

# **SINGAPORE INDUSTRIAL & SERVICES EMPLOYEES' UNION**

## **• CONSTITUTION •**

The Singapore Industrial & Services Employees' Union was inaugurated on 18 Nov 1981. The Constitution of the Union, reproduced herein, incorporates all the amendments made at:

- (1) The 4th Triennial Delegates' Conference held on 21 Jul 1993;
- (2) The Special Delegates' Conferences held on 20 Sep 1993 and 12 Oct 1995;
- (3) The 6th Triennial Delegates' Conference held on 29 July 1999;
- (4) The Special Convention of Delegates held on 16 July 2001; and
- (5) The 8th Triennial Delegates' Conference held on 7 July 2005.

## **LIST OF FOUNDER MEMBERS**

A. ARASAPAN

A. RASHID HUSSEIN

CHIN HARN TONG

GOH CHEE WEE

WAN HUSSIN ZOOHRI

WAN SOON BEE

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# **CONSTITUTION OF THE SINGAPORE INDUSTRIAL & SERVICES EMPLOYEES UNION**

## **1. Name and Registered Office**

The name of this trade union shall be “Singapore Industrial & Services Employees Union” (hereinafter called the “Union” or “SISEU”) and its registered office shall be at NTUC Lifestyle Centre (Jurong), 21 Yung Ho Road #03-02 Singapore 618593 or such other place as the Executive Committee may from time to time decide upon.

## **2. Objects**

- (a) The principal object of this Union shall be to regulate relations between members and their employers for the following purposes:
  - (i) to promote good industrial relations between members and their employers;
  - (ii) to improve the working conditions of members or enhance their economic and social status; and
  - (iii) to achieve the raising of productivity for the benefit of members, their employers and the economy of Singapore.
  
- (b) The other objects of the Union shall be:
  - (i) to secure the complete representation and effective organisation of all persons who are eligible to be members of the Union;
  - (ii) to establish and operate such scheme or fund to provide members’ with such assistance and such other benefits as the Executive Committee may deem necessary and expedient;
  - (iii) to operate or participate in such co-operative or other scheme or enterprise as the Executive Committee may deem necessary and expedient for the benefit of members, subject to the statutory restrictions on investment of union funds;
  - (iv) to affiliate with and/or to further the work or objective of the Singapore National Trades Union Congress and the Singapore

Labour Foundation and any other national or international organisations having for its objectives the promotion of the interests of labour, trade unions and trade unionists and/or the welfare of workers subject to the statutory restrictions on the use of union funds.

- (v) to provide legal advice and assistance to members where necessary in connection with their employment;
- (vi) to promote the welfare and well-being, either collectively or individually, of members, their dependant and/or such other persons in the community as the Executive Committee deems in its absolute discretion to need charitable assistance in any manner;
- (vii) to participate in such schemes as may be established from time to time among the unions affiliated to NTUC which provide for the transferability of members among them; and
- (viii) to promote generally, the material, social, cultural, recreational, educational, welfare and interest of members and to do all things as may be necessary, incidental or conducive to the attainment of any of these objects.

### **3. Membership and Associateship**

- (a) (i) The membership of this Union shall consist of Founder Members, Cadre Members, Ordinary, Ordinary (General) Member and Honorary Members.
- (ii) The Founder Members of this Union shall be such persons as are certified by the Secretary-General of NTUC in his absolute discretion to have actively assisted in the founding and to be fit and able to assist in the running of this Union and to help this Union attain its objectives irrespective of whether they are eligible to be ordinary members of this Union.
- (iii) The Cadre member of the union shall be appointed by the Executive Committee from among ordinary members and other persons provided that every such appointee is certified by the Secretary-General of NTUC in his absolute discretion to

be a fit and proper person to assist in the running of this union, irrespective of whether or not such appointee is eligible to be an ordinary member of this union. The period of appointment of Cadre members shall be for two terms of office of the Executive Committee of this union subject to further re-appointment of similar terms by the Secretary-General of NTUC. The total number of Founder and Cadre members shall not be more than one third of the total number of elected delegates to the Convention of Delegates. All existing Cadre members at the time this amendment is registered shall be deemed to have been re-appointed by the Secretary-General of NTUC for a further period of two terms with effect from 29 July 1999.

- (iv) The Ordinary membership of this Union is open to all local employees who are in the commercial, social, community and related services, recreational and cultural services, personnel and household services, technical and consultancy services, printing, engineering, light manufacturing, manufacturing or retailing of rubber and leather products, and designing, manufacturing or retailing of textile products (including cloth, garments, yarn, zips, buttons, carpets and cushions) and related industries in any capacity and who are not ordinary members of any other registered trade union of employees in Singapore.
- (v) The Honorary membership of this Union may be conferred by the Executive Committee in consultation with the Council of Advisors on persons who have rendered signal service to this Union or the trade union movement.
- (vi) Ordinary (General) membership of the Union is open to persons who are eligible to be ordinary members of the Union but who are unable to be represented by the Union vis-a-vis their employers from whatever cause, provided that they are not members of any other registered trade union of employees.

In these Rules, every reference to members shall include a reference to Ordinary (General) members unless it is expressly otherwise stated or it is clearly not permitted by the context.

- (vii) The Executive Committee reserve the right at any time to

change the type of membership status of an Ordinary or Ordinary (General) member changes in employment status render the member ineligible to continue his current membership status or type of membership. The Executive Committee shall authorise the NTUC or its Central Processing Agency to effect the transfer of any member and union dues to another affiliated union if the member is not eligible to continue membership with the union under sub-clause (iv) and (v). The union or NTUC shall inform member of any change in membership status within one month of the transfer.

- (b) The Executive Committee may in its absolute discretion admit into the Associateship of the Union any person who belongs to any of the following categories of persons:
- (i) former Ordinary members of this Union who are retired and had been union members for at least 3 years prior to their retirement;
  - (ii) spouses and children of Ordinary members of this Union so long as they have attained 12 years of age; and
  - (iii) former Ordinary Members of this Union who are permanently or temporarily precluded from continuing as Ordinary members of this Union because of a change of the place and/or status of their employment.

Provided always that the persons concerned are ineligible for the Ordinary Membership or Ordinary (General) Membership of this or any other Union affiliated to the NTUC.

- (c) (i) Application for ordinary membership or associateship shall be made in the prescribed form duly filled in and sent to the General Secretary who shall place it before the Executive Committee for approval at its next meeting. The Executive Committee may in its discretion reject any application without stating the reason.
- (ii) The Executive Committee may constitute such sub-committee as it deems fit in its absolute discretion from among its members for the purpose and with the power of scrutinising, approving or rejecting applications for membership or

associateship of the Union. The Executive Committee may also delegate the power of scrutinising, approving or rejecting applications for membership or associateship to any authorised officer of the Union. Every decision of such sub-committee or authorised officer shall be deemed to be a decision duly taken by the Executive Committee.

