 to the family of each deceased member and Rs.200 to the member who met major accidents or serious illness when called by the community..
3. Welfare Fund will be created by money received in the above manner, donations and gifts, bank interest etc.,.
4. Welfare Fund shall be deposited in the banks recognized by Govt of India and used for the relief and comfort of the members.
5. The management of the welfare fund shall be done in the joint account of the President and the Secretary of the Welfare Association.

**9. Governing body:** The entire management of the welfare society is under the purview of the UTF State Committee. This governing body has three parts namely (1) Representatives (2) Executive Committee (3) Governing Body (Board of Directors).

(1) **Representatives:** All UTF State Councilors shall be representatives.

(2) **Executive Committee:** All the members of the State Executive Committee of UTF elected in the State Council shall act as the Executive Committee of the Welfare Association.

(3) **Governing Body (Board of Directors):**

- (1) Welfare society shall have a board of directors not exceeding 21 members. This body includes the President, Vice President, Secretary, Treasurer and the rest will be the directors.
- (2) 20% of the board of directors should be women and, 40% of the district presidents and General Secretaries and the rest should be State Office Bearers.

## **10. Elections:**

- (1) Election to the Board of Directors shall be held every year during the State Council of UTF.
- (2) The President and Secretary of the Welfare Scheme shall be elected from among the office bearers of the State of UTF.
- (3) Elections shall be held by simple majority by show of hands/secret ballot.
- (4) Elections shall be conducted by an Election Officer appointed by the State Office Bearers Committee of UTF.

## **11. Duties of Governing Body:**

### **1. House of Representatives:**

- (1) Members will represent their districts.
- (2) To have power to amend the rules and to determine matters of procedure.
- (3) Approve the audited financial statements

### **2. Executive Committee:**

- (1) Every resolution passed by the Governing Body shall be discussed and approved in the Executive Committee.
- (2) Executive committee will suggest new proposals to the Governing body.
- (3) The contribution fund shall be collected from the members from time to time and deposited with the State Office. Likewise, the details of members who have died or met with an accident or become ill will be informed to the Governing Council and they will be responsible for giving relief to the family of the member.

### **3. Board of Directors (Governing Body):**

- (1) The welfare association shall be empowered to manage the activities, financial affairs and state office.
- (2) Welfare fund shall be collected from the members by the respective district branches will be paid to the families of a member who has died or suffered an accident or is seriously ill.
- (3) Have the power to admit, remove and renew the membership of the members of the welfare society.
- (4) Implement the amendments in the rules, the matters relating to the policy, subject to the approval of the State Committee.

### **12. Duties and Responsibilities:**

1. **President:** Presides over the meetings of the Governing Body. He / She will act as the executive head of the program, conducts bank transactions jointly.

2. **Vice-President:** Performs the duties of the President in his absence..

#### **3. Secretary:**

(1) Responsible to the day-to-day duties and management of the office of the Welfare Committee.

(2) Performs all kinds of duties like admission of members, collection of fund, payment of contributions etc., and bank transactions jointly with President.

#### **4. Treasurer:**

(1) Maintain accounts of Welfare Association.

(2) Responsible for maintaining Day Book, Ledger, Voucher file, Counter files properly and maintaining security and preparing for audit. He shall be responsible for submitting details of accounts to the Governing Body and House of Representatives.

#### **5. Directors (Executive Members):**

(1) Attend meetings of the Board of Directors and participate in all decisions.

(2) Providing information to the members from time to time, collecting the welfare fund and working for the success of the welfare association.

(3) Have the power to approve or reject the payment of money from the Contributory Fund to the families of members who have died or suffered accidents or are seriously ill.

### **13. Meetings:**

1. The President of the Welfare Association shall preside over the meetings of the Governing Body. In the absence of the President, the Vice-President acts as the President.

2. Governing body meetings should be held for every two months atleast.

3. At least 4 executive committee meetings and 6 Director Board meetings should be held during every year.

4. House of Representatives meeting to be held every year.

### **14. Quorum:**

2/3 of the Board of Directors meeting, 1/2 of the Executive Committee and 1/3 of the House of Representatives shall constitute a quorum.

