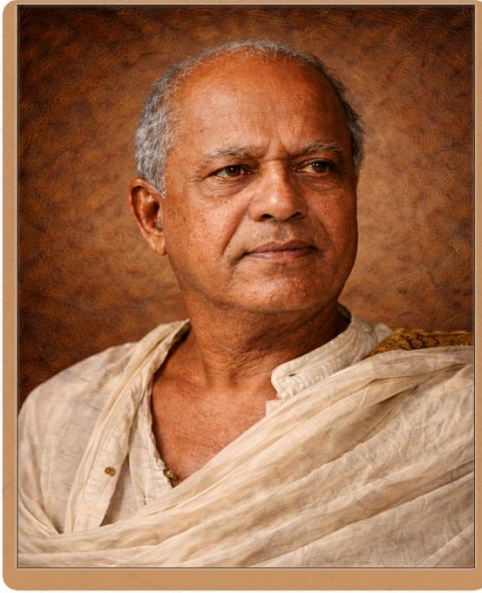


Regd. No. 7193

Estd. In 1953



# ASSOCIATION OF

# FILM & VIDEO EDITOR

REGISTERED UNDER TRADE UNION ACT, 1926 MUMBAI

## CONSTITUTION & BYE-LAWS

AS AMENDED ON 09th SEPTEMBER 2025, AT TRADE UNION

### Regd. Office:-

A/ 203, 2nd Floor, Oshiwara Industrial Centre,  
New Link Road, Goregaon (West), Mumbai 400104

Landline No. 022-28792859. Mob. 8692927722

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**ASSOCIATION OF FILM & VIDEO EDITORS- (CONSTITUTION & BYE – LAWS)  
(As Amended at Trade Union on 9<sup>th</sup> September -2025)**

**Clause**

**1. NAME**

The name of the union shall be the "**Association of Film & Video Editors**", hereinafter referred to as Association for brevity sake.

**2. REGISTERED OFFICE**

The Registered office of the Association shall be within the limits of Greater Mumbai.

**3. OBJECTIVES**

The Objects of the Association shall be:

- A.** To foster brotherhood and unity amongst the Editors working in Cinema, Television, Web series, documentaries, Ad-films, VFX Artist, DI colorist, graphic artist and all other audio visual media by bringing them together under the banner of Association of Film & Video Editors.
- B.** To regulate the relation of its members with the producers / production houses under compulsory standard contract/ agreement & to Standardize minimum Wages and contractual remuneration and to revise the changes from time to time by the Association.
- C.** To secure compensation for members of the Association in case of accidents and disabilities under the "Employees Compensation Act" from the Employer/Producer while working on the project
- D.** To promote and maintain high standards of professional conduct and integrity by providing clean studio, hygienic food etc.
- E.** To endeavor and settle disputes between the members and other parties concerned involved in the production of films, web series, Ad-films, VFX, DI, television content and other audio visual materials.
- F.** To build up and administer funds for the provisions of disablement, retirement and death benefits and other benefits whichever may be deemed necessary from time to time as decided by the Executive committee.
- G.** To publish and maintain books and papers, periodicals and journals for the purpose of fostering the aims and objectives of the Association.
- H.** To raise the professional status of its members and to provide facilities for their training in the art and technique of editing through refresher courses and by holding mutual discussions, lectures, demonstrations, seminars, workshops, screenings etc. with a view to achieve professional efficiency and to enable members to upgrade their skills and knowledge.
- I.** To co-operate, co-ordinate and seek affiliation with organizations particularly those having similar objectives both in India and abroad and to secure representation of its members on delegations, commissions, committees etc. set up by Central or State Governments or other bodies where representation of non-officials is required. However, the Executive committee of AFVE is empowered to disaffiliate itself from any organization if it is convinced that the interest of AF&VE & its members is not been Served.

3.
  - J. To lay down Code of Conduct for its members.
  - K. AF&VE will not affiliate with any union/association of any political party.