- (d) (i) Every successful applicant for the membership or associateship of this Union shall, upon payment of such subscription fee and tender of such authorisation in writing for check-off, GIRO or such other arrangement as the Executive Committee may require, be registered by the General Secretary in their, respective Membership or Associateship List; as the case may be, with effect from the date of approval of application and be supplied with a copy of the Union's constitution.
- (ii) The Executive Committee may require a successful applicant for ordinary membership who fails to give a satisfactory explanation for any undue delay in applying for membership of this Union to comply with such other condition(s) as the Executive Committee deems fit to impose.
- (e) (i) The Executive Committee shall enrol all the Founder Members in the Founder Membership List of this Union with retrospective effect from the date of registration of this Union as soon as they have paid all fees payable by them.
- (ii) The Executive Committee shall, upon confirmation of due certification by the Secretary General of NTUC, appoint the ordinary members or persons so certified to be the Cadre Members of this Union and, upon their registration with the Registrar of Trade Unions and upon their payment of due fees, enroll them in the Cadre Membership List of this Union with effect from the date of their appointment.

#### **4. Subscriptions**

- (a) (i) The monthly and yearly subscription fee or levies for Ordinary and Ordinary (General) members shall be of such amount and at such rate as a Convention of Delegates or, in the special circumstances of sub-paragraph (vii) hereof the

Executive Committee, shall decide.

- (ii) For the purpose of paying the union's affiliation fee to the Singapore Labour Foundation (SLF) every Ordinary Member and Ordinary (General) Member shall pay a yearly subscription fee of such amount as shall be determined by the Executive Committee from time to time in accordance with the advice of the NTUC Central Committee.

Every Ordinary Member and Ordinary (General) Member shall pay a levy equivalent to one month's membership subscription fee which shall be deducted from their annual wage supplement and/or annual bonus to be paid to the NTUC which shall be utilized to provide such benefits to union members which the NTUC Central Committee deems fit

- (iii) Ordinary members and Founder and Cadre Members eligible for Ordinary Membership shall pay such levy as a Convention of Delegates may impose.

- (iv) Founder and Cadre Members who are eligible to be Ordinary Members shall pay the same rate of fees as Ordinary Members. Only Founder and Cadre Members who are ineligible for Ordinary Membership or Ordinary (General) Membership shall pay a membership fee of \$30/- upon each admission to the membership of this Union.

- (v) The yearly subscription fee for Associates shall be as follows:

Associates who belong to the category of Rule 3(b)(i) shall pay a yearly subscription fee of \$60/=

Those who belong to the categories of Rule 3(b)(ii) and (iii) shall pay a yearly subscription fee of \$96/=

- (vi) Notwithstanding the other provisions in these Rules, the Executive Committee shall be empowered only if this union is required to give effect to a resolution of the NTUC Delegates' Conference or the NTUC Central Committee to alter or revise in any manner the prevailing rates of subscription fee or Life Membership fee or impose or vary a Special Levy without convening a Convention of Delegates for the purpose and such alteration, revision or

imposition or variation shall be deemed to have been duly approved by a Convention of Delegates in accordance with these Rules and duly recorded as such.

- (vii) The prevailing rates of subscription fee, life membership fee and, if any, levy shall, upon their due adoption by this Union, be listed in a schedule hereto, provided that no fee or levy shall take effect before due registration with the Registrar of Trade Unions.

#### **SCHEDULE TO RULE 4 (a)(vii)**

##### **Prevailing Rates of Fees/Levies for Ordinary and Ordinary (General) Members**

With effect from 1<sup>st</sup> January 2006 all Ordinary and Ordinary (General) Members shall pay a monthly membership subscription fee of \$9/= and a yearly levy equivalent to one month's subscription fee of \$9/= to be paid to NTUC Commencing from December 2005.

- (b) All monthly or yearly fees shall be payable or deductible on the first working day of the month in which they fall due.
- (c) (i) Any member or associate whose monthly or yearly fee or levy is in arrears for three months shall be deemed to have resigned from the membership of the Union with effect from the last day of such period of three months and shall be struck off from the appropriate list of membership and forfeit all interest in the Union.
- (ii) A member so struck off may be reinstated in the membership of this Union without any break in the continuity of his membership if he applies for reinstatement within one month of being struck off and complies with such conditions as the Executive Committee may impose in its absolute discretion.
- (d) (i) If a check-off arrangement, GIRO or any other arrangement prescribed by the Executive Committee is in force in respect of whatever monthly or yearly fees, levy or any other fees or contributions payable by members, any failure by a member to authorise in writing or otherwise to permit such check-off, GIRO or any other prescribed arrangement shall have the

same effect as a failure to pay monthly or yearly fees or levy under, paragraph (c)(i) of this Rule notwithstanding any tender of payment of such fees or levy direct to the Union.

- (ii) The Executive Committee shall have power to remit, suspend or defer the payment of the whole sum or any portion of any fee or levy on the application in writing by any member and on the ground of national service, sickness or such other circumstances as the Executive Committee may approve.

## **5. Rights and Duties of Members and Associates**

- (a)
  - (i) All ordinary members who are not disqualified by arrears or suspended from membership under any provision of these Rules shall have the right to attend, speak and vote at any general meeting of members or participate in any postal ballot among members.
  - (ii) Founder or Cadre Members shall rank as Ordinary Members and shall have all rights and duties as Ordinary Members, provided that Founder or Cadre Members who are eligible for ordinary membership shall be attached to the respective branches to which they would have been attached as ordinary members.
  - (iii) Associates may attend a general meeting of members but shall have no voting and speaking rights thereat. Associates shall not participate in any collective bargaining or industrial action of this Union and shall not hold any office in this Union.
  - (iv) All members who are entitled to participate in a general meeting of members or a postal ballot among members shall, unless otherwise disqualified from holding office, be eligible for nomination and election or appointment to any office in the Executive Committee or any post of Internal Auditor, Trustee, or Delegate of this Union, subject always to the provisions of the Trade Unions Act.
- (b) A member or an associate shall notify the General Secretary or the NTUC in writing or through other means as may be required by the union from time to time at the earliest opportunity of any

change in job, address, designation or such other personal particulars, as may be recorded by this Union. Every notification from this Union or the NTUC sent to a members' or an associates' last recorded address and every decision by this Union or the NTUC taken on the basis of the members' or associates' last recorded particulars shall be deemed to have been duly issued or properly executed as the case may be.