**15. Mode of Payment of Relief Fund:**

- (1) In the event of the death of a member, the member of his family who was named as nominee should apply to the President for the endowment fund.
- (2) In case of accident or serious illness of a member, either the member or his family can apply for the relief fund. However, the cost of treatment should exceed at least 2 lakh rupees.
- (3) In case of death or serious illness of the member, the application should be submitted with the attestation of the concerned District President and General Secretary.
- (4) If for any reason the District President and General Secretary do not recommend, the Board of Directors of the Welfare Association shall have the authority to take a decision.
- (5) The fund shall be paid to the members or their heirs in the presence of the concerned District Body by check within 7 days of the request reaching the State Office.
- (6) An amount calculated at the rate of **Rs.500** per the number of members continuing in the welfare society at the time of death of the member, not exceeding **Rs.5,00,000**, shall be paid to the heirs without any interest in collection.
- (7) When the cost of treatment of a member due to an accident or serious illness exceeds 2 lakh rupees, the welfare society will pay an amount not exceeding **1,00,000** rupees per by collecting **Rs.200** from its members. If any reimbursement was made by the EHS, then the shortfall will be paid not exceed one lakh.
- (8) The sum of the welfare contribution collected from each member shall be credited to the Welfare Fund.
- (9) The welfare fund shall be paid only to the heirs certified by the member in the admission application. The Welfare Association will not responsible for any other transactions.
- (10) The deposit of a deceased member and the interest earned thereon shall be credited to the welfare fund of the society.

**16. Refund of Deposits:**

- (1) Immediately after the membership period of the member attains the age of 75 years, the deposit amount remaining in the member's account as on that date shall be paid through the concerned district unit within 30 days of the application received.
- (2) Those that lose their membership due to other reasons shall be paid the amount of deposit remaining in their account as per the decision of the Board of Directors.

**17. Accounts and Audits:**

- (1) Accounts of this scheme should be opened in nationalized banks and reputed co-operative banks.
- (2) Accounts shall be jointly maintained by the Secretary and the Treasurer.
- (3) The financial year of this scheme shall be from 1st April to 31st March.
- (4) Accounts must be audited with the State Audit Committee for every 6 months.
- (5) The audited accounts shall be approved by the House of Representatives.
- (6) The Board of Directors shall be empowered to make deposits of funds and incur expenditure.
- (7) Every year accounts should be audited by Chartered Accountant and must be filed.
- (8) Rs.50,000/-Bank withdrawals with the approval of the President, exceeding Rs. 50,000/- with the approval of the Board of Directors should be made by the Secretary.

## **18. Disciplinary Actions:**

- (1) The Board of Directors may, with the approval of the Executive Committee, decide to take disciplinary action against any member who, directly or on the basis of reports, is found to be acting against the proper implementation of the Scheme.
- (2) Disciplinary proceedings shall be notified, investigated and confirmed in accordance with the principles of common law.
- (3) The person disciplined may appeal to the Board of Directors within 15 days of return with a satisfactory reply. Appeals should be resolved by the Board of Directors within 1 month.
- (4) Approval of the State Executive Committee shall be mandatory for the continuation of membership of a member subjected to disciplinary action.

## **19. General Rules:**

- (1) The Board of Directors shall call for the payment of convalescence contribution in case of death or accident or illness of a member. Members are required to deposit the amount due as per the call within three months.
- (2) The details of the deceased members, the contribution payable by each member, the details of the members who have joined the scheme will be communicated through circulars and social media.
- (3) Every member shall pay the dues to the State Office within three months of the date of call by the concerned District Department.
- (4) The concerned district department shall be responsible for maintaining the list of members of the welfare scheme, collection of welfare fund, induction of new members, payment of welfare contributions, preservation of receipts of amounts paid to the district etc.
- (5) The State Assembly shall have power to interpret and expand any clause of these rules.
- (6) Every member may give nomination at his discretion and change the nomination in case of necessity.
- (7) All the details in the application form i.e. date of birth, details of family members, service details should be as mentioned in the teacher service register.
- (8) U.T.F. The state association and all the district departments and officials are fully responsible for the scheme and the money.

## **20. Amendments to Rules:**

- (1) Only the General Assembly of the Union, held every three years, shall make amendments to the Constitution. But these amendments need to be approved by the state association first.
- (2) Details of amendments shall be sent to the members one month in advance along with the notice of meeting agenda.
- (3) Every rule amendment shall not be eligible to be proposed without the support of at least 25 members.
- (4) Amendments to the rules shall require the approval of 2/3 of the members present.
- (5) The amendment shall come into force on the day following its approval. No amendment shall apply from a later date.