4. **MEMBERSHIP.**

Any Indian resident who has attained the age of 18 years with minimum qualification of SSC/Matric and is aspiring to work in the craft of editing as per clause 6 & 7 and he/she agrees to abide by rules and regulations framed by the Association from time to time and provided the applicant has been proposed by one and seconded by another bonafide member of the Association and further approved by the Executive Committee/Membership Committee- shall be granted the membership on payment of enrollment fees. The member shall pay the subscription fees every year as decided by the committee time to time.

5. **TYPES OF MEMBERSHIP**

The classes/types of Membership shall be as follows: -

- A. Life Member.
- B. Premium Member.
- C. Editor
- D. Associate Editor
- E. Assistant Editor
- F. Honorary Member
- G. Post Production Head/ Post Production Asst.
- H. VFX Artist.
- I. DI Colorist.
- J. Temporary Member.

A. **LIFE MEMBER**

Shall mean and include a person who fulfills the criteria Clause 7(C) and whose donation of Rs. 2,00,000/-(Two Lacs) is accepted by the Association. A Life member shall be for lifetime and shall have rights to vote but cannot contest elections to the Executive Committee.

B. **PREMIUM MEMBER**

Any Existing Editor Member can take premium membership by paying a Donation of Rs. 50,000/- and further he/she shall not pay any subscription fees for lifetime. He /she shall have all the rights as of other members.

C. **EDITOR.**

Shall mean and include a person who is duly admitted by the Executive Committee as a member after paying the applicable entrance fees and other fees as fixed by the Executive committee from time to time. Further, a member who attains the age of 50 years and above, the subscription fee will be 50% of the then existing fees. And the member who attains the age of 60 years will be exempted from the payment of fees.

**5. D+E. ASSOCIATE/ASSISTANT EDITOR**

Shall mean and include a person who is duly admitted by the Executive Committee as a member and who has worked or is working as an Associate/ Assistant Editor. He/she shall pay Entrance Fee and other fees as fixed by the Executive Committee from time to time. Further, a member who attains the age of 50 years and above, the subscription fee will be 50% of the then applicable fees and the members who attains the age of 60 years will be exempted from payment of subscription fees.

**F. HONORARY MEMBER**

The executive committee may confer Honorary membership to a distinguished and Eminent personality who has contributed to the growth and development of Cinema and television industry and other allied audio visual media. Such Honorary Members shall have no voting rights and will not be entitled to contest elections to the executive committee. Their numbers shall not exceed more than five. The Association will seek their services purely in the capacity of advisor in achieving the aims and objectives of the Association.

**G. PRODUCTION HEAD / POST PRODUCTION ASST.**

Shall mean and include a person who is duly admitted by the Executive Committee as a member and is working as a Post Production Head / Post Production Assistant. He/she shall pay Entrance Fee and other fees as fixed by the Executive Committee from time to time. This member shall be beneficiaries as of other members and shall have right to vote but cannot contest the Elections for the executive committee.

**H. VFX Artist**

Shall mean and include a person who is duly admitted by the Executive Committee as a member and is working as a VFX Artist. He/she shall pay Entrance Fee and other fees as fixed by the Executive Committee from time to time. This member shall be beneficiaries as of other members and have right to vote but cannot contest the elections for the Executive committee.

**I. DI (Colorist)**

Shall mean and include a person who is duly admitted by the Executive Committee as a member and is working as a DI Colorist. He/she shall pay Entrance Fee and other fees as fixed by the Executive Committee from time to time. This member shall be beneficiaries as of other members and have right to vote but cannot contest the elections for the Executive committee.

**5. J. TEMPORARY MEMBER**

Temporary Membership may be granted to editors and assistant editors who may come to Mumbai film industry on a particular editing assignment. Their membership fees will be decided by the then Executive Committee.

But they will not be eligible to cast their vote in Association's election nor they will be eligible to contest elections to the Executive Committee. Also they will not be eligible for beneficiaries like One Time Retirement Fund (OTR). Such kind of temporary editors will have to appoint at least one Associate and one Assistant Editor whose name shall be recommended by the Executive Committee.