- (c) Every member shall endeavour not to prejudice in any manner the employment or career of his fellow members or fellow workers in the same or different place of work in Singapore other than by participation in an industrial action duly sanctioned under these Rules.
- (d) It shall be the duty of each member or associate to pay promptly and regularly or, if so and whenever required by the Executive Committee, authorise in writing or otherwise permit the check-off, deduction by GIRO or effect any other arrangement for the payment of all fees and levy payable by members or associates and to obtain an official receipt for any sum of money paid to the Union other than by way of check-off or GIRO.
- (e)
  - (i) A member may resign after giving in writing one month's notice of resignation and paying all fees and levy up to the effective date of his resignation, except that if such fees and levy are paid by way of check-off the notice of resignation shall not be less than 3 months unless the Executive Committee expressly decides otherwise.
  - (ii) An associate may resign after giving in writing one month's notice of resignation and paying all fees and levy up to the effective date of resignation.
- (f)
  - (i) Subject to sub-paragraph (ii) hereof, a member who has been expelled or suspended from membership, dismissed or suspended from office, debarred from holding office, fined or otherwise penalised by the Executive Committee may appeal to the next Convention of Delegates against the decision of the Executive Committee by giving notice of appeal in writing to the General Secretary within one month therefrom. At the request in writing of the member, the appeal may be determined earlier by the Council of Advisors within three

months of the notice of appeal, provided always the decision of either the Convention of Delegates or the Council of Advisors shall be final.

- (ii) Any disciplinary action by the Executive Committee against Founder or Cadre Members shall not take effect until affirmed by the Council of Advisors whose decision shall be final.
  - (iii) A member shall not commence any proceedings in any court in respect of any decision of the Executive Committee before the decision has been appealed against to and either ruled upon by a Convention of Delegates or ruled upon or affirmed by the Council of Advisors, as the case may be.
  - (iv) A decision of the Executive Committee to discipline an ordinary member shall take immediate effect provided the member may appeal in writing against the decision of the Executive Committee within one month therefrom, upon hearing the appeal, the Convention of Delegates or Council of Advisors wholly or partially reserves the decision of the Executive Committee, the ordinary member shall have his membership rights restored accordingly or any payment refunded to him, as the case may be, on the date of the decision by the Convention of Delegates or Council of Advisors. Provided that a member who is expelled by the Executive Committee from the membership of the Union shall not enjoy any membership rights or pay any membership fees pending the outcome of any appeal to the Convention of Delegates or Council of Advisors. No claim for compensation for any loss of membership rights in the intervening period shall be entertained by the Executive Committee.
- (g) (i) A member who is transferred from the Ordinary Membership List to the Ordinary (General) Membership List and vice versa shall, only for the purpose of enjoying the core welfare benefits administered by the NTUC for the benefit of all affiliated unions be deemed to continue as a member without any break in membership and shall immediately upon the said transfer taking place, be subjected to all the rules stipulated under this constitution which are applicable to the respective category of membership he was transferred to.

- (ii) A member who is transferred from another NTUC affiliated union to this Union shall only for the purpose of enjoying the core welfare benefits administered by the NTUC for the benefit of all affiliated unions, have his length of membership with the previous union recognised by this union and shall immediately upon the transfer taking place be bound by this constitution. Nothing herein contained shall affect the power of the Executive Committee to reject any transfer without having to give any reasons whatsoever.
- (h) Ordinary (General) Members shall not be eligible to hold any office in the Union or be represented by the Union in any matter vis-a-vis their respective employers.
- (i) An Ordinary or Ordinary (General) Member shall be required to furnish a copy of his current pay slip or such other documentary proof of his employment status as the Executive Committee shall decide upon in its absolute discretion when applying for membership and whenever required by the Union.
- (j) An Ordinary or Ordinary (General) Members who fail to comply with Rule 5(i) above hereof or who have furnished any false information pertaining to his employment at the time of his application for membership or at any other time thereafter shall be deemed to have committed a misconduct rendering him liable for expulsion from the Union in accordance with these Rules.
- (k) When a member's employment status changes due to a change of jobs or other reasons, instead of terminating his membership the Executive Committee may transfer the member from the Ordinary Membership List to the Ordinary (General) Membership List and vice versa, and to transfer the member from this Union to another NTUC affiliated union so as to enable him to continue to remain as a union member and to enjoy the benefits thereof. The power of the Executive Committee to effect the said transfer may be delegated to the NTUC which is the central co-ordinating body for effecting the transfer of union members among NTUC affiliated unions. Nothing herein contained shall affect the right of a member to object to a transfer if he does not agree with it, whereupon his membership with this Union shall cease when his employment status changes.

## 6. Cessation of Membership and Associateship

- (a) Membership of this Union shall cease —
  - (i) for all members, upon their death;
  - (ii) for all members upon being struck off from the relevant List of Membership;
  - (iii) for all members, upon their resignation taking effect after due notice;
  - (iv) for all Founder or Cadre Members, upon the affirmation by the Council of Advisors of any expulsion by the Executive Committee;
  - (v) for all Founder or Cadre Members, upon the revocation of certification by the Secretary-General of the National Trades Union Congress.
  - (vi) for all members upon the expiry of their term of Cadre membership and they have not been re-appointed by the NTUC Secretary General.
  - (vii) for all ordinary members upon their expulsion by the Executive Committee subject to their right of appeal.
  - (viii) For all Founder Members upon reaching the retirement age stipulated under the Retirement Age Act.
- (b) Except for a Founder or Cadre Member who is expelled from this Union, the Executive Committee may, with the approval of the Council of Advisors, accept the application of a Founder or Cadre Member to be an Ordinary Member or Associate of this Union, if he is so eligible.
- (c) Associateship of this Union shall cease upon death, termination of employment by the Union, expulsion, arrears of subscription for three months or more, or resignation and upon any ground the Executive Committee deems fit in its absolute discretion.
- (d) The cessation of membership or associateship shall not prejudice

the right of this Union to recover from a former member or associate any sum of money owing or any property belonging to this Union.

