

WICA BYELAWS 2026





BYE-LAWS 2026

[1] NAME OF THE UNION:

The Name of the Union shall be the, WESTERN INDIA CINEMATOGRAPHERS' ASSOCIATION and it shall hereinafter be read in all the Rule Books, Bye-Laws and in the Constitutions of WICA and the mentioned union shall be referred to wherever applicable as an "ASSOCIATION".

[2] OBJECTIVES:

The Objectives of the Association shall be as follows:

- a) To organize and unite WICA members consisting of Cinematographers, Camera Assistants, Camera Operators, DITs, Colorist, Automated Crane Operators, Steadicam Operators & other Operators of various Camera Support Systems, engaged in the Motion Picture (Fiction & Non-Fiction), Advertising and the Television Industry in the entire State of Maharashtra, and other states of India and to regulate their professional relations with their Employers, Producers, Corporate Production Houses, Advertising Companies, Event Management Companies and Television Channels.
- b) To secure for the members, fair conditions of life and services.
- c) To try to redress their complaints and grievances.
- d) To try to standardize minimum wages and contractual remunerations and to revise the changes from time to time.
- e) To endeavor to settle the disputes between the employers and the employees and/or with other members amicably so that any cessation of work can be avoided.
- f) To endeavor to secure compensation for the members in cases of accidents under the Workman's Compensation Act, or under any other relevant Act, enforced at the time or wherever it does not exist, as amicably as possible.
- g) To endeavor to provide financial assistance against sickness, infirmity, old age and death.
- h) To provide legal assistance to members in respect of matters arising out of or incidental to their employment.
- i) To endeavor to render aid to members during any labour strike, natural calamities or lockout brought about, with the sanction of the Association.
- j) To obtain complete information in reference to Motion Pictures and the Television Industry in India and abroad.
- k) To co-operate and to federate other organizations with similar aims and objectives on all India basis.
- l) To help in accordance with the Indian Trade Union Acts, the working classes in India and outside in the promotion of the objects of the Association as mentioned in the rulebook.
- m) Generally to take and adopt any such steps as may be necessary to improve the working conditions of the members.
- n) To provide facilities for the training of the members and non-members in the techniques of CINEMATOGRAPHY by holding Lectures, Demonstrations, Screenings, Knowledge sharing and Workshops and/or by any other relevant means to maintain and to inculcate high standards of professionalism.
- o) To publish and maintain a Journal for the purpose of propagating any or all the objectives of the Association.
- p) For achieving the objectives, the Association, may setup / organize centers in other parts and territories of India as referred to in clause 2 (a).
- q) Bonafide Certificate for visa etc



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[3] DEFINITION OF A CINEMATOGRAPHER, DOP AND CAMERAMAN:

The word CINEMATOGRAPHER, DOP and CAMERAMAN wherever used shall mean to include all technically qualified persons using Motion Picture or Digital or Electronic Media Systems or any other New and Innovative Media systems for Image Creation / Acquisition / Capture.

[4] PERMANENT MEMBERS:

(a) Any person who belongs to the age group of Eighteen to Forty (18-40) Years and has acquired required qualification to be an APPRENTICE / JUNIOR / ASSOCIATE / ACTIVE Member can become a member of WICA. An APPRENTICE member does not have any Voting Rights and APPRENTICE Member does not qualify for any of the Welfare Privileges/Benefits.

(b) Any person who belongs to the age group of Forty One to Seventy (41-70) Years and has acquired required qualification to be an APPRENTICE / JUNIOR / ASSOCIATE / ACTIVE Member can become a member of WICA. An APPRENTICE member belonging to this age group does not have any Voting Rights, and does not qualify for any of the Welfare Privileges/Benefits whatsoever. The JUNIOR / ASSOCIATE AND ACTIVE Members belonging to this age group will have the voting rights but do not qualify for any of the Welfare Privileges/Benefits whatsoever.

(c) Any Junior / Associate / Active Member or equivalent from any other Regional Cinematographers Associations who desires to work in the Mumbai Film Industry / Western Zone, he/she can become a member of WICA by following the prescribed procedure laid out for migrating members of the Regional Cinematographers Associations.

- Members who are not eligible for Voting or Benefits or both, their Membership Cards will have "NO VOTING NO BENEFIT" and "NO BENEFIT" printed on it, whichever is applicable to their grade.
- The Managing Committee shall be within its absolute rights to refuse to consider any application for admission without assigning any reason whatsoever.
- A soft copy of the present / valid Bye-Laws shall be provided to all the newly admitted members.

[4-A] QUALIFICATION:

[A] APPRENTICE MEMBER: (LEARNER)



Any person who has passed S. S. C. (10TH STD) or equivalent Exam (or practical experience of two years) and wishes to learn the art of Cinematography and has attained the age of Eighteen (18) Years, he/she shall be entitled to apply for the Apprentice Membership by submitting duly filled Admission form of WICA in WICA office, which is subject to the acceptance and approval by the Enrollment Committee after he/she has gone through the successful interview and upon the payment of the Admission Fee prevailing at that time. And the applicant agrees to abide by the existing rules and byelaws of the Association.

- An Apprentice Member does not have any Voting Rights and does not qualify for any of the Welfare Privileges/Benefits.

[B] JUNIOR MEMBER: (ASSISTANT CAMERAMAN / DIT / GAFFER)

(i) An Apprentice Member of WICA or any person who has one year of Practical Experience in the art of Cinematography or has successfully completed a 'Cinematography Course' conducted by WICA or from a reputed Institute or Academy; and has attained the age of Eighteen (18) Years he/she shall be entitled to apply for the JUNIOR GRADE MEMBERSHIP provided he/she submits his/her proof of experience and/or Certificate issued by WICA or any other Institute/Academy along with duly filled Admission form of WICA in WICA office, which is subject to the acceptance and approval by the Enrollment Committee after he/she

has gone through the successful interview and upon the payment of the Admission Fee, Subscription & Back log Fee (if applicable) prevailing at that time and the person also agrees to abide by the existing rules and the bye-laws of the Association.

- (ii) Any person who has the knowledge of Digital Image capturing formats, storage devices (intermediate and long term), the interfaces involved, cataloguing of video and sound files, professional preview formats, professional editing software, skilled at production of dailies, has one year of practical experience of working as a DIT (Digital Image Technician); and has attained the age of eighteen (18) years he/she shall be entitled to apply for the JUNIOR GRADE MEMBERSHIP provided he/she submits his/her proof of experience with a recommendation from a Data Base Company along with duly filled Admission form of WICA in WICA office, which is subject to the acceptance and approval by the Enrolment Committee after he/she has gone through a successful interview and upon the payment of the Admission Fee, Subscription & Back log Fee (if applicable) prevailing at that time and the person agrees to abide by the existing rules and the bye-laws of the Association.
- (iii) Any person who has completed a Certified Electrician's course from a recognized training Institute or has an Electrician's License from Government Civil Body (PWD etc.) or has been working as an Electrician for minimum of 5 years and has full knowledge of distribution of power supplies & phasing, set/location lighting, lighting equipment, colour temperatures, gels, scrims, diffusions (and other lighting expendables), light meters, rigs, grips etc. And has a good knowledge of occupational health & safety hazards; and is capable of executing & implementing creative/artistic lighting plan/design for DOP; and has been working in Motion Picture Industry as a GAFFER (Chief Lighting Technician or as a Key Electrician) for 1 year; and has attained age of Eighteen (18) Years, he/she shall be entitled to apply for JUNIOR GRADE MEMBERSHIP provided he/she submits his/her Vocational Training Certificate/ Electrician's License and/or proof of experience with DOP recommendation along with duly filled Admission form of WICA in WICA office, which is subject to acceptance and approval by Enrolment Committee after he/she has gone through a successful interview and upon payment of Admission Fee, Subscription & Back log Fee (if applicable) prevailing at that time and person agrees to abide by existing rules & bye-laws of Association.
- (iv) A Junior Member or equivalent of any Regional Cinematographers' Association who desires to work in Mumbai Film Industry / Western Zone, he/she will have to submit a letter of request and a copy of his/her Regional Associations' Membership Card along with duly filled Admission form of WICA in WICA office. He/she shall be admitted as Junior Member upon the payment of the Admission Fee and Subscription prevailing at that time, and the person agrees to abide by the existing rules and byelaws of Association.