**6. ENTRANCE FEE**

In addition to the subscription, the entrance fee payable with the application for membership shall be fixed by the Executive Committee from time to time.

**7. ADMISSION OF NEW MEMBERS AND APPLICATION FOR MEMBERSHIP**

Any person desiring to become a member of the Association and fulfills the criteria as per clause no.4 shall submit an application in the prescribed Membership form, which is duly proposed by one and seconded by another bonafide member. In the event of he/she being a member of Executive Committee of another craft under the affiliation of FWICE, he/she will not be entitled to contest election for any post of committee for 5 years of the membership. Though he/she will be eligible to cast their vote in the election.

**A. FOR EDITOR**

i) Diploma holder in cinema having successfully passed the prescribed examination in editing at Films & Television Institute of India, (FTII)Pune recognized by Government of India or any other Institute of equal status recognized by the Government, shall be granted membership of the Association.

ii) Any editor from any other film/Television producing States in India, who has been in the editing profession in his/her home state for a period not less than three years and his/her name as an Editor has appeared in the credit titles in the Films/Serial/ Web series/documentaries/short films etc. shall be granted membership of the Association.

**B. FOR ASSOCIATE/ASSISTANT EDITOR**

i) Diploma holder in cinema having successfully passed the prescribed examination in editing at Films & Television Institute of India, (FTII)Pune recognized by Government of India or any other Institute of equal status recognized by the Government, shall be granted membership of the Association.

ii) Person who has worked in the craft of editing for at least 1 year with any prominent editor member, shall be granted membership on the recommendation of the concerned editor duly approved by the Executive committee.

iii) Person who has at least a film/television serial/documentaries/short films to his/her credit as Associate/Assistant editor and if his/her name has appeared in credit titles.

**7. C. FOR LIFE MEMBERS**

i) Life Membership of the Association shall be granted to a Film maker who in the opinion of the Executive committee has attained outstanding work and merits in the film making,

television and/or achieved national state or international recognition by way of awards for his/her project and who is well versed and experienced in editing. Such a life member shall use his/her name as an Editor. And in that case he/she shall have to engage one Associate editor and two assistant editors of the Association.

ii) A Life member shall be for life time and shall have right to vote but cannot contest elections to the Executive Committee.

iii) A life member Shall pay onetime enrollment fee of Rs 2,00000 (two lacs) in one lump sum amount. Such member shall be exempted for annual subscription fees.

**8. FINE/SUSPEND/TERMINATE/EXPULSION**

A member failing to pay his / her annual subscription for full 2 years (24months) shall cease to be a bonafide member of the Association but such a member can recover his/her rights after he/she has paid all his/her arrears along with applicable penalty. However, the Executive Committee may consider the case of such defaulting members sympathetically, who have not paid their arrears out of sheer financial difficulties arising out of professional unemployment or some such other unavoidable circumstances, provided they have informed the Association of their predicament well in advance of the date of the expiry of their membership.

9. On the termination of the membership, the member shall be deemed to have vacated any office or position if he/she might have held in the Association.

10. A) Any member who is guilty of conduct detrimental to the interests of the Association shall be liable to be expelled by resolution of the Executive Committee passed by a majority of 3/4th of members present and voting at meeting specially convened for the purpose at which not less than 75% members shall be present, provided that due notice of 7 days there of shall be given to the member concerned giving him a reasonable opportunity any explanation by him/her in his/her defense at the same meeting, provided further that no such expulsion shall be made before the member concerned is given an opportunity to resign his membership. The expelled member will be entitled to appeal against the decision of the Executive Committee to the General Body provided that a written appeal is submitted to the Executive Committee within 30 days of his/her expulsion.