## **7. Supreme Authority**

- (a) The supreme authority of this Union shall be vested in a Convention of Delegates provided that, in exceptional circumstances as expressly stated in these rules, the Council of Advisors may exercise the authority of a Convention of Delegates for the purposes of the stated provisions.
- (b) In-between Convention of delegates and subject to the exercises of the supreme authority of a Convention of Delegates by the Council of Advisors, the Executive Committee shall conduct the business and affairs of this Union.
- (c)
  - (i) If directed by a Convention of Delegates or required by the National Trades Union Congress in accordance with the terms of affiliation of this Union thereto, the Executive Committee shall delegate to such body or bodies as the National Trades Union Congress may from time to time establish for the conduct of this Union's business and affairs pertaining to financial control and investment, industrial relations and recruitment of staff and members or any matters which, if implemented, will contribute towards the attainment of the Union's objects, and such body or bodies shall be deemed to be a sub-committee or sub-committees of the Executive Committee for the purpose of exercising the relevant powers conferred by these rules on the Executive Committee.
  - (ii) The Executive Committee may at its discretion delegate such of its functions and powers, it deems necessary to any department of NTUC or any agency that the NTUC may from time to time establish or appoint for administering the Ordinary and Ordinary (General)\_membership, including transferring members from one membership list to another or from one union to another, processing of membership\_applications, collecting of subscription fees or other levies and administering their core welfare benefits claims under the NTUC Seamless Membership Scheme and may at any time revoke the delegation in full or part thereof.

## **8. Conventions**

- (a) A Convention of Delegates may be General, Ordinary or Special.
- (b) A Convention of Delegates shall be made up of:
  - (i) Delegates appointed by the Branch Committees who shall be known as Branch Delegates; and
  - (ii) All Founder and Cadre Members who are not Branch delegates.
- (c)
  - (i) A member of the Executive Committee who is an ordinary member but who ceases to be Branch delegate during his tenure of office in the Executive Committee may attend and speak but not vote at a Convention of Delegates for so long as he remains in the Executive Committee.
  - (ii) A member of the Executive Committee who ceases to be a Founder Member or Cadre Member or ordinary member during his tenure of office in the Executive Committee shall be deemed to vacate his office in the Executive Committee and the Convention of Delegates by reason of cessation of membership.
  - (iii) An appointed member of the retiring Executive Committee, other than the Executive Secretary, may attend but shall not speak or vote at a Convention of Delegates at which the new Executive Committee is to be elected or to take office.
- (d) For the purpose of these rules, the expression “delegates” means all persons entitled to attend, speak and vote at a Convention of Delegates, unless the context clearly does not permit.

## **9. Representation**

- (a)
  - (i) Each branch shall be entitled to representation at a Convention of Delegates on the basis of its paid-up membership as follows

<b>Total No of Paid up Members</b>	<b>Total Entitlement Delegates</b>
Up to 30	1
31 up to 100	2
101 up to 250	3
251 up to 500	4
501 up to 1000	5
1001 & above	6

- (ii) The delegates of a branch shall be appointed by Branch Committee from among the Chairman, the Secretary, the Treasurer, the other office-bearers and the other members of the Branch Committee and the members of the Branch in a descending order of precedence, except for the delegates of the General Branch all of whom will be appointed by the Executive Committee at its absolute discretion from among members of the General Branch Committee or such Founder or Cadre members of the Union as shall be assigned by the Executive Committee to the General Branch.
  - (iii) If a dispute arises over the appointment of delegates by a branch committee, the Executive Committee shall decide on the matter and its decision thereon shall be final.
- (b)
- (i) The number of delegates representing a Branch shall be computed by the Executive Committee on the number of the Ordinary Members in the Branch and who are eligible to vote in the Branch and who include Founder or Cadre Members eligible for Ordinary Membership at the close of the financial year last preceding the election of Executive Committee, or a date not earlier than two months before the Convention of Delegates whichever is nearer to the date fixed for the Convention.
  - (ii) The General Secretary shall inform every Branch in writing of the number of delegates to be elected or appointed.
  - (iii) The names of all Branch delegates shall be registered with the General Secretary as soon as they are elected or appointed, but not later than one month before a Convention of Delegates.

- (iv) Only Branch delegates whose names are registered with The General Secretary shall be entitled to attend, speak and vote as such at a Convention of Delegates
- (c)
  - (i) An Ordinary Member, including a founder or Cadre Member, is eligible for appointment as a delegate of the Branch to which he is attached at the date of appointment.
  - (ii) A Branch delegate who after having been duly registered as a delegate, is transferred to another Branch of this Union may, if the appointing Branch Committee so desires, serve out his term of delegateship.
  - (iii) Delegateship shall cease with the cessation of Union membership from any cause whatsoever.
- (d)
  - (i) Branch delegates ordinarily shall hold office for a term of three years up to the next election or appointment of Branch delegates, subject to their sooner vacation of office from any cause.
  - (ii) Branch delegates who are suspended from the membership of this Union from any cause whatsoever shall be deemed to vacate their office with effect from the commencement of the suspension of their membership.
  - (iii) If any office of Branch delegates falls vacant, the Branch Committee concerned may appoint any of its eligible members to fill the vacancy for the remaining term of office.

## **10. General Convention of Delegates**

- (a)
  - (i) A General Convention of Delegates shall be held at least once in every four years not later than six months after the close of every fourth financial year.
  - (ii) The financial year shall be from 1st April to 31st March.
  - (iii) The exact date, time and place of meeting shall be decided by the Executive Committee.
- (b) A preliminary notice of the General Convention of Delegates asking

for motions for discussion at the Convention, motions for the amendment of rules and nomination of office-bearers of the Executive Committee shall be sent to all delegates by the General Secretary not less than 28 days before the date fixed for the General Convention of Delegates.

- (c) Motions for discussion, motions for amendment of these Rules and completed nomination papers shall be sent by their respective proposers and seconders, together with, if applicable the consent of the candidates all of whom shall be delegates, to reach the General Secretary not later than 21 days before the date fixed for the Convention.
- (d) The General Secretary shall then prepare and forward to all delegates not less than 7 days before the date fixed for the Convention a Final Notice and an agenda including:
  - (i) Any motions for discussion;
  - (ii) Motions for the amendment of Rulers; and
  - (iii) List of candidates with their respective proposers and seconders for election to the Executive Committee.
- (e) Fifty percent of the total number of eligible delegates but including twenty-five percent of the total number of Founder and Cadre Members shall form a quorum at a Convention of Delegates.
- (f)
  - (i) If after half an hour from the time appointed for the commencement of the Convention a quorum is not present, the Convention shall be adjourned to a date not exceeding ten days therefrom as may be decided by the delegates present.
  - (ii) If at the adjourned Convention a quorum is not present after an hour from the time appointed for the commencement thereof, the delegates present shall have power to proceed with the business of the Convention, but they shall not have the power to alter the rules of the Union or to make any decision affecting the whole of the membership.