[C] ASSOCIATE MEMBER: (OPERATIVE CAMERAMAN / COLORIST / STEADICAM & AUTOMATED CRANE OPERATORS)

- (i) Any person, who has the qualification to be a qualified Cinematographer from any recognized Film Institute like FTII, SRFTII, LV PRASAD, BIJU PATNAIK FILM INSTITUTE, WHISTLING WOODS etc. or from any other similar recognized Film School, and has attained the age of Eighteen (18) Years, he/she shall be entitled to apply for the ASSOCIATE GRADE MEMBERSHIP provided he/she submits the certificate issued by such Media Institute/Academy along with duly filled Admission form of WICA in WICA office, which is subject to the acceptance and approval by the Enrollment Committee after he/she has gone through the successful interview and upon the payment of the Admission Fee, Subscription & Back log Fee (if applicable) prevailing at that time and the person agrees to abide by the existing rules and the bye-laws of the Association.



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- ii) Any person who has been working in the Film Industry as a Junior Grade Member for Two Years and wishes to upgrade, is entitled to become an Associate Member provided his/her application along with proof of his/her work experience as Junior member satisfies Enrollment Committee and the committee finds him/her to be qualified enough to be upgraded to an Associate Member and upon payment of the Admission Fee, Subscription & Back log Fee (if applicable) prevailing at that time and the person agrees to abide by the existing rules and bye-laws of the Association.
- (iii) Any person who has done a course in Digital Grading & Workflow from a reputed Film School or from any other industry or any recognized company, who are conducting professional courses in Colour Grading for the Motion Picture Industry and has knowledge of Digital Intermediate Workflow for motion picture post production, of primary and secondary tools in high end Colour Grading systems, calibration of the preview systems in Colour Corrections and has been working in the Motion Picture Industry as a COLORIST for one year; and has attained the age of Eighteen (18) Years, he/she shall be entitled to apply for ASSOCIATE GRADE MEMBERSHIP; provided he/she submits the Course Certificate issued by such Media Institute/Academy, and/or his/her proof of experience with a recommendation from a Post Production Studio along with duly filled Admission form of WICA in WICA office, which is subject to the acceptance and approval by Enrollment Committee after he/she has gone through successful interview and upon payment of Admission Fee, Subscription & Back log Fee (if applicable) prevailing at that time and the person agrees to abide by the existing rules and bye-laws of Association.
- (iv) Any Person / Junior Member who has an independent project to do as an Operative Cameraman is entitled to apply for an Associate Membership provided he/she submits his/her duly filled Admission Form / Upgradation Form along with the copy of agreement / contract / MOU, which is subject to the acceptance and approval by the Enrollment Committee after he/she has gone through the successful interview and upon the payment of the Admission Fee, Subscription & Back log Fee (if applicable) prevailing at that time, and the person agrees to abide by the existing rules and bye-laws of the Association.
- (v) Any person / Member who has attained the age of Eighteen (18) Years and has been working in the Film Industry as a Steadicam or Automated Crane (Jimmy Jib etc.) Operator for One Year, he/she shall be entitled to apply for the ASSOCIATE GRADE MEMBERSHIP; provided he/she submits his/her proof of experience with a recommendation from a DOP and from a Equipment Rental Company along with duly filled Admission form of WICA in WICA office, which is subject to the acceptance and approval by the Enrollment Committee after he/she has gone through the successful interview and upon the payment of the Admission Fee, Subscription & Back log Fee (if applicable) prevailing at that time and the person agrees to abide by the existing rules and the bye-laws of the Association.
- (vi) An Associate Member or equivalent of any Regional Cinematographers' Association who desires to work in Mumbai Film Industry / Western Zone, he/she is entitled to apply for the ASSOCIATE GRADE MEMBERSHIP; provided he/she submits a letter of request and copy of his/her Regional Associations' Membership Card along with duly filled Admission form of WICA in WICA office. He/she shall be admitted as Associate Member upon the payment of the Admission Fee and Subscription prevailing at that time, and the person agrees to abide by the existing rules and byelaws of the Association.

[D] ACTIVE MEMBER: (DOP / CINEMATOGRAPHER):

- (i) Any person who has been Associate Member for a minimum of Two Years and wants to upgrade his/her membership to become an ACTIVE MEMBER is entitled to apply by submitting the duly filled Upgradation Form, with his/her proof of work experience as a Junior / Associate member and satisfies the Enrollment Committee. If the Enrollment

Committee finds him/her to be qualified enough to be upgraded shall be upgraded to Active Member, upon the payment of the Upgrading Fee / Admission Fee, Subscription & Back log Fee (if applicable) prevailing at that time and the person agrees to abide by the existing rules and bye-laws of the Association.

- (ii) Any person or Associate Member who has been working as a qualified Cinematographer / DoP is entitled to become an ACTIVE MEMBER provided he/she submits the duly filled Admission Form / Upgradation Form along with proof of his/her work experience and/or copy of a signed agreement / contract / MOU as Cinematographer and satisfies the Enrollment Committee and the committee finds him/her to be qualified enough to be an Active Member or to be upgraded as an Active Member, shall be granted Active Membership upon the payment of the Admission Fee / Upgrading Fee, Subscription & Back log Fee (if applicable) prevailing at that time and the person agrees to abide by the existing rules and bye-laws of the Association.
- (iii) It is mandatory for any person / member who has independently shot Two Feature Films or Two Daily Soaps or Two Multi-Camera Shows, or Two Reality Shows or over Twenty Advertising Commercials, as a Director of Photography to apply / upgrade for Active Membership by submitting the duly filled Admission Form / Upgradation Form along with the payment of the Admission Fee / Upgrading Fee, Subscription & Back log Fee (if applicable) prevailing at that time, and the person / member agrees to abide by the existing rules and bye-laws of the Association.
- (iv) An Active Member or equivalent of any Regional Cinematographers' Association who desires to work in Mumbai Film Industry / Western Zone, he/she will have to submit a copy of his/her Regional Associations' Membership Card along with duly filled Admission Form of WICA in WICA office. He/she shall be admitted as Active Member of WICA upon the payment of the Admission fee and Subscription prevailing at that time, and the person agrees to abide by the existing rules and byelaws of the Association.
- (v) It is mandatory for any member from any other Regional Cinematographers' Association who has already shot One Feature Film / One Daily Soap / One Reality Show / One Multi-Camera show or over Ten Advertising Commercials in Mumbai Film Industry / Western Zone to become an ACTIVE MEMBER of WICA by submitting the duly filled Admission Form of WICA in WICA office before shooting any other project beyond the permissible limit in Mumbai Film Industry / Western Zone and by paying the Admission Fee and Subscription prevailing at that time and the member agrees to abide by the existing rules and bye-laws of the Association.

[E] TEMPORARY MEMBER: (RENEWABLE):

Any person who is not an Indian Citizen, but he/she is holding a PIO Status Card issued by the Government of India and if he/she desires to work in the Western Zone as a Director of Photography or as an Operative Cameraman or as an Assistant Cameraman, or DIT or Colorist or Steadicam or Automated Crane Operator on any project, such as Feature Film, Advertising Commercial, Corporate Film, Documentaries, OTT, Fiction and Non-Fiction or on any such relevant project, he/she shall be entitled to apply for a Renewable Temporary Membership by submitting the duly filled Admission Form of WICA in WICA office, and it shall be issued by the Association for a period of One Year Only, which is renewable after the term expires. The applicant will have to provide the copy of his/her Membership Card of his/her native Association, true copy of the valid PIO Status Card, along with his/her application, which is subject to the acceptance & approval by the Enrollment Committee and

upon the payment of the 'Yearly Fee' prevailing at that time and the person agrees to abide by the rules and the bye-laws of the Association. He/she also agrees to employ WICA Members as his/her Assistants and Gaffer for the entire schedule to be shot in India.

[F] TEMPORARY MEMBER: (LIMITED):

Any person who is not an Indian Citizen and he/she has been contracted by an Indian Producer to work in the Western Zone as a Director of Photography, or as an Operative Cameraman, or as an Assistant Cameraman, or DIT or Colorist or Steadicam or Automated Crane Operator on any project, such as Feature Film, Advertising Commercial, Corporate Film, Documentaries, OTT, Fiction and Non-Fiction or on any such relevant project, it is mandatory for him/her to apply for a Limited Temporary Membership by submitting the duly filled Admission Form of WICA in WICA office, and the same shall be issued by the Association for a specified period & specific project mentioned on his/her Valid Work Permit or Visa. The applicant will have to provide the copy of his/her Membership Card of his/her native Association, the copy of his/her valid work permit/visa issued by the Indian Government, along with his/her application which is subject to the acceptance & approval by the Enrollment Committee and upon the payment of the 'Per Day Fee' prevailing and applicable for said project at that time and the person agrees to abide by the rules and bye-laws of the Association. He/she also agrees to employ WICA Members as his/her Assistants, Gaffer for the entire schedule to be shot in India.