10. B) Any member who is guilty of misconduct of violating any of the code of conduct /rules formulated by the Association and/or any decision of the Executive Committee or the General Body shall be liable to be suspended from the membership of the Association for a period of minimum of 5 years and or be required to pay a penalty amount, which shall be decided by the Executive Committee from time to time. Failing to adhere the decision of the Executive Committee the member will be expelled from the membership. But he/she will be entitled to appeal against the decision of the committee to the general body provided a written appeal is submitted to the Executive Committee within 30 days of his/her expulsion.

i) In all cases of misconduct for violation of code of conduct rules and/or decisions of the Executive Committee, the Executive Committee shall serve upon the member concerned a Show-Cause notice mentioning therein the allegations against him/her and requiring him/her to submit his/her explanation in writing within seven days of the receipt of the show cause notice.

ii) If the Executive Committee is not satisfied with the explanation given by the member concerned, it shall require the member to appear before the Executive Committee to submit his/her defense. And the final decision will be taken by the Executive Committee.

**11.** Disciplinary action and/or legal proceedings may be instituted by the Association against any of its members, who is proved to have stolen or otherwise mishandled or misappropriated the funds or property of the Association, falsifying its books, or committed any other unlawful act against the Association, the name of the member shall be erased from the roll and further he/she shall not be reinstated his/her membership of the Association under any situation.

**12. REGISTER AND RECORD OF MEMBERS**

The Association shall keep a records of members in the computer and/or register of all its members containing therein, their names and other relevant details. The Register shall be open to inspection to any member or Office bearer of the Association at any time during the working hours at the office of the Association provided a prior notice of 7 (seven) days has been given in writing.

**13. BENEFITS**

**A)** No member of the Association shall be entitled to any benefit unless he/she has been a member of the Association for not less than 1 year (12 months) and have paid all dues. Though, it will not be applicable in the case of any unforeseen calamity like death, physically handicap but they will be awarded the applicable benefits.

**B)** A member of the Association who is in arrears with his subscription or dues shall not be entitled to any benefits until all such arrears have been paid along with applicable penalty.

**C)** If any member of the Association participates in any other Association's strike without permission/approval of the Executive Committee he/she shall not be entitled to any benefit from the Association, whereas disciplinary action may be taken against them.

**13. D) ONE TIME RETIRMENT (OTR)**

The One Time Retirement fund (OTR) benefit will be provided to the members at the age of 65 years. It will be applicable on only to those members who have not been expelled/terminated from the Association in the past and have uninterruptedly paid their subscription and other dues time to time. He/she should not have filed any court or other case against Association or may have convicted under any case in the court.

**E) DEATH COMPENSATION**

On account of death of any member a financial help to the family of the bereaved member as death compensation amount as decided by the Executive Committee time to time but not exceeding OTR amount shall be awarded to him/her provided the member should be an updated member.

**14. GENERAL FUNDS**

The funds of the Association shall be derived as under: -

- A)** Subscription and entrance fees from members and settlements of Disputes.
- B)** Any Service Charges as decided by EC from time to time Shall be used for the welfare of Bonafide Members.
- C)** By sale, if any, of the Journal of the Association or other literature printed for sale by the Association.
- D)** By the proceeds of the entertainment shows, exhibitions etc. arranged for the benefit of the Association.
- E)** By contributions and donations from Members, Sympathizers and Well-wishers of the Association and grants from the Government or other organizations.

**15. BANKING**

**A)** The funds shall be deposited in a bank or banks, approved by the Executive Committee of the Association and the account shall be Jointly signed and operated by the Treasurer, President & General Secretary. The Gen. Secretary or the Treasurer shall not keep more than Rs.15000/- cash on hand for current expenses of the office.

**B)** In case satisfactory services are not provided by any bank(s), the Executive Committee is authorized to shift the account to another bank.

**C)** The Executive committee shall have the power to open any Bank Account/Dmat account and they shall also have the power to open a welfare Account in the name of "Association of film & Video Editors Welfare Fund".

**D)** The executive committee shall have the power to spend up to maximum of Rs.3 lakhs in case of any emergency Circumstances. Any amount exceeding the specified amount has to be approved in EGM or AGM.