## **11. Business of General and Ordinary Convention of Delegates**

- (a) The business of a General Convention of Delegates shall be in accordance with the agenda which shall include the consideration of reports by the Executive Committee for the period under review and the election of the Executive Committee.
- (b) Ordinary Convention of Delegates  
An Ordinary Convention of Delegates shall be held two years after the last preceding General Convention of Delegates. Other than the election of the Executive Committee, the business of an Ordinary Convention of Delegates may include all matters that are ordinarily discussed at the General Convention of Delegates. Rules governing quorum, procedure and postponement of General Convention shall also apply to an Ordinary Convention. The General Secretary shall send notice and agenda for an Ordinary Convention to all delegates at least seven days before the date fixed for the Convention

## **12. Special Convention of Delegates**

- (a) A Special Convention of Delegates shall be convened by the General Secretary:
  - (i) Whenever the Council of Advisors or the Executive Committee shall deem it desirable, or
  - (ii) At the request in writing of not fewer than 50 percent of the total number of eligible delegates, including 25 percent of the Founder and Cadre Members, stating the object and reasons for such Convention.
- (b) A Special Convention requisitioned by delegates shall be convened by the General Secretary within 30 days of the receipt of such requisition.
- (c) Rules governing quorum, procedure and postponement of an Ordinary Convention shall apply also to a Special Convention but with the proviso that if after half an hour from the time for the commencement of an adjourned Special Convention requisitioned by delegates no quorum is present, no Convention shall be requisitioned for the same purpose until six months have passed.

- (d) Notice and agenda for a Special Convention shall be sent by the General Secretary to all delegates at least 7 days before the date fixed for the Convention.

### **13 Council of Advisors**

- (a) The Council of Advisors shall comprise such persons as shall be appointed by the Secretary General of NTUC from among the Founder Members and Cadre Members of the Union.
- (b) The Council of Advisors shall be responsible for convening and holding a Convention of Delegates if the Executive Committee fails from any cause whatsoever to convene and hold a General, an Ordinary or a Special Convention of Delegates in accordance with these rules.
- (c) The Council of Advisors shall have the power to require the Executive Committee to appear before a Convention of Delegates to explain or justify any of its acts or omissions which the Council of Advisors is satisfied are prejudicial to the interests of the Union.
- (d) The Council of Advisors shall have power to suspend the Executive Committee for up to 30 days when a Convention of Delegates is being convened to determine the acts or omissions of the Executive Committee under paragraph (c) hereof.
- (e) Upon the removal of the Executive Committee by a Convention of Delegates, the Council of Advisors shall arrange for a new Executive Committee to be elected as soon as possible and, pending the election of a new Executive Committee, as well as during the suspension of the Executive Committee, the Council of Advisors may conduct the business and affairs of the Union, provided that the Council of Advisors may so conduct for a period not exceeding six months.
- (f) For the purpose of paragraph (c) hereof, any contravention of these Rules or any non-compliance with a Resolution of a Convention of Delegates or any attempt to disaffiliate or any act or omission likely to cause this Union to be disaffiliated from the National Trades Union Congress and/or the Singapore Labour Foundation or any failure to discipline any officer or member or employee who is found to have acted or omitted to act in such a

manner as to render this Union liable to be disaffiliated from the National Trades Union Congress and/or the Singapore Labour Foundation so long as the general membership of the Union has not decided to disaffiliate shall be deemed to be an act or omission prejudicial to the interest of the Union.

- (g) The quorum for a meeting of the Council of Advisors shall be one quarter or five of its members, whichever is the greater. Other than the quorum, the Council of Advisors may regulate the conduct of its proceedings, including the disciplining of its members.
- (h) Membership of the Council of Advisors shall cease upon —
  - (i) cessation of Founder or Cadre membership from whatsoever cause; or
  - (ii) removal from the Council of Advisors by the Secretary-General of NTUC; or
  - (iii) resignation duly accepted by the Secretary-General of NTUC.

#### **14. Executive Committee**

- (a) The Executive Committee shall ordinarily hold office for a term not exceeding four years and notwithstanding any provisions in this constitution to the contrary the Executive Committee which is elected for the term 2005 to 2008 shall be entitled to hold office until 30th October 2008 and shall consist of:
  - (i) Not more than nineteen member to be elected by secret ballot at or before a Convention of Delegates;
  - (ii) Not more than six members to be elected from among only the Founder or Cadre Members at or before a Convention of Delegates;
  - (iii) Not more than five persons to be appointed pursuant to subparagraph (i) of paragraph (b),

Provided always that the majority of the members of the Executive Committee shall consist of persons to be elected under subparagraph (i) hereof; and provided further that founder or Cadre

members who are also Branch Delegates shall not be elected to the Executive committee under sub-paragraph (ii) hereof.

- (b) (i) The elected members of the Executive Committee may at any time appoint any member of the Union with not less than one year's standing or any employee of the Union with not less than one year's service or any other person to be a non-elected member of the Executive Committee.
- (ii) The term of office of a person who is appointed to be a non-elected member of the Executive Committee other than the Executive Secretary shall be the same as that of an elected member of the Executive Committee.
- (iii) Nothing in paragraph (a) (ii) hereof shall be construed to exclude other Founder or Cadre members from being elected from among the branch delegates to the Executive Committee and provided further that if there are insufficient Founder or Cadre members for election as such to Executive Committee from any cause whatsoever, the seats not filled by Founder or Cadre Members to be so elected to the Executive Committee shall be left vacant.
- (iv) Not more than two ordinary members shall be elected to the Executive Committee from any branch of the Union provided that this restriction shall not apply so long as there is insufficient number of branches for this purpose.
- (v) Appointed members of the Executive Committee shall have the same rights and duties as elected members of the Executive Committee but shall cease to be members of the Executive Committee immediately upon cessation of membership or employment with the Union or revocation of appointment by the Executive Committee who has been shown Executive to the satisfaction of the Executive Committee to have acted in a manner prejudicial to the interest of the Union or have violated any rule of this Union or any decision of the Council of Advisors or the Executive Committee.
- (vi) All retiring members of the Executive Committee are eligible for re-election or re-appointment, as the case may be, unless they are otherwise disqualified.

- (c) (i) The elected members of the Executive Committee shall after their election vote for one President, not less than one Vice President, one General Secretary, not less than one Assistant General Secretary, one General Treasurer, and one Assistant General Treasurer from among themselves, provided always that the post of General Secretary shall be held by a Founder or Cadre Member so long as there is a Founder or Cadre Member available for the post.
- (ii) The elected members of the Executive Committee shall also appoint such additional officers from among the members of the Executive Committee with such designations, functions and powers as the elected members shall approve in their absolute discretion.
- (d) Members of the Executive Committee, whether elected or appointed, who do not hold any specific office in the Executive Committee shall be known as Executive Committee Members.
- (e) (i) The Executive Committee may appoint an Executive Secretary and shall include such Executive Secretary, if he is not an elected member of the Executive Committee, as one of the members of the Executive Committee appointed under Rule 14(b)(i).
- (ii) A person who is not a Founder or Cadre Member of the Union shall not be appointed as the Executive Secretary of the Union unless he has been duly certified by the Secretary-General of the National Trades Union Congress as being a fit and proper person for such appointment.
- (iii) The Executive Secretary shall hold office until he is removed from office by the Executive Committee with the prior approval of the Secretary-General of NTUC or he ceases to be certified by the Secretary-General of National Trades Union Congress as being a fit and proper person for the appointment or he vacates office from any other cause.
- (iv) The Executive Secretary shall cease to be an appointed member of the Executive Committee upon ceasing to be an Executive Secretary of the Union.