Exception:

Any person who is not an Indian Citizen and he/she has been brought to India by any Foreign Producers / Production House as a Director of Photography, or as an Operative Cameraman, or as an Assistant Cameraman, or a DIT or Colorist or Steadicam or Automated Crane Operator and is a part of the Foreign Crew for any foreign project such as Feature Film, Advertising Commercial, Corporate Film, Documentaries, OTT, Fiction and Non-Fiction or any such relevant project, to be shot in the Western Zone, is free to work without any condition or fee, provided he/she has a valid permission, Work Permit / Visa issued by the Govt. of India.

[G] TEMPORARY MEMBER: (REGIONAL):

Any Active/Associate/Junior or equivalent Member from any other Regional Cinematographers' Associations who has been engaged to do a Feature Film / Daily Soap / Reality Show / Multi Camera Event or Advertising Commercial in Hindi language in the Mumbai Film Industry / Western Zone, he/she shall be entitled to apply for a Regional Temporary Membership by submitting the duly filled Admission Form of WICA in WICA office, which is subject to the acceptance & approval by the Enrollment Committee and upon the payment of 'Per Project Fee' prevailing at that time in WICA office before the starting of the project. The applicant will have to provide a copy of his Regional Association's Membership Card.

(i) It is mandatory for any Active/Associate/Junior or equivalent member from any other Regional Cinematographers' Association who has been contracted to do a Feature Film / Daily Soap / Reality Show / Multi Camera Event / Advertising Commercial in Hindi language in Mumbai Film Industry / Western Zone to apply for Regional Temporary Membership by submitting the duly filled Admission Form of WICA in WICA office along with the details of the said project with a payment of 'Per Project Fee' prevailing at that time in WICA office before starting the project and he/she agrees to abide by the existing rules and bye-laws of the Association. He/she also agrees to employ at least One WICA Member as his/her Assistant in the said project for the entire schedule.



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- dispute regarding the non-payment to his/her assistant, member will be liable to pay his/her assistant's remuneration from his own pocket, notwithstanding whether member has received his/her remuneration from the producer or not. WICA strongly recommends to all the Members to insist for a separate agreement for his/her assistants but in an exceptional circumstances, Member may sign an individual contract / agreement / MOU on behalf of his/her assistants with any Producer / Studio / Production House / TV Channel / Event Management Company or with any such person.
- (d) It shall be the duty of Active / Associate member to engage only WICA members as their Associate / Junior / Apprentice for their project and make sure that they hold valid, up to date WICA Membership card.
- (e) It shall be the duty of every member to update his/her residential address, phone nos. and e-mail ids whenever there is any change in such information submitted to the WICA office. No complaints regarding not receiving any communication from WICA will be entertained from any members who have not updated their contact information.

[6] TEMPORARY MEMBERS: (FOREIGN TECHNICIANS)

- (a) Any person who is working as a Director of Photography or Operative Cameraman or Assistant Cameraman or DIT or Colorist or Steadicam or Automated Crane Operator and holds a valid Membership of any recognised Cinematographers' Association or any other Professional Association of any other country than India and he/she is not an Indian Citizen or has a PIO Status Card issued by the Government of India is entitled to apply for a TEMPORARY MEMBERSHIP of WICA by submitting the duly filled Admission Form of WICA in WICA office, which is subject to the acceptance and approval by the Enrollment Committee and upon the payment of 'Per Day Fee' / 'Yearly Fee' / 'Per Project Fee' prevailing at that time. And the applicant agrees to abide by the existing rules and byelaws of the Association.
- TEMPORARY MEMBERS do not have any Voting Rights and do not qualify for any of the Welfare Privileges/Benefits provided for the Members of WICA. The Temporary Membership Card will be issued to the members belonging to this category with "NO VOTING NO BENEFIT" printed on it.
 - The Managing Committee shall be within its absolute rights to refuse to consider any application for admission without assigning any reason whatsoever.

[7] GRADES & FEES:

[A] GRADE - I: ACTIVE MEMBER (DIRECTOR OF PHOTOGRAPHY)

Membership Admission Fees	₹40,000
Yearly / Monthly Subscription Fees	₹3,600 / ₹300

[B] GRADE - II: ASSOCIATE MEMBER: (OPERATIVE CAMERAMAN / COLORIST / STEADICAM & AUTOMATED CRANE OPERATOR)

Membership Admission Fees	₹25,000
Yearly / Monthly Subscription Fees	₹3,000 / ₹250

[C] GRADE - III: JUNIOR MEMBER: (ASSISTANT CAMERAMAN / DIT / GAFFER)

Membership Admission Fees	₹12,000
Yearly / Monthly Subscription Fees	₹2,400 / ₹200



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[D] GRADE – IV: APPRENTICE MEMBER: (LEARNER):

Membership Admission Fees	₹5,000
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[E] GRADE – V: TEMPORARY MEMBER: (RENEWABLE) (F-DOP)

Shall mean and include:

Any person who is not an Indian Citizen but holds a P.I.O. Status Card issued by the Government of India can apply for Renewable Temporary Membership of WICA. He / she shall be entitled to become a Temporary Member (Renewable) of WICA.

Yearly Subscription for F-DOP	₹1,50,000
Yearly Subscription for Associate	₹1,00,000
Yearly Subscription for Junior	₹ 50,000
Yearly Subscription for Colorist/DIT	₹1,00,000
Yearly Subscription for Steadicam or Automated Crane Operator	₹ 50,000

[F] GRADE – VI: TEMPORARY MEMBER: (REGIONAL)

Shall mean and include:

Any Active / Associate Member from any other Regional Cinematographers' Associations can apply for a Regional Temporary Membership of WICA.

He/she shall be entitled to become a Temporary Member (Regional) of WICA.

Per Project Fee for Active	₹50,000
Per Project Fee Associate	₹25,000
Per Project Fee Junior	₹10,000

Subscription for all the Members except for the Temporary Members shall be calculated from the first day of the calendar month during which the application for the membership is accepted by the Association.

[G] UPGRADING FEE:

ASSOCIATE CINEMATOGRAPHER TO ACTIVE CINEMATOGRAPHER	₹15,000
JUNIOR CINEMATOGRAPHER TO ASSOCIATE CINEMATOGRAPHER	₹13,000
APPRENTICE MEMBER TO JUNIOR CINEMATOGRAPHER	₹7,000

All members are entitled to move up to higher grades, provided he/she fulfills / qualifies the eligibility criteria.

All the members shall move to higher grades on a 'step by step' basis and onus of upgrading lies with member otherwise 'Late Fee' charges will be levied by the Enrollment Committee on 'case to case' basis.

[H] PROJECT REGISTRATION FEE:

All Members whether Active, Associate or Junior must register their assignments / projects i.e., Feature Films / Video Films / TV Serials / Events / Shows within One Month from the date of Mahurat or from the date of Initial Shooting, in WICA Office.

WICA strongly recommends all the members to sign an agreement / contract / MOU and register their project with WICA.

If there is no agreement / contract / MOU in a dispute case;

Registered Project will qualify for 10% of Dispute Processing Fee and taxes applicable.

[8] SENIOR MEMBER, LIFE MEMBER & HONORARY LIFE MEMBER:

(a) SENIOR MEMBER:

Shall mean and include JUNIOR / ASSOCIATE & ACTIVE MEMBERS of WICA who have completed SIXTY (60) YEARS OF AGE.

Notwithstanding anything said earlier regarding subscription, any member such as he JUNIOR / ASSOCIATE / ACTIVE, who have attained the age of Sixty (60) Years, are supposed to pay only ₹240/- as their Yearly Subscription till age of Seventy (70) years.

(b) LIFE MEMBER:

Shall mean and include JUNIOR / ASSOCIATE & ACTIVE MEMBERS of WICA who have completed SEVENTY (70) YEARS OF AGE.

- I. Any valid JUNIOR / ASSOCIATE / ACTIVE Member whose yearly subscription fee is fully paid up to date till he / she has attained the Age of Seventy (70) Years qualifies to be a Life Member of WICA and he / she is exempted from paying any yearly Subscription fee thereafter and remains a valid Life Member of WICA till his / her lifetime. He shall have voting, nominating and contesting rights.
- II. A Life Member who has paid his / her yearly subscription fee uninterrupted for Twenty (20) Years at least once during the period of his / her valid JUNIOR / ASSOCIATE / ACTIVE membership qualifies for the Thanks Giving Benefit prevailing at that time.
- III. In case if any valid Junior / Associate / Active / Senior member after attaining the age of Seventy (70) Years and being eligible to claim the Thanks Giving Benefit, has not accepted the Thanks Giving Benefit and has submitted the 'Letter of Request' to avail the Death Compensation instead of the Thanks Giving Monetary Benefit by submitting his / her nominee(s) name(s), then his / her nominee(s) would be eligible to claim the Death Compensation amount only after his / her demise and not in between.
- IV. A JUNIOR Life Member shall have the Contesting and Voting Rights and qualifies for all the welfare privileges / benefits provided by the Association for the valid JUNIOR Members of WICA till his / her lifetime.
- V. An ASSOCIATE / ACTIVE Life Member shall have the Contesting, Nominating and Voting Rights and qualifies for all the welfare privileges/benefits provided by the Association for the valid ASSOCIATE / ACTIVE Members of WICA till his / her lifetime.