**16. OBJECTS FOR WHICH THE GENERAL FUND CAN BE EXPENDED**

Subject to the provisions of Section 15 of the India Trade Union Act, 1926, the General Funds of the Association. shall not be spent on any objects other than the following, namely: -

- A)** The payment of salaries of the office staff and allowances and other expenses to officers of the Association.
- B)** The payment of expenses for the administration of the Association including audit of the accounts of the General Fund of the Association.

- C)** The prosecution or defense of any legal proceedings to which the Association or any member thereof is a party, when such prosecution or defense is undertaken for the purpose of securing or protecting any right of the Association.
- D)** The conduct of trade disputes on behalf of the Association or any Executive committee member thereof.
- E)** Depending on the availability of funds, the Executive committee is authorized to frame rules and regulations regarding insurance, mediclaim and other welfare scheme for the benefit of members and their families.
- F)** Aid to members or their dependents on account of death, old age, sickness, accidents or children's education of such members. The Executive Committee is authorized to frame rules in this respect.
- G)** To publish journals/magazines etc. for the purpose of providing information on latest technology and enable members to upgrade their knowledge and skills and to highlight issues concerning their craft.
- H)** To organize functions to felicitate and honor members who have gained recognition by way of State/National/International recognition.
- I)** Any other activity that may enhance the prestige of the Association and bestow on its recognition.

**17. ANNUAL AUDIT**

The Association shall make due provision for the annual audit of the accounts of the Association by competent auditors, appointed by the Executive Committee in accordance with Rule-10 of the Bombay Trade Unions Regulations, 1927.

**18. INSPECTION OF BOOK OF ACCOUNTS**

The book of accounts of the Association shall be open to the inspection of any bonafide member at the Head office during the office hours of the Association on any week day excluding holidays, provided a prior notice of seven days has been submitted in writing.

**19. ANNUAL GENERAL BODY**

The meeting of the General Body shall be called once a year at Mumbai, not later than August to transact the following business: -

**A)** To confirm the minutes of the last Annual General Body meeting.

**B)** To adopt the General Secretary's report of the work done by the Association during the period.

**C)** To adopt audited statement of accounts and to appoint new Auditor/CA for the next Consecutive Term.

**D)** At least fifteen days clear notice along with Agenda & Audit Report shall be given to the members of the Association for a General Body Meeting by post or Email. If the quorum, which is 1/4th of the existing members of the Association is not complete on the given time then the meeting shall be adjourned for half an hour and the same adjourned meeting shall be continued irrespective of the quorum. And the decision(s) arrived at such

meeting shall be binding on all members. To transact any other business as may be brought forward with the permission of the chair.

**20. TRIENNIAL GENERAL BODY MEETING**

The Triennial (3 years) General Body Meeting of the Association shall be held at Mumbai on every 3rd year to transact the following business: -

**A)** To elect the President, Gen. Secretary, Treasurer and the Executive Committee for the succeeding term of Three years through ballot or EVM.

**B)** To adopt the General Secretary's report of the work done by the Association during the year.

**C)** To adopt audited statement of accounts.

**D)** To transact such other business as may be brought forward with the permission of the chair. Only those bonafide members shall be eligible to vote, who have paid all his/her dues on or before such meeting. Every Editor, Associate and Assistant whose membership is not less than 1 year shall have one Vote which shall be exercised by him/her personally.

**21. EXTRA-ORDINARY GENERAL MEETING.**

**A)** The President or Gen. Secretary with support of four EC Members may call an Extra-Ordinary General Body Meeting of the members whenever he/she deems it necessary and/or any 4 EC Member with the support and signature of at least 50 bonafide members of the association can call such meeting under Circumstances. Also any bonafide member can call such meeting on a requisition specifying the objects of the meeting signed by at least 150 bonafide members of the Association, such a requisition shall be submitted to the Executive Committee in advance. In case the Executive committee fails to convene such a meeting within 30days, the requisitionists themselves may call a meeting after due notice and the proceedings of such a meeting shall be binding on the Association.