- (f) The Executive Committee shall meet at least once a month, and more than one-half of its total number of members shall form a quorum. The Executive Committee may decide on any matter by circular resolution duly signed by all Committee Members in Singapore.
- (g) Any member of the Executive Committee absenting himself without prior excuse from two consecutive meetings shall be disqualified from sitting as a member thereof after such second meeting unless an explanation in writing has been forwarded to and accepted as satisfactory by the Executive Committee.
- (h)
  - (i) If a vacancy arises among the members of the Executive Committee elected under paragraph (a)(i) hereof, the Executive Committee may, with the approval of the Council of Advisors, co-opt any delegate to fill the vacancy until the next election of the Executive Committee.
  - (ii) If a vacancy arises among the members of the Executive Committee elected under paragraph (a)(ii) hereof, the Executive Committee shall co-opt such Founder or Cadre Member as the Council of Advisors may recommend to fill the vacancy until the next election of the Executive Committee.
  - (iii) If a vacancy arises among the members of the Executive Committee appointed under paragraph (a)(iii) hereof, the Executive Committee may co-opt any person in accordance with paragraph (b)(i) hereof to fill the vacancy until the next election of the Executive Committee.
  - (iv) The provision of paragraph (b)(iv) hereof shall apply to co-opted members of the Executive Committee.
  - (v) A co-opted member of the Executive Committee shall not be deemed to assume any specific post held by the member he replaces unless the Executive Committee so agrees.  
(w.e.f 30/1/88)
  - (vi) If a co-opted member is given the seat and not the specific office of the vacating member, the Executive Committee shall elect from among its members a successor to the specific office of the vacating member.

- (i) The Executive Committee shall do its best to attain the objects of the Union and protect its funds against wastage, extravagance or misappropriation.
- (j) The Executive Committee shall give instructions to the officers and employees of the Union for the conduct of the Union's business and affairs and it may appoint such paid officers or employees with such designations and functions as a specialised agency of National Trades Union Congress may recommend. It may suspend or dismiss any officer or employee for neglect of duty, dishonesty, incompetence, refusal to obey the Convention of Delegates or the Council of Advisors or the Executive Committee or for any other reason which it deems good and sufficient in the interests of the Union.
- (k) Subject to the member's right of appeal the Executive Committee shall have the power to expel or suspend from membership or debar from holding any office or to dismiss or suspend from office or otherwise penalise any member who has been shown to the satisfaction of the Executive Committee to have acted in a manner prejudicial to the interest of the Union or its membership or have violated any rule of this Union or any decision of the Council of Advisors or the Executive Committee, provided any decision affecting a Founder or Cadre Member shall not take effect until affirmed by the Council of Advisors. The amount of any penalty shall not exceed \$100/- and the period that the Executive Committee can debar or suspend the member shall not exceed twelve months.
- (l) The Executive Committee shall have, in consultation with the Secretary-General and/or a specialised agency of the National Trades Union Congress, powers to buy or sell, borrow or lend, rent, lease, hire, mortgage, develop or otherwise acquire, dispose of or deal with any movable or immovable property for any such purpose of the Union as the Executive Committee deems necessary and expedient.
- (m) The Executive Committee may make regulations to govern the conduct of any aspect of the business and affairs of this Union and such regulations, upon their due registration with the Registrar of Trade Unions, shall be deemed to form part of these rules.
- (n) The Executive Committee may interpret the rules and when

necessary determine any point on which the rules are silent and the decision of the Executive Committee shall be binding until and unless overruled by the Convention of Delegates.

- (o) Subject to the provision of rule 7(c), the Executive Committee shall have the power to appoint any standing or special Committee or any Sub-Committee thereof for the purpose of carrying out various activities and functions for and on behalf of the Union. The Executive Committee shall have the absolute discretion to delegate its functions and powers to such Committees as it may deem necessary or revoke the delegation of the same thereto.
- (p) If a vote of no confidence is duly passed upon the Executive Committee by a Convention of Delegates, the Executive Committee shall immediately vacate office and hand over the conduct of the business and affairs of the Union to the Council of Advisors who shall arrange for the election of a new Executive Committee.

## **15. Duties of Office-bearers**

- (a) The President -
  - (i) He shall preside at all Conventions of Delegates and Executive Committee Meetings and shall be responsible for the proper conduct of business at all such meetings. He shall sign the minutes of each meeting at the time they are approved.
  - (ii) It shall be his duty to superintend the general administration of the affairs of the Union and endeavour to secure the observance of these rules by all concerned in conjunction with the General Secretary. He shall have a casting vote in addition to his ordinary vote, if there is a tie in voting.
- (b) The General Secretary —
  - (i) He shall conduct the business and affairs of the Union in accordance with the rules and shall carry out the instructions of the Convention of Delegates, the Council of Advisors and the Executive Committee.
  - (ii) He shall be responsible for recording, preparing, issuing and safe-keeping the minutes of all Conventions of Delegates

and Executive Committee Meetings and shall ensure all minutes of such meetings are signed by the President at the time they are approved.

- (iii) He shall prepare or cause to be prepared an Annual Return in accordance with the Trade Unions Act and shall transmit same to the Registrar of Trade Unions by the prescribed date and every member shall be entitled to receive a copy of the Annual Return with certified statements of accounts without payment on application to the registered office of the Union.
- (iv) He shall be responsible for the keeping of the various Membership and Associateship Lists and for notifying the Registrar of Trade Unions within the prescribed period any alteration of rules, change of office-bearers and removal of the Union's registered office.

(c) The Executive Secretary —

The Executive Secretary shall have such powers and functions as shall be from time to time assigned to him by the Executive Committee and/or Convention of Delegates. He shall be responsible to the Executive Committee for the proper discharge of his duties. He shall be responsible for ensuring all vouchers are signed by himself or an Executive Committee Member so authorised by the Executive Committee and either shall join in the signing of all cheques drawn on any banking account of the Union.