(c) HONORARY LIFE MEMBER

I. The Managing Committee can propose for grant of Honorary Life Membership to any deserving person who has contributed significantly for the betterment of WICA, Cinematography and Cinematographers' or to the Art of Cinema to be approved in the Managing Committee.

II. An Honorary Life Member chosen from the film fraternity who is not a valid member of WICA, will not be eligible for any of the Welfare Privileges / Benefits provided for the valid Members of WICA and he / she does not have to pay any yearly subscription fee whatsoever.

III. An Honorary Life Member from the film fraternity does not have the Contesting, Nominating and Voting rights.

[9] FINES AND FORFEITURES:

- (a) Any valid member, who is in arrears and has not paid his / her yearly subscription fee for more than 15 (Fifteen) months starting from Jan. of the due year to March of the next year, his / her membership will be treated as a 'Dormant Membership' due to the non-payment of yearly subscription fee and will be kept as dormant for the total period of Five (5) years since his / her yearly subscription fee has been due. Such members who are later re-admitted, their membership would be treated as interrupted membership for any of the Welfare Benefits in future.

- (b) Any valid Member who has not paid his / her yearly subscription fee for more than Five (5) Years will be declared 'Non-Member'. In case if such declared 'Non Member' seeks a readmission in future, his / her application shall be treated as fresh application by the Enrollment Committee, where he / she will have to pay the admission fee prevailing at that time or his / her pending dues whichever is more and will be allotted the same membership as per the prevailing byelaws keeping in mind the age criteria and benefits provided. He / She shall be informed regarding the Non - Eligibility of Benefits, in case he / she is taking the readmission after the age of 51 years.
- (c) Every person upon being admitted as a member of the Association, shall deem to agree and abide by the rules and bye-laws of the Association and he/she shall become liable to forfeit his/her membership at any time, if in the opinion of the Managing Committee, such member has failed to abide by the rules of the Association and/or found to be involved in corrupt and unlawful practices by which he/she has damaged the reputation of the Association; but before arriving at such a decision, the Managing Committee must have given adequate opportunity, to the concerned member, to explain his/her case before the Managing Committee and the final decision is ratified in the AGM.
- (d) All the Apprentice Members must apply for the up-gradation to the Junior grade / renewal of their membership after the completion of Twelve (12) months since his / her admission month otherwise a Late Fee of Rs.100/- per month will be levied for the default period along with the yearly subscription fee / renewal fee.

[10] BENEFITS:

WICA will provide certain Financial Benefits to its valid Members as mentioned below:

(a) EDUCATIONAL SCHOLARSHIPS:

- a) To be eligible for the grant of the EDUCATIONAL SCHOLARSHIP the valid member must have his / her Un-interrupted Membership for at least FIVE (5) YEARS and provided that his / her yearly subscription fee / dues is / are paid up to date. The Scholarship will be given to any valid member for maximum of four (4) times in his / her lifetime for any one child only, once each from the four different segments mentioned below. In case if any member misses out on availing the Educational Scholarship benefit in any one of the segment category given below he / she will not be eligible to claim it in any other segment category.

- b) Any valid Member's boy child who has scored more than Seventy Percent (70%) marks in his final exams will be considered eligible for the Educational Scholarship. In case of a girl child the minimum requirement to be eligible to claim the Educational Scholarship will be to score Sixty Percent (60%) marks in her final exam. To claim the Educational Scholarship Benefit the valid members are supposed to submit a copy of the valid up to date WICA Membership Card, proof of parental relationship with the son / daughter along with the Original and Attested Copy of the Mark Sheet / Report Card of the School.

SEGMENT	STANDARDS	MARKS in %	SCHOLARSHIP AMOUNT
I	5 th to 8 th STD. (Boy) For Girl Child	70% to 80% 60% to 80%	₹3,000 ₹3,000
I	5 th to 8 th Standard	80% & Above	₹4,000
II	9 th to 12 th Standard / Recognised Govt. Diploma	65% to 74%	₹5,000
II	9 th to 12 th Standard / Recognised Govt. Diploma	75% & Above	₹6,000
III	13 th to 15 th Standard	75% & Above	₹9,000
IV	Post Graduation	75% & Above	₹12,000

CONDITIONS :

- In case the mark sheet carries the grades in A+, A-, A, B+ etc. and also carries the equivalent percentage given to these grades. Qualifying percentage of 60% to 80% will be calculated by taking an average of the equivalent percentage given by the school / academy.
- In case if there are no equivalent percentage to the grades given then it will be at the discretion of the Welfare Committee to calculate the qualifying percentage as it may deem fit.
- Claim for the benefit shall be submitted within the SIX MONTHS and the deadline for the period of SIX MONTHS starts from the day the results declared. No claim shall be accepted after deadline of SIX MONTHS.

(b) KANYADAAN CONTRIBUTION:

- To be eligible for KANYADAAN Contribution the valid member must have his / her un-interrupted membership for at least FIFTEEN (15) YEARS and provided that his / her yearly subscription fee / dues is / are paid up to date and he / she does not have any pending financial dispute with any co-member of the Association registered with WICA office or has any settled dispute amount to be paid to any Co-member of the Association registered in WICA office. Any valid Member is eligible to claim Kanyadaan only once in his / her lifetime and to claim Kanyadaan Contribution the valid member is supposed to submit a copy of the valid up to date WICA Membership Card along with the Original Wedding Card, a copy of the Receipt of the booking of the Marriage Hall / Wedding Venue, proof of parental relationship with the bride like Aadhar card etc and copy of adult age proof of the bride. In case of a registered court marriage if the booking receipt of the venue is not available the valid member can submit the copy of the Marriage Registration number or claim the amount after the court marriage / solemnization of the religious marriage / wedding by submitting a true copy of the Marriage Registration Certificate.
- To claim this Benefit the daughter of the valid Member has to be of Eighteen (18) Years and above.

KANYADAAN CONTRIBUTION

₹25,001

CONDITIONS :

Claim for the benefit shall be submitted within the SIX MONTHS and the deadline for the period of SIX MONTHS starts from the day of the Solemnization of Marriage. (In an exceptional case the day of the booking of the Marriage Hall may be considered but the member will have to submit the copy of the Marriage Registration Certificate within three months from the day of the Solemnization of Marriage.) No claim shall be accepted after the deadline of SIX MONTHS.

(c) MEDICAL AID:

- To be eligible for MEDICAL AID the valid member must have his / her Un-interrupted Membership for at least FIVE (5) YEARS and provided that his / her yearly subscription fee / dues is / are paid up to date and he / she does not have any pending financial dispute with any co-member of the Association registered with WCIA office or has any settled dispute amount to be paid to any Co-member of the Association.
- The Medical Aid benefit amount will be given only once in a lifetime to a valid member as per the prevailing byelaws in the past and the prevailing Medical Aid total amount can be availed in maximum of three instances on request in his / her lifetime. The total amount claimed shall not exceed the MEDICAL AID BENEFIT amount prevailing at the time of the

first claim and amount of second & third claim will depend upon original / attested photocopy of Hospital & Medical bills submitted which shall not exceed total applicable Medical Benefit amount for such case.

- c) To claim Medical Aid the valid member will have to submit a copy of valid upto date WICA Membership Card along with copies of Doctor's Prescriptions, Medical Reports, X-ray Reports, Hospital Bills, Medicine Bills and any other relevant medical papers required in original and photocopies hospital attested.

MEDICAL AID	₹ 40,000
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CONDITIONS :

- Claim for the benefit shall be submitted within SIX MONTHS and deadline for the period of SIX MONTHS starts from the day of discharge from the hospital. No claim shall be accepted after the deadline of SIX MONTHS.

d) DEATH COMPENSATION:

No member shall be entitled to Death Compensation unless he/she has paid uninterrupted subscription for TWENTY (20) YEARS and his/her dues / subscription are up to date.

- In case a nominee(s) name(s) has been submitted by the Member, WICA shall issue the Cheque in nominee(s)'s name(s) without a request letter and in case nominee(s) do not wish to avail the benefit of Death Compensation, a No Claim letter shall be taken from the nominee (s).
- In case Life Member has not accepted the Retirement Benefit he/she is eligible for Death Compensation notwithstanding the clause of subscription as he/she is exempted to pay the subscription after attaining the age of Seventy (70) years.
- To claim this benefit the claimant has to submit Death Certificate of the deceased member with copy of the Will or an Undertaking in writing that the Claimant is the legal heir/nominee of the deceased member.