**21. B)** Any expenses incurred in conducting such Extra- Ordinary General body meeting shall be borne by Association. No other matter other than the one raised by requisitions can be discussed in such a meeting.

**C)** At least fifteen days clear notice shall be given to the members of the Association by post or Email for an Extra-Ordinary General Body Meeting, specifying the business to be transacted with date time and venue of the meeting.

**22. EXECUTIVE COMMITTEE.**

**A)** There shall be an Executive Committee of 15 members out of which President and 14 Committee members will be elected by Ballot or EVM Voting. The committee may co-opt up to three eminent bonafide members if in its opinion their services and stature could be utilized for the benefit of the Association.

**B)** The Executive committee shall consist 12 from Editor Grade,1 from Associate grade and 2 from Assistant grade members.

**C)** The President and office bearers shall be from Editor Grade members.

**D)** Two Seats in Executive Committee shall be reserved for Female Editors (editor grade), if there is no nomination from female members then the seats will be filled with other male editor grade members.

- E)** The quorum of the meetings shall not be less than 1/3<sup>rd</sup> of the total members of the Executive committee.
- F)** The vacancies, as and when they arise out of the elected committee members of the Executive Committee, shall be filled through co-option by the Executive Committee.
- G)** The meetings of the Executive Committee shall be held at least once a month on a day and time fixed by the Gen. Secretary, in consultation with the President, and/if there is no any indispensable agenda, it may be lay aside for next meeting.
- H)** At least 3 days clear notice with agenda shall be given to the members of the Executive Committee.
- I)** The Executive Committee shall carry out the policy of the Association as well as the special mandate and decisions of the meeting of the General Body from time to time.
- J)** If any member of the Executive Committee fails to attend three consecutive meetings without giving Valid notice of his/her absence, he/she will cease to be a member of the said committee and Vacancy thus created shall be filled by the committee by means of co-option.
- K)** In case of any vacancy created among the office bearers of the Executive Committee, the Executive Committee shall be competent to fill up the same by co-option from among the members of the Executive committee.
- L)** Any member found guilty of any act of misconduct, misdemeanor or act against the interest of the Association shall be penalized or suspended by the Executive Committee after being given proper opportunity for defense.
- M)** All questions/matters that come up for decision shall be decided by a majority of votes and in case of equality of votes or tie up, the President shall have a second or casting vote.
- N)** The Executive Committee shall have the power to appoint and remove and suspend all employees of the Association and shall also have the power to fix their duties, salaries and allowances.
- O)** The Executive Committee shall have the power to constitute various committees for the purpose of achieving the aims and objectives of the Association

- 22.** **P)** The Executive Committee shall have the power to appoint a LEGAL ADVISOR, CA and CONSULTANT.

**22. (QRST) ELECTION**

- i)** Only those members (Editor/Associate or Assistant) who have completed 3 years of his/her uninterrupted membership will be eligible to contest for the election to the Executive committee and/or Office bearers, The office bearers must have edited at least either 3 films/serials or web series and their name have appeared in the credit titles.
- ii)** The Executive committee will be empowered to constitute a 3 members Election Committee to determine the validity of all nominations. The Election committee shall appoint an Election Officer from among its own members and all the members of the Election committee shall be non-contestants. The Election officer, so appointed shall conduct the elections, assisted by members of the Election committee and the voting shall take place by secret ballot or EVM. The committee shall have power to invite the Federation to conduct/supervise the election process. The results of the election shall be declared by the Election officer. Efforts may be made to utilize electronic voting machines for the purpose of casting ballots and counting.

iii) The office bearers, along with other members of the Executive Committee shall retire after transacting the agendas of the said meeting /AGM, before the commencement of election but the signatories of the outgoing committee will be empowered for the business until the formation of new Executive committee.

iv) The co-opted members shall have all the rights as are available to elected members of the committee.