(d) The General Treasurer —

- (i) He shall be responsible for the keeping of financial books and monies of the Union. He shall prepare a financial statement for each monthly meeting of the Executive Committee and whenever require, a periodical financial statement for a Convention of Delegates or the Council of Advisors.
- (ii) He shall be responsible for the preparation of statement of Receipts and Expenditure and Statement of Assets and Liabilities with a Statutory Declaration for the submission of Annual Returns to the Registrar of Trade Unions Any sum exceeding \$1,000/- must be deposited in a banking account

to be opened by the Executive Committee in the name of this Union.

- (iii) He shall be responsible for ensuring all payments (other than payments under check-off, GIRO, or cheque) to the Union is acknowledged with official receipts which are signed by himself or a person so authorised by the Executive Committee.

(e) Other Officers -

- (i) A Vice-President, an Assistant General Secretary, and an Assistant General Treasurer shall assist the President, the General Secretary and the General Treasurer, respectively, and shall act for the latter, respectively, whenever the latter is absent from office from any cause whatsoever. If there is more than one of each category of such officers, the more senior of them shall so act.
- (ii) The additional office-bearers shall have such designations and functions as the Executive Committee may from time to time decide upon, provided that their designations and functions shall not derogate from the designations and functions of the President, General Secretary and General Treasurer.

(f) Executive Committee Members —

They shall attend meetings of the Committee and generally assist the Committee in the deliberation and determination of questions brought up for discussion.

(g) All Office-bearers —

- (i) All members of the Executive Committee, whether holders of specific office in the Executive Committee or not, shall upon their retirement from office or their sooner vacation of office from any other cause, list out all property of the Union in their custody or possession or under their control and hand over the same to their respective successors or the Trustees of the Union who shall duly acknowledge receipt.
- (ii) All members of the Executive Committee shall, during their

tenure of office, be responsible for the proper use or maintenance and safe custody of any property of the Union by paid employees of the Union who are respectively supervised or instructed by the Executive Committee members. Any property of the Union in the possession or under the control of an employee shall be deemed to be in the possession or under the control of the supervising or instructing Executive Committee member.

- (iii) Retiring or vacating members of the Executive Committee shall also make and sign a declaration in such form as the Trustees may prescribe to the effect that they have handed over all the property of the Union, howsoever the property came into their custody or possession or under their control, to the person or persons authorised to receive such property on behalf of the Union at the stated date. Any failure to do so shall be a misconduct warranting expulsion from the membership of the Union without prejudice to the right of the Union to take any appropriate action to recover any property of the Union.
- (iv) For the purposes of this Rule, the expression:

“Property” shall include any ledger book, receipt book, minutes book, file, letter, document, or any portion thereof that has been bought with the Union’s funds for the use of the Union or that has been given to the Union for retention by the Union.

## **16. Auditors —**

- (a)
  - (i) Two Internal Auditors, whose duties shall be to audit and certify the accounts for the Union at least once a month shall be appointed by the Executive Committee with the approval of the Council of Advisors from among the delegates or other members of the Union or suitably qualified employees of a specialised agency of the National Trades Union Congress.
  - (ii) If a suitably qualified employee of a specialised agency of the National Trades Union Congress is appointed to be an Internal Auditor of the Union, no other Internal Auditor needs be appointed so long as the agency employee is an Internal

Auditor, notwithstanding sub-paragraph (i) hereof.

- (b) The annual accounts of the Union must be audited and certified by a duly Certified Public Accountant to be appointed by the Executive Committee, provided that the one and same certified Public Accountant shall not be appointed for more than five years continuously. If a specialised agency of the National Trades Union Congress is duly delegated with the responsibility for financial control and investment on behalf of this Union, the External Auditor shall be appointed by the Executive Committee on the recommendation of such specialised agency.
- (c) All Auditors shall have free and ready access to all books and documents necessary for their work as auditors.
- (d) The External Auditors report shall be presented to the General or Ordinary Convention of Delegates, as the case may be, and the Council of Advisors. A copy of this report shall be conspicuously displayed at the Registered Office of the Union.

## **17. Trustees**

- (a) The Executive Committee may appoint any three persons to be the Trustees of the Union, provided that a person who is not a Singapore Citizen or who is concurrently the President, the General Secretary, the Executive Secretary or the General Treasurer of the Union or the holder of any other office who is required to act for or serve as any of the foregoing officers at any time from whatsoever cause shall not be appointed as Trustees without the prior approval in writing of the Minister.
- (b) The trustees for the time being shall have vested in them all the real and personal property of this Union and they shall deal with it in such way as the Executive Committee, or if the management of the property of this Union has been duly delegated to a specialised agency of the National Trades Union Congress, such specialised agency may direct.
- (c) A trustee may be removed from office by the Executive Committee on the grounds of ill health, unsoundness of mind, absence from the country or that he is unable to perform or is unsuitable for the performance of the duties of a trustee.

- (d) The Executive Committee may fill any vacancy in the rank of Trustees whenever it arises.

## **18 Affiliation and Representation of Union vis-a-vis Other Organisations**

- (a) This Union shall be affiliated and shall continue to be affiliated to the National Trades Union Congress and/or the Singapore Labour Foundation until and unless at least three quarters of all the ordinary members of the Union, vote by secret ballot to disaffiliate from the National Trades Union Congress and/or the Singapore Labour Foundation.
- (b) This Union may, with the prior or continued approval of the Secretary-general of NTUC, as the case may be -
  - (i) seek or maintain affiliation or contact in any manner with any international trade secretariat or any international or regional organisation of trade unions or any local trade union not affiliated to the NTUC or any other international organisation; or
  - (ii) participate in any manner in the activities of any of the aforesaid organisations or bodies, wherever and whenever they may be held.
- (c)
  - (i) The Executive Committee shall not so act or omit to act as to cause this Union to threaten disaffiliation or to be threatened with disaffiliation or disaffiliate or be disaffiliated from the National Trades Union Congress and/or the Singapore Labour Foundation without the prior sanction of the general membership under paragraph (a) of this Rule.
  - (ii) The Executive Committee shall not, without the prior approval of the Secretary-General of NTUC in each and every instance, seek or renew affiliation or contact in any manner with, nor with notice of the express disapproval by the Secretary-General of NTUC, maintain affiliation or contact in any manner in the activities of any of the organisations as stated in paragraph (b)(i) of this Rule.
- (d)
  - (i) If the Executive Committee is proven to the satisfaction of a Convention of Delegates to have contravened any provision

of this rule, all members of the Executive Committee who have not expressly, categorically and publicly disassociated themselves from the offending action or omission of the Executive Committee as soon as possible thereafter shall be jointly and severally liable for any financial penalty imposed upon or expenditure or loss incurred by the Union in consequent thereof.