Sr.	Membership Grade	Amount
1	Active Grade	₹1,50,000
2	Associate Grade	₹1,00,000
3	Junior Grade	₹80,000

CONDITIONS

- To be eligible for the Death Compensation the deceased member must have his/her uninterrupted membership for at least Twenty (20) Years. Only those members who have paid their uninterrupted subscription for Twenty (20) Years will be considered for the Death Compensation. The condition of uninterrupted subscription for Twenty (20) Years will not apply in case of an Untimely Death by Accident during the shoot on the set or outdoor location but his/her Dues / Subscription are paid up to date. The claimant has to submit a copy of the valid up to date WICA Membership Card along with a copy of Death Certificate of the deceased member, a copy of the Will or an Undertaking in writing that the Claimant is the legal heir / nominee of the deceased member. Death Compensation amount will be disbursed by WICA directly to the member's Nominee whose name has been given by the Deceased Member in his/her Admission Form or to the legal heir.
- To be eligible for the Humanitarian Compensation, the members' death has to be an Untimely Death in a rare exceptional circumstance, which is subject to the acceptance & approval of the Managing Committee. The condition of uninterrupted subscription for

Twenty (20) Years will not apply in such cases of Death but his/her Dues / Subscription are paid up to date. The claimant has to submit a copy of the valid up to date WICA Membership Card along with any documentary proof and the detailed account of circumstances in which the member had Untimely Death, a copy of the Death Certificate of the deceased member, a copy of the Will or an Undertaking in writing that the Claimant is the legal heir / nominee of the deceased member. Humanitarian Compensation amount will be disbursed by WICA directly to the member's Nominee whose name has been given by the Deceased Member in his/her Admission Form or to the legal heir.

- Any member such as the Junior / Associate or Active Member, who has paid un-interrupted subscription of at least Twenty (20) Years at a stretch during the period of his/her membership and provided that his/her Dues / Subscription are paid up to date till he/she has attained the age of Seventy (70) Years will be given the Retirement Benefit amount prevailing at that time along with the Life Membership. In case the member does not accept the Retirement Benefit in the year he has been offered, then he/she will be eligible for the Death Compensation but he/she cannot claim the Retirement Benefit in between.
- Claim for the benefit shall be submitted within the SIX MONTHS and the deadline for the period of SIX MONTHS starts from the day of demise. No claim shall be accepted after the deadline of SIX MONTHS.

e) **HUMANITARIAN COMPENSATION:**

Only those members Juniors, Associate, Active, Senior Members, Life Members are entitled for Humanitarian Compensation who are suffering from a critical medical condition / accidental circumstances and the Managing Committee accepts and approves the case to be of an Exceptional nature. His/her dues / subscription are paid up to date and he/she does not have any financial dispute with any co-member of the Association registered with WICA office.

- To claim this benefit the claimant has to submit a copy of the valid up to date WICA Membership Card along with the detailed account of circumstances with factual proofs.

HUMANITARIAN COMPENSATION	REIMBURSEMENT OF FULL ADMISSION FEE
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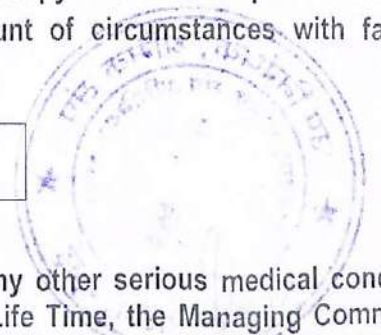
CONDITIONS :

any valid member being terminally ill or in any other serious medical condition may claim the Death Compensation during his Life Time, the Managing Committee may consider the case and sanction Fifty percent (50%) of the Death Compensation amount prevailing at that time provided his/her Dues / Subscription is paid up to date. After claiming the Death Compensation during his Life Time, the member will not be eligible for any other benefits including the Humanitarian Compensation and Retirement Benefit. The Fifty Percent (50%) Compensation paid will be treated as Full and Final Payment of his/her Death Compensation.

(f) **THANKS GIVING BENEFIT :**

No member shall be entitled to Retirement Benefit unless he/she has paid uninterrupted subscription for TWENTY (20) YEARS and his/her dues / subscription are up to date and he/she does not have any financial dispute with any co-member of the Association registered with WICA office.

To qualify for this benefit the member has to be of SEVENTY (70) YEARS OF AGE.



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Sr.	Membership Grade	Amount
1.	Active Grade	₹1,50,000
2.	Associate Grade	₹1,00,000
3.	Junior Grade	₹80,000

CONDITIONS :

- In case the member chooses to pass the Retirement Benefit as Death Compensation, then he can avail before his/her death as per the Bye-Laws prevailing at the time of his retirement.

GENERAL CONDITIONS:

- (a) Notwithstanding the criteria of benefits provided for the members, those Members will not be eligible for any privileges or benefits of the Association:
- Who refuse to follow the diktat given by their Association and/or by the Federation.
 - Who go on strike against their own Association or against the Federation.
 - Who refuse to co-operate whenever a non co-operation call or strike call is given by the Managing Committee of their Association and/or by the Federation.
 - Who have been declared guilty by the MC, of damaging the reputation of the Association by getting involved in unlawful and corrupt practices.
 - Who have not paid their Dues / Subscription / Late Fee / Settled Dispute Amount due to their Co-Members.

[11] REGISTER OF MEMBERS:

- a) Association shall keep records of valid Apprentice / Junior / Associate / Active / Senior / Life Members, Temporary (Renewable & Limited) and Conditional Members in different Registers and on computer, which will have all details of all valid Apprentice/Junior/Associate/Active / Senior / Life Members, Temporary (Renewable & Limited) and Conditional members i.e. their names, their Membership Numbers/Grades, Temporary/Conditional, Date of Birth, Enrollment Date, Blood Group, Temporary Residential Address, Contact Numbers, e-mail Ids, Names of their Nominee(s) and any other relevant details like eligible for voting & benefits or not, any other details availed etc. All valid Apprentice / Junior / Associate / Active / Senior / Life / Temporary / Conditional members must update their contact details in case of any changes in writing or by e-mail immediately to WICA Office.
- b) The WICA office / records of Registered valid Junior / Associate / Active / Senior / Life Member's shall be open for inspection only, with prior written intimation and approval from the office, for Members in WICA office, during working hours on any weekdays, excluding Sundays and Listed Holidays. However, the member is not allowed to take away the photo / photocopy / recording of the said information.
- c) Any valid Junior / Associate / Active / Senior / Life member wishing to upload their recent Professional Bio-data / Portfolio / show reel on the WICA Website i.e., www.wica.in will have to fill in the prescribed form which is available in the Association's Office.

[12] OFFICE BEARERS:

The Association shall always have Five (5) Office Bearers i.e. One President, One Vice President, One General Secretary, One Treasurer, One Joint Secretary and not more than Thirteen (13) Members of the Managing Committee. They shall be duly elected in the elections of

WICA Annual General Body Meeting. The election for the posts of 5 Office Bearers and for the posts of 13 Managing Committee Members will be held once in Three Years. It means that the term of the Managing Committee and of the Office Bearers shall be for THREE YEARS Consecutively.

[13] ELECTION (ONLY FOR VALID MEMBERS) :

- (a) The Managing Committee will elect Two Members from WICA / FWICE as Election Officers (Returning Officers) to oversee and conduct the proceedings of the election.
- (b) Candidate Application Form shall reach the members Thirty (30) Days prior to the fixed election date.
- (c) Only Active / Associate Members / Life Members shall be eligible to contest for the Five (5)- Office Bearer's Posts; provided he/she has been a member of the Managing Committee for at least one term. In case of a Death / Resignation / Removal of any of the Office Bearer, Managing Committee may co-opt an Active member who has been a member of the Managing Committee.
- (d) No member can hold the position of a particular post for more than two consecutive terms.
- (e) For Co-opting for a vacant Managing Committee post, the Managing Committee would select / vote for a person who is a valid member / contestant.
- (f) All the Junior / Associate / Active Members shall be eligible to contest for the Thirteen (13) Members of the Managing Committee.
- (g) Contesting Candidate's Subscription/dues must be paid up to date.
- (h) Only Active Members are eligible to Propose and Second any candidate and shall have their Subscription/dues paid up to date; or the Candidate's Application Form will be rejected.
- (i) Only Junior / Associate / Active Members whose Subscription/dues is paid up to date shall be eligible to vote.
- (j) All subscription/dues must be paid at least Seven (7) Days Prior to the Election / AGM date.
- (k) It will be the responsibility of contesting candidates to find out whether his/her nomination has been accepted or rejected by the Election Officers from the WICA office.
- (l) The final list of eligible candidate's shall be posted on the notice board and WICA website 7 days prior to the Election / AGM date.
- (m) The duly filled Application Form must have the signature & photograph of the candidate and must be submitted in a sealed plain envelope marked "Nomination Form" before the last date & time of submission announced. Forms without the signature and/or photograph shall be rejected.
- (n) The Application Form can also be sent by an e-mail with the approval of the Election Officers (Returning Officers) but must have the photograph attached as an attachment and must reach the WICA office before the last date & time of submission announced. The onus of submitting the names of the Proposer & the one who is going to Second it and getting their signatures lies with the applicant.
- (o) Withdrawal of nomination can be done before the last date & time of withdrawal announced.