**23. SUSPENSION**

Any member found guilty of denouncing the Association or working against the cause and interest of the Association, shall be suspended from contesting for Executive Committee.

Definition of Suspension shall be as under: -

SUSPENSION means - suspension of membership for a given period of time, will have no right to vote and contest in the election for given period of time

as per the directive of the Executive Committee. The Executive Committee is advised to use suspension under extreme cases and after thorough investigation. Further any member who is declared guilty by any court of law shall be disqualified to contest for Executive Committee for at least a period of five years.

**24. TERMINATION**

Any Member who goes to Court of Law against the Association shall be declared Suspended till the decision of the court. If he/she is declared guilty by the Court, then he/she will be permanently Terminated from the Association. If the verdict of the Court of law goes in his/her favor, then his/her membership will be retained, however the Association shall not be liable for any kind of compensation whatsoever maybe. (please Also See clause no. 8,9,10,11).

**25. OFFICE BEARERS**

The Office bearers of the Association shall be as under: -

**i) President**

**ii) Vice President**

**iii) General Secretary**

**iv) Joint Secretaries (Two)**

**v) Treasurer**

**A)** All the Office bearers will be elected by the Executive Committee except the President.  
(As per clause no 20).

**B)** Any member to be eligible for election to any office bearers should have served on the Executive Committee for at least one term or should have been a bonafide member of Association for a minimum uninterrupted membership of 5 years.

**C)** If a President or any Office bearers has served for 2 (Two) consecutive terms or 6 (Six) years whichever is less will not be eligible to contest for the same post, but he/she can certainly contest to be a member of the Executive Committee. However, he/she shall again be eligible to contest to be a President or any office bearer post after a gap of one term.

**D)** All the co-opted members will have all the rights of an elected member.

**i) PRESIDENT**

The President shall preside over all the meetings of the Association and the Executive Committee, preserve order, sign all minutes etc. The President shall have an additional casting vote. As per clause 21, The President shall have power, if necessary, to call Special or Emergency meeting of the General Body.

**ii) VICE-PRESIDENT**

The Vice President shall act in the absence of the President. In the absence of Vice President, the members present shall elect a Chairman from amongst themselves to conduct the meeting.

**iii) GENERAL SECRETARY**

The General Secretary shall record the minutes of all the meetings, conduct all correspondence, convene meetings, exercise supervision over the day to day affairs of the Association and shall supervise maintenance of account of all daily receipts and expenditure. He shall also be responsible for submitting to Registrar of the Trade Unions all returns and notices that are to be submitted to the Office under the Trade Union Act. He shall further be empowered to enlist, engage paid or unpaid assistants for organizing and clerical purposes that he may deem necessary but not without the prior sanction of President and the Executive Committee. Such Assistants shall be under the direct control of General Secretary. As per clause 21, The General Secretary shall have power if necessary, to call Special or Emergency meeting of the General Body.

**25. iv) JOINT SECRETARIES (TWO)**

The Joint Secretaries shall generally help the General Secretary in his/her work and attend to the specific responsibilities assigned to them by the Executive Committee or the General Secretary. One of the Joint Secretary shall act as General Secretary in his/her absence.

**v) TREASURER**

The Treasurer shall be responsible for all the Transactions of Funds, which may from time to time be paid into the Association funds, and for duly banking them. He shall make payments for all the expenditure sanctioned by the Executive Committee and shall maintain all books of accounts. He shall get prepared and submit to the Executive Committee every month an account of income and expenditure and shall get prepared audited balance sheet annually showing clearly items of receipts and expenditure.

**26. NOTICE**

Any kind of Notice if required, can be given by the Association to any member, either personally or by post or by email or under certificate of posting to his registered address submitted by him to the Association in writing.

**27. NO CONFIDENCE MOTION**

No Confidence motion moved by at least 150 bonafide members against the President or any Office Bearer or any member of the Executive Committee, can be made in a General Body Meeting provided 30 days clear notice is given to the Executive Committee. If the said motion is carried out by 2/3 majority of the members present at such a General Body

Meeting, the person or persons concerned against whom such a motion has been passed shall cease to hold office.