[14] MANAGEMENT OF THE ASSOCIATION:

- [i] Subject to the provision of Section 21, of the Indian Trade Union Act: 1926, the affairs of the Association, financial and otherwise shall be conducted by the Managing Committee consisting of the Five (5) Office Bearers and not more than the thirteen 13 Elected Committee Members who are elected once in three years at the Annual General Body Meeting / Election of the Association. The same Managing Committee will continue to function until the new Managing Committee is appointed by the AGBM.



- [ii] Any Managing Committee Member, failing to attend SIX (6) out of TWELVE (12) Meetings or THREE (3) consecutive Meetings of the Managing Committee during the current year, shall be Expelled and treated as a Non-Member of the Managing Committee and another suitable member of the Association will be co-opted in his place. The expelled member will not be eligible to contest the elections in the next term. Leave of Absence will be granted to the members for authentic reasons only, whereas the onus is on the member to intimate WICA Office by e-mail or by SMS or by a Written Note or in case of emergency by a Phone Call to WICA Office or to the General Secretary of his/her inability to attend the meeting.
- [iii] Any Sub Committee Member, failing to attend minimum FOUR (4) consecutive Meeting, Leave of Absence will be granted to the members for authentic reasons only, whereas the onus is on the member to intimate WICA Office by e-mail or by SMS or by Whatsapp or by a Written Note or by a Phone Call to WICA Office or to the Convener of the Sub Committee of his/her inability to attend the meeting during the current year, shall be requested to resign and another suitable member of the MC will be co-opted in his place in consultation with the President, GS & Convener, the outgoing member will not be eligible to be on any other Sub Committee for at least one year or for the remaining term of the MC whichever is more.

[15] VACANCIES AND REMOVALS:

- (i) Every Office Bearer or Executive Member of the Managing Committee of WICA will be at liberty to resign from his / her office by addressing his / her resignation letter to the President or General Secretary of WICA and submitting it in-person by hand or courier / post / e-mail to the President / General Secretary / WICA office. Such resignation shall take effect on the date and at the time specified therein or in case if no date and time is specified, a resignation shall become effective on the date and at the time mentioned by the Managing Committee of WICA when accepting the same and the General Secretary shall inform the said Office Bearer or Executive Member of the same.
- (ii) Should any vacancy occur, among the Office Bearers or among the elected members of the Managing Committee, it shall be duly filled by the Managing Committee by co-opting any suitable / eligible member of the Association in the next MC meeting within a month.
- (iii) Any Office Bearer of the Association or an elected member of the Managing Committee can be removed at the General Body Meeting of the members by a three fourth majority attending the AGBM, for the reasons of committing any kind of financial fraud or having acted against the interest of the Association or members of the Association, provided the Office Bearer or the Elected Committee Member who is to be removed, is given adequate opportunity to defend himself for his misconduct before the General Body.
- (iv) In case if a vacancy has occurred in the post of Office Bearer due to any of the reasons mentioned hereinabove in the Managing Committee, the Managing Committee will elect unanimously a suitable, capable and deserving Executive Member from the Managing Committee who is a Associate / Associate Senior / Associate Life / Active / Active Senior / Active Life member to fill that post of Office Bearer within 30 (Thirty) days since the post has been vacated.
- (v) In case the President / General Secretary post becomes vacant, then one of the Vice Presidents / Joint Secretaries should automatically takeover the duties and responsibilities of the President / General Secretary and accordingly the signatories should be changed. In case both Vice Presidents and both Joint Secretaries refuse to takeover the duties and the responsibilities, then the Managing Committee should co-opt a suitable candidate for the President / General Secretary from the Managing Committee.



[16] MANAGING COMMITTEE MEETINGS:

- [i] The Managing Committee shall meet once every month, on such days and at such place, which may be fixed by the General Secretary in consultation with the President and the MC members. The Managing Committee may meet as many times as may be necessary, if the agenda gets extended.
- [ii] The presence of at least One Third (1/3) members of the Managing Committee shall be necessary to form a quorum in the meeting and no quorum is necessary for the adjourned meeting.
- [iii] At least Seven (7) days advance notice must be given / sent for the managing committee meetings to all Managing Committee members.
- [iv] The managing committee can appoint Sub-Committees and delegate specific powers to them. Each sub-committee shall have One (1) Convener and One (1) Deputy Convener. The authority of appointment / removal of the Convener / Deputy Convener shall rest with the President and GS. The appointed sub-committee shall have a like force of committee members and all the sub-committees will be governed by the Managing Committee. The President, the General Secretary and the Treasurer shall always be the Ex-Officio member of all Sub-Committees.
- [v] The Managing Committee shall have the right to recommend one or more Office Bearers / Managing Committee members as the representatives of WICA in the Care & Concern Committee of FWICE and shall have the right to recommend an Office Bearer / Managing Committee member to contest the election for the post of Office Bearer of FWICE.
- [vi] The Managing Committee must take major decisions pertaining to any Co-options decisions, financial office running implications etc. only by including such matter(s) in the agenda. Such major decisions shall not be made 'in any other matter' with the permission of the chair.
- [vii] The Managing Committee of WICA may conduct its day-to-days' business by convening in-person or in-person cum online for any two Managing Committee meetings out of 12 meetings in a year. It will be marked present but the member has to come and sign the Register and the member will not be entitled for any conveyance for that meeting. If any important point is proposed or raised by the online member, then his / her point should be supported with video-audio recording.
- [viii] In case of natural calamities / unforeseen circumstances when the office is closed, then online Managing Committee meeting can be called for.
- [ix] Emergency Managing Committee Meeting may be convened at such short notice of 48 hours for transacting any business considered to be of urgent nature by the President or the General Secretary with or without the pre-circulated agenda and notice shall expressly state this.

[17] DUTIES OF PRESIDENT AND VICE PRESIDENT:

The President and the Vice President will preside over the meetings of the Association and of the Managing Committee, preserve orders, sign all minutes and shall be allowed to give casting vote only. The President only shall have the power, if necessary, to call any special Managing Committee meetings and/or whenever necessary to call any Special General Body Meetings of the Association. The Vice President shall function in place of the President, during his absence only. But if the President or the Vice President is not present for the meeting, the quorum of members present shall have the power to elect a Chairman from amongst the members to conduct the present meeting only.

[18] DUTIES OF THE GENERAL SECRETARY:

The Duties of the General Secretary in the Association are to supervise / check the minutes of the meetings of the Association and of all Sub-Committees, convene all meetings, communicate with all Members, execute all correspondence, supervise and maintain all books of accounts and exercise supervision over the entire affairs and all legal matters of the Association and also maintain correct books of accounts of all receipts, payments and expenditures of the Association. He shall be responsible for submitting within the stipulated period to the Registrar of Trade Unions the Association returns, documents, notices, accounts and miscellaneous instruments under the Trade Union Act, 1926. He shall have the power to engage/appoint in consultation with the President and subject to approval/confirmation of the Managing Committee, any assistants and/or office personnel for clerical purposes or otherwise, and all these assistants/office personnel and staff shall remain under the control of the General Secretary. The General Secretary shall delegate specific powers to the Joint Secretary from time to time for the smooth working of the Association.

The Managing Committee shall ask the General Secretary or in his absence, the Joint Secretary, to duly enter all minutes in the books provided for the purpose.

Of all resolutions and proceedings of the GBM and all meetings of the Committee and any such minutes should be signed by the Chairman of such meetings. Or by the Chairman of following meetings, shall be receivable as prima facie evidence of all the written matters stated in the minutes.

[19] DUTIES OF THE JOINT SECRETARY:

The Joint Secretary of the Association shall generally help the General Secretary in all his work. He shall perform the duties of the General Secretary during the absence of the General Secretary.

[20] DUTIES OF THE TREASURER:

The Treasurer shall be responsible for all the monetary transactions of the Association, such as, for all sums of money which may from time to time, be received by the Association and for all sums of money which may from time to time, be expended by the Association. He shall be responsible for making payments towards all expenditures sanctioned and approved by the Managing Committee. He shall not have any power to withdraw any money from the bank without first having the CHEQUES APPROVED and signed by the President or the General Secretary.

The Treasurer's approval over the invoices will be mandate. Any two out of the three signatories (President, General Secretary and Treasurer) of the Association for any cheque payment or withdrawal, Treasurer's signature should be mandated.

[21] DUTIES OF CONVENER AND DEPUTY CONVENER:

a) The Convener will preside over all the meetings of the Sub-Committee, preserve orders, prepare the Sub-Committee minutes and reports to be submitted in the prescribed format to the Managing Committee and make all the attending Sub-Committee members to sign the approved and ratified minutes and reports of the Sub-Committee Meetings. The Convener shall ensure that none of the Sub-Committee members have any Conflict of Interest in any of the project / event / assignment / task / dispute case or welfare benefit application, which is going to be approved & passed in the said meeting and can request the 'Interested Sub-Committee Member' to withdraw from the discussion of such project / event / assignment / task / dispute case / welfare benefit application.

- b) The Deputy Convener shall function in place of the Convener during his / her absence only. The Deputy Convener who is acting as Convener in a Sub-Committee meeting shall perform all the duties as Convener pro-term in the absence of the Convener, when so acting, Deputy Convener shall have all the powers of Convener, and be subject to all the restrictions and responsibilities imposed upon Convener in these Byelaws.

[22] DUTIES OF ELECTED WICA MEMBER IN FWICE'S MC:

The Office Bearer / Managing Committee member who has been elected as a representative of WICA in FWICE'S Managing Committee shall submit regularly his/her report to the Managing Committee to update the on-goings in FWICE and must keep the MC in loop regarding any matter concerning WICA or/and concerning the matters of the Cine Employees.

The Representative of WICA will attend only officially invited meetings held in FWICE or in any of the other forums / entities / crafts Associations. The Representative of WICA will be eligible for the food & conveyance allowance as per the prevailing byelaws in case he / she has not been paid the food & conveyance allowance by FWICE or any of the other forums / entities / crafts Associations.

[23] ANNUAL / SPECIAL GENERAL BODY MEETINGS (AGBM / SGBM)

The Annual General Body Meeting of all the members of the Association shall be held in the months of June / July to transact all official business of the house. In no case the General Body Meeting of the Association should be postponed beyond the month of August, except for some very specific and authentic reason only and during the meeting session, the following business shall be transacted:

- (a) To Consider and if approved, to adopt the Managing Committee Report of the work done by the Association and to present it to the members of the General Body including the complete audited statement of accounts of the Association for the year / term.
- (b) Transact all the matters as listed in the Agenda and any other such matter that may be raised in the meeting with the Permission of the Chair.
- (c) The President having the Discretionary Powers can call a Special General Body Meeting of the Association, whenever he may think necessary and for the meeting, he should give a notice of not less than ten (10) days prior to all the members of the Association.
- (d) A Special General Body Meeting can be called by having at least One Fifth (1/5TH) Majority of the total strength of the Association within twenty one days on the receipt of the said requisition.
- (e) At least Fifteen (15) Days Prior Notice shall be given to all the Members of WICA for any General Body Meeting.
- (f) The President on his own, and / or on the recommendation / demand of at least 1/3rd (One-third) majority of the total strength of valid Members has / have the power to call for a Special General Body Meeting (SGBM) of WICA by sending the requisition for the same to the President. The President has to call the SGBM within 21 (Twenty one) days on the receipt of the said requisition.
- (I) A Special General Body Meeting (SGBM) shall have only a one point specific agenda for which the Special General Body Meeting has been called for.



- (m) The Annual General Body Meeting (AGBM / SGBM) shall be convened 'in-person' only, in each year on such a convenient day when maximum valid Members could attend the AGBM at such time and place determined by the Managing Committee and communicated to all the Office Bearers, Executive Members, valid Members except Expelled / Dormant / Non Members not less than 30 (Thirty) clear days in advance unless otherwise mentioned in these byelaws and notice shall specify the title, serial number, day, date, time and place of the meeting along with serial wise agenda. The notice for the AGBM / SGBM shall be posted on website and sent by e-mail through the google group mailing id to all the valid Members to their e-mail IDs.
- (n) Honorary Members do not have the voting rights and are not part of the quorum in any of the AGBM / SGBM.
- (o) The proceedings and discussions of the Managing Committee / Sub-Committees shall be recorded as minutes on audio and the proceedings and discussions of the AGBM / SGBM shall be recorded as minutes on audio and video both for records and to help transcribing them into written minutes. These minutes in the audio / video form shall be saved on the office computer & hard drive and transcribed written minutes in minute books for records.

[24] GENERAL FUNDS:

The General Funds received from Members such as Admission Fee, Subscription Fee etc. and from Non Members such as Educational fee charged for conducting Cinematography Courses, Donations received by conducting Technical Workshops, organizing demos of New Equipment etc. shall be deposited in any bank or banks, approved by the Managing Committee in the name of the Association and all the transactions of such accounts shall be operated by Any (2) Two of the Following Office Bearers listed below:

1. President
2. General Secretary
3. Treasurer

The WICA General Secretary and the Treasurer shall not keep more than ₹ 20,000/- (Rupees Twenty Thousand Only) as petty cash in the Association for any current expenses. Taxes will be additional wherever applicable.

[25] OBJECTIVES ON WHICH THE GENERAL FUNDS CAN BE EXPENDED:

The General Funds of the WICA shall not be spent on any objectives other than any or all of the following objects mentioned as hereunder:

- (a) The general funds of WICA shall be utilised for the administration, maintenance, development and expansion of WICA.
- (b) WICA may spend its general funds to a certain extent on buying a moveable / immovable property with the pre-approval of the Managing Committee and on approval of the AGBM / SGBM.
- (c) The payment of all expenses paid as honorariums and food & travelling / dearness allowances to the Members of the Managing Committee, Conveners & Members of the Sub-Committee(s), Representatives of WICA and Special Invitee(s).
- (d) For the payment of all the expenses paid for the AGBM / SGBM and auditing of the accounts of the general funds of WICA.
- (e) For the provisions of Expenses / Allowances / Social & Welfare Benefits / Aids for valid Members and / or to their nominees / legal heirs or to any Life Members such as Educational Scholarship, Medical Aid, Kanyadaan Contribution, Thanks Giving Benefit,

Death Compensation and Humanitarian Compensation to be disbursed as per the prevailing Byelaws.

- (f) For the payment of all the expenses for prosecution or defense of any legal proceedings, to which the WICA or any Office Bearer or Managing Committee Member or Representative of WICA is involved or made party to as being part of the Managing Committee or Sub Committee or as Representative of WICA, or for securing the property or protecting the financial interests and any other rights of WICA and / or its Office Bearers or Managing Committee Members or Representatives of WICA for any such rights arising out of any dispute of any Office Bearers or Managing Committee Members or Representatives of WICA with someone in the capacity of an Office Bearer / Managing Committee Member / Representative of WICA with the pre-approval of the Managing Committee and on approval of the AGBM / SGBM.
- (g) For conducting of any official disputes on behalf of WICA with any entity or valid Junior/Associate/Active/Senior/Life/Temporary Members thereof.
- (h) To undertake, after thorough research & survey, responsibility of covering group Life / Medical insurance policies only in case if it is favourable for the valid Members and / or for office staff against sickness, accidents, personal injuries and any natural calamities.
- (i) To keep modern technical periodicals, books, e-books, magazines, audio-visual equipment etc., to update and educate the valid Members and colleagues from the Film Industry about the skill related technologies and about the recent advancement in the field of Cinema and Cinematography.
- (j) To organise any health & safety camps, classes, workshops, lectures, seminars, demos etc. in partnership / collaboration with any hospital / institution / organisation / event management company / corporate entity for the valid Members to upgrade their technical skills and to inculcate high standards of professionalism and to do any public service activity.
- (k) For payments, in furtherance of any of the aims & objectives on which the general funds of WICA may be spent towards contributions for any such cause intended to benefit valid Members in general, provided that the expenditures shall not at any time exceed 1/3rd (One-third) of combined total of the gross income up to that time accrued to the general funds of WICA in that year. Only in exceptional / unavoidable circumstances the expenditure can go more than 1/3rd (One-third) of the gross income up to that time.
- (l) Subject to any conditions contained in the notification and / or in any other objects notified by relevant authorities in governmental agencies and semi-governmental agencies in official government gazettes.
- (m) To provide welfare for the valid Members, Temporary Members, Life Members by sanctioning welfare benefits / aids / donating funds in kind to the needy and during any natural / manmade calamities as per the byelaws mentioned hereinabove.