**28. ALTERATION OF RULES**

The rules of the Association may be amended, altered, replaced, rescinded or added to at any time by a majority of the members present at a General Body meeting, provided previous notice of at least clear 15 days is given to the members of the proposed amendments.

**29. DISSOLUTION**

The Association shall not be dissolved except by a vote of a majority of three-fourth members present at a General Body meeting called for the purpose, provided the total number of votes cast at such meeting is not less than two-thirds of the total number of members then on the rolls of the Association. The funds of the Association, after meeting all liabilities, shall be disposed of in accordance with the decision of the dissolution.

**30. CODE OF CONDUCT**

Every member of the AFVE shall solemnly declared as under: -

**A)** A member shall do everything in his/her power to uphold the honour or prestige of AF&VE.

**B)** A member shall always be respectful to the President and Office bearers and also to his/her Seniors and fellow members.

**C)** That, as a member of the AF&VE, he/she shall always conduct himself/herself with dignity and decorum and shall at no time indulge in undesirable, unbecoming, undignified, disorderly or unruly conduct.

**D)** That, he/she shall at no time, either by word of mouth or by any action, cause or allow to be caused any description or disintegration in his/her Association. He/she shall do nothing that would impair, jeopardize or harm the UNITY and SOLIDARITY of the Association.

**E)** That, he/she owes and shall always owe his/her allegiance and loyalty to his/her Association and not to any group or clique within it.

**F)** That, he/she shall not any time usurp the rights or injure the interests of the career of fellows-workers. He / She shall not accept a job/assignment in an incomplete film/television serial/ Web series/ documentary/short film or any audiovisual work without the consent or NOC of the member who earlier held that job/assignment with the approval of the Association.

**G)** That, he/she shall at no time flout or defy the Association's directive even if the same in his/her opinion is wrong, improper and/or unconstitutional, but shall seek his/her relief only by constitutional means through the Supreme Body of the Association

**H)** That, he/she shall discharge his/her professional duties with dignity.

**I)** Every member shall register his/her assignments with the association, including feature films, documentaries, web series, Ad-films, advertisement, short films or any audio visual media and any kind of job work in the editing by paying the prescribed fees. Member

failing to register their letters of appointments or actual stating of their work, shall be liable to pay a penalty levied by Executive committee against each assignment.

**J)** No member shall sign joint contracts with the producers involving the employment and remunerations of his/her assistants and/or take contract of the entire work of editing department. Every member must have a separate arrangement with the producer for the work he does, and the Editor shall not act as an employer of his assistants by signing a joint contract with the producers for the entire work of editing and engage assistants as his employees.

**K)** Only Bonafide members of the Association shall work in the Editing Department and he/she will encourage non-members to become the member of the Association.

**L)** Every member having grievances regarding condition of service shall complain in detail to the Association and shall desist from taking any step on his/her own accord prior to obtaining advice, sanction and/or approval from the Association in writing.

- 30. M)** Four Holidays including second Sunday of every month and 15<sup>th</sup> August (INDIPENDENCE DAY), 26<sup>TH</sup> January (REPUBLIC DAY) and 1<sup>st</sup> May (labor) day shall be compulsory Holidays as per the Policy of the AF&VE. Every member shall scrupulously adhere to this rule and shall not work and/or accept any work on these days under any circumstances.
- N)** It is mandatory for every member to obtain a written agreement from the producer incorporating therein all the terms and conditions mutually agreed upon by the member and the Producers.
- O)** Members shall not take any assignment below minimum Wage rates approved by the AF&VE from time to time.
- P)** That in the event of any violation of the above code of conduct rules or any laxity on his/her part the member shall submit himself/herself to the disciplinary action that the Executive Committee may take against him/her under the provisions of the constitution of the Association

**The End**

**ASSOCIATION OF FILM & VIDEO EDITORS**