[26] ANNUAL AUDIT:

The yearly accounts of WICA shall be audited in accordance with generally accepted auditing practices by a Chartered Accountant or a firm of Chartered Accountants appointed by WICA and audited yearly accounts shall be placed at a meeting of the Managing Committee for the approval, which shall be held before the end of the succeeding financial year and these audited accounts shall be presented at AGBM / SGBM for approval. The Auditor shall file or cause to be filed necessary returns, audited accounts and other necessary forms / documents under the relevant taxes applicable to the tax authorities.

[27] INSPECTION OF BOOKS OF ACCOUNTS:

The Managing Committee of WICA shall keep at its registered office, the Books of Accounts, the original and the copies of the Memorandum of Association, Registration Certificate; Byelaws as amended or otherwise altered and adopted to date, valid Junior / Associate / Active / Senior / Life . Register shall at all times be kept in the office of WICA and shall be open to inspection by the Office Bearers, Members of Managing Committee and valid Junior / Associate / Active / Senior / Life Members and at all reasonable times during the office hours excluding Sundays and the listed holidays.

[28] AMENDMENTS OF THE RULES:

The rules of the Association can be altered, amended, changed, replaced, abrogated or terminated and new rules can be added to the same at any time by a majority of members present at the Annual / Special General Body Meeting, provided that a prior written notice of at least Seven (7) Days be given to the members for the proposed amendments / alterations / additions / deletion etc., and the same be placed on the agenda of AGBM / SGBM of the Association for its final decision and reservation.

The ratification and adoption of the amendments shall be recorded in the Minute Book. And it shall also mention that these will be implemented with immediate effect once submitted in the office of the Registrar of Trade Union.

[29] MEMBERSHIP CARDS:

The First and Renewed Membership Card after the expiry on renewal of membership will be issued from the Office of the Association at no cost with next validity period of one (1) year printed on it. A lost / damaged card will be reissued at a cost of ₹ 200/- for every application. The member should always carry his/ her Membership Identity Card with him/her every time on all occasions.

[30] DISSOLUTION OF WICA AS TRADE UNION

The WESTERN INDIA CINEMATOGRAPHERS' ASSOCIATION as a Trade Union / Association can be dissolved according to the Section 28 of the Trade Union Act 1926 save and except by the vote of the majority of 2/3rd (Two-third) of the valid Members present in the AGBM / SGBM called for that purpose, provided the total number of votes polled for such issue in such AGBM / SGBM shall not be less than 2/3rd (Two-third) of majority of votes of the total number of valid Members present and only those valid Members are present whose yearly subscription fee is exempted / paid up to date as per the prevailing byelaws and records of WICA.

[31] DISPUTES RESOLUTION MANAGEMENT:

[A] Whenever any dispute arises between a WICA Member and the Producer / Production House / OTT / Events Management Company / Advertising Agencies / Studio / TV Channel / Events Management Company or any such person or with a fellow member:

After being involved and having contributed sufficiently to a project in the pre-production stages and if the Producer decides to change the Cinematographer and/or his/her Assistant, without assigning any valid reason before starting the project, the Dispute Committee having studied the case, shall try and settle for a minimum Fifty (50%) Percent of contract amount. And in absence of a contract between the Producer and the Cinematographer and his/her Assistants, Dispute Committee shall try and insist for Fifty (50%) Percent of WICA/FWICE approved minimum wage prevailing at that time as the settlement amount from the Producer. In case of the TV serial / Reality shows etc, the settlement amount shall be calculated for 30 days X the agreed per day amount as per the MOU / agreement or as prescribed by the WICA / FWICE.



[Handwritten signatures and initials are present at the bottom of the page, including 'Anil V', 'Nita', 'Jalot', 'W. G. M. X', and 'D. S.']

- If the Cinematographer and/or his/her Assistants are removed / not called for the next shooting schedule, after the commencement of the project, Dispute Committee shall try and settle for the full contracted amount or in the absence of no agreement signed between the DOP / Assistant and the Producer, WICA / FWICE approved minimum wage prevailing at that time.
 - In case if a member has completed a project and the Producer refuses to pay the final balance amount as per the agreement or as agreed verbally to the Cinematographer and/or his/her Assistants, the Dispute Committee having studied the case, should try and settle the matter amicably. If the Producer still refuses to pay the remaining balance amount, the Dispute Committee should refer the matter to the FWICE for the final resolution.
- [B] In case if any dispute arises between the Cinematographer with another fellow Cinematographer including his/her Operative Cameraman and/or Assistants :-
- If the Cinematographer refuses to pay the contracted or verbally committed fee/remunerations to his/her fellow Cinematographer or to his/her Operatives or Assistants, without assigning any valid reason, the Dispute Committee after having studied their case should try and settle the matter amicably. If the Cinematographer still refuses to pay the outstanding amounts despite reminders, the Managing Committee has the right to take any necessary decision/action to recover the outstanding amounts and/or even expel such members from the Association.
- [C] WICA will charge a fixed amount depending on the Disputed amount decided by the Managing Committee on case to case basis as a dispute processing expenses, from the Cinematographer / Operative Cameraman / Assistants from the settled amounts recovered from the defaulting Producer / Studio / Production House / TV Channel / Event Management Company, in case the Cinematographer / Operative Cameraman / Assistants has signed an agreement / contract / MOU with the Producer / Studio / Production House / TV Channel / Event Management Company and/or has registered/unregistered the said project with WICA and/or has registered the e-mail conversation received / sent to the Producer / Studio / Production House / TV Channel / Event Management Company stating all terms and conditions agreed upon between the Member and the Producer / Studio / Production House / TV Channel / Event Management Company.
- [D] In cases of disputes between the WICA Fellow Members / Co-Members, the Dispute Processing Expenses will be decided by the Managing Committee on case to case basis depending on the disputed amount and will be levied / charged to both Members.

[32] CODE OF CONDUCT:

The following are the objectives of this Code:

1. To establish, encourage and promote the development of good ethical principles and practices to which all the Office Bearers & Members of the Managing Committee, Conveners & Members of the Sub-Committees, Representatives of WICA, Special Invitee(s) and valid Members of WICA will adhere.
2. To develop, promote and maintain confidence and trust in the minds of WICA's valid Members.
3. To ensure that all potential 'conflicts of interest' do not exist, in case they exist to ensure they are disclosed and handled in accordance with the procedures as laid down in these Byelaws.
4. To ensure that all the Office Bearers & Members of the Managing Committee, Conveners & Members of the Sub-Committees, Representatives of WICA & Special Invitee(s) and valid Members comply with its governing documents, constitution, rules, regulations and Byelaws.

5. To have mutual respect for all elected Members and valid Junior / Associate / Active / Senior / Life and Temporary Members.
6. To accept Collective Responsibility.
7. To encourage deserving Managing Committee members by giving due credit to them for their extra efforts and exceptional services provided for WICA and its Temporary members.
8. To act in the interests of WICA.
9. To serve WICA with dedication and selflessness.
10. To work towards building and protecting the reputation of WICA.
11. To believe in Integrity, Transparency, Responsibility & Accountability.
12. To maintain Confidentiality.

[33] AGREEMENT / CONTRACT / M. O. U.

Members must insist on a proper contract or an Agreement before the commencement of any project. It is in the interest of all members to have at least a MOU, if not a regular Contract or an Agreement or confirmation on email / messages, so in case if any dispute arises with the Producer/Employer, the Association will be in a better position to recover the disputed amounts/dues from the defaulting Producers, Employers, Corporate Production Houses, Advertising Agencies, Event Management Companies and Television Channels.

- A Format of the WICA Agreement / Contract is available in the Association office for all eligible members at nominal charges.

[34] GENERAL:

Our Association is affiliated to the Federation of Western India Cine Employees (FWICE).

- It is pointed out to all the members, that whenever the Federation issues any of its Directives to Suspend / Stop or Resume work, this applies to all the categories of workers, including the members of WICA, whether employed on basis or on a contractual basis or on daily wages.
- The Federation's directives are issued only after proper study on the legal and other complications aspects involved. Any threats therefore, such as that of dismissal or suspension from the job, which the employer or producer may make are incorrect and the Federation will defend its actions legally.
- It is very essential to have a WICA Membership Card on the person at all times, while shooting on any set; in any Studio or on any Location whether indoor or outdoor.

Membership cards may be obtained from the Association after supplying two stamp sized photographs i.e. 1 1/2" x 1" and against the payment of a small fee prevailing at that time.

[35] JURISDICTION:

If any dispute arises in the future then only courts of Mumbai shall have the exclusive jurisdiction to deliberate upon the matter.

[36] HEADINGS:

The headings used in these Byelaws are for convenience only and shall constitute matter to be construed in the interpretation of these Byelaws.

For Western India Cinematographers' Association,

[Signature]
General Secretary
GENERAL SECRETARY



[Signature]
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ब्रमणित मव
अधिक संघ अधिनियम, १९२६
कोकण विभाग, मुंबई