- (ii) The members of the Executive Committee proven to have contravened any provision of this rule may, in the absolute discretion of a Convention of Delegates, be required to vacate their office and be debarred from holding office for any period of time not exceeding four years.
- (e) Subject to the overriding authority of a Convention of Delegates, the Executive Committee shall be responsible for appointing, instructing and disciplining delegates and other persons representing the Union in relation to any international or local organisation.
- (f)
  - (i) No member of the Union shall, without the prior approval of the Executive Committee, seek or maintain contact in any manner with, or participate in any manner in the activities of, any organisation as stated in paragraph (b) hereof.
  - (ii) If the Executive Committee fails to take a duly appropriate disciplinary action against a member who contravenes subparagraph (i) hereof, the Executive Committee shall be deemed to have omitted to act in such manner as to cause the Union to be disaffiliated from NTUC without prior sanction of the general membership under paragraph (a) hereof, and the Council of Advisors shall be authorised to exercise its powers under paragraph (c), (d) and (e) of Rule 13 to intervene in this matter.

## **19. Application, Investment and Safe Custody of Funds**

- (a) The Funds of the Union may only be expended for the following objects: -
  - (i) The payment of salaries, allowances and expenses to officers and members of the Union;

- (ii) The payment of the fees and expenses of such specialised agencies of NTUC as may be entrusted with the conduct of any aspect of the business and affairs of the Union under the terms of the affiliation of this Union to the NTUC;
- (iii) The payment of expenses for the administration of the Union, including audit fees of the accounts of the funds of the Union;
- (iv) The prosecution or defence of any legal proceedings to which the Union or any member thereof is a party, when such prosecution or defence is undertaken for the purpose of securing or protecting any rights of the Union as such or any rights arising out of the relations of any members with his employer;
- (v) The conduct of trade disputes on behalf of the Union or any member thereof,
- (vi) the compensation of members for loss arising out of trade disputes;
- (vii) Allowances to members or their dependents on account of death, old age, sickness, accidents, or unemployment of such members;
- (viii) Subject to the prior approval of the Minister, the payment of affiliation fees to the National Trades Union Congress, the Singapore Labour Foundation, and such other organisations established in or outside the Republic as the Executive Committee may decide upon with the consent of the Secretary-General of National Trades Union Congress.
- (ix) The payment of essential transport expenses and the amount of actual wages lost by members as representatives of this Union attending meetings connected with or related to the promotion of Industrial relations or the trade union movement and of expenditure for the purpose of the establishment or maintenance of such lawful trade union co-ordinating or advisory bodies as shall have been approved by the Minister.
- (x) The conduct of social, sporting, educational, and charitable activities of the Union; and

- (xi) Any other object which by notification in the Gazette the Minister may declare to be an object for which such funds may be expended or which is necessary, incidental or conducive to the attainment of any objective of the Union.

Provided that the special funds of the Union, shall be applied only for the purpose for which it has been established or subsequently approved and may, pending its application, be invested in the same manner as the general funds of the Union; and provided further that a special fund derived in part or in whole from the mandatory contributions of the members of this Union under this rule shall not, in so far as it pertains to such contributions, be applied for a different purpose without the consent by secret ballot of the majority of the members of the Union and every such consent shall be notified to the Registrar by the General Secretary within seven days.

- (b) (i) The general funds of the Union which are not required for current expenses shall, as directed by the Executive Committee in consultation with such specialised agency of the National Trades Union congress as specified under subparagraph (iii) hereof, be invested by the Trustees for the time being in investments in respect of which the law permits trust money to be applied, including shares in co-operative enterprises sponsored by the National Trades Union Congress and/or its affiliated unions or interest-earning deposits in bank or finance companies or such undertaking, enterprise or scheme, the promoter or proprietor of which is the Singapore Labour Foundation or a company formed by or related to the Singapore Labour Foundation, as the Minister may approve.
  - (ii) All investments of the Union shall be held in the name of the Trustees for the time being.
  - (iii) If a specialised agency of the National Trades Union, Congress has been duly delegated with the responsibility for investment on behalf of the Union, such agency shall advise the Executive Committee on investment.
- (c) (i) No expenditure exceeding \$10,000/- (Dollars Ten Thousand Only) in respect of the one and the same item or transaction

shall be incurred by the General Secretary or the Executive Secretary without the prior approval of the Executive Committee on the basis of the recommendation of the Finance Sub Committee set up for this purpose under these Rules.

- (ii) No expenditure exceeding \$100,000/- (Dollars One Hundred Thousand Only) in respect of the one and the same item or transaction shall be incurred by the Executive Committee without the prior approval of a Convention of Delegates.
  - (iii) Notwithstanding the other provisions in these rules, if a specialised agency of the National Trades Union Congress has been duly delegated with the responsibility for the financial management of this Union, no expenditure exceeding \$5,000/- (Dollars Five Thousand Only) shall be incurred by the Executive Committee without the prior approval of such agency.
- (d) Other than the sum of not more than \$1,000/- to be kept as petty cash, by the General Treasurer, all receipts by or for the Union shall be paid within twenty-four calendar hours or six banking hours, whichever is applicable, into such banking accounts of the Union and all funds of the Union shall be deposited with such banks or such other financial institutions as the Executive Committee shall have approved. The General Treasurer shall list out in detail the up-to-date position of the banking accounts and the financial deposits of the Union once a month and whenever directed by the Executive Committee.
- (e) All cheques drawn on or withdrawal orders of funds from any banking account of the Union shall be signed by the following three officers:
- (i) the President (or in his absence, the officer analogous to a Deputy or Vice-President. If there is more than one, the most senior of them shall act);
  - (ii) the Executive Secretary (or in his absence, the officer analogous to a Deputy or Assistant Executive Secretary); and
  - (iii) the General Secretary (or in his absence the General Treasurer).

Provided that in the absence of the Executive Secretary, the General Secretary or the General Treasurer or all of them, the Executive Committee may designate one or more of its members to sign in place of the absent officers.

## **20. Branches**

- (a) The Executive Committee may:-
- (i) organise the ordinary membership into branches to facilitate the representation and administration of members;
  - (ii) constitute any number of branches on the basis of occupation or place of work or such other basis as may be expedient and necessary;
  - (iii) regulate and supervise the conduct of the business and affairs of branches by such committees as the Executive Committee may establish;
  - (iv) regulate and supervise the holding of general meetings of members in branches at least once in four years to elect Branch Committees and delegates to represent the branches and whenever required to consider collective agreements or industrial actions; and
  - (v) dissolve, reorganise or manage existing branches to facilitate representation or administration of members or impose discipline upon members.
- (b) (i) The Executive Committee may establish a Union Office Branch to which shall be attached Founder or Cadre Members who are ineligible for ordinary membership, Ordinary Members who are not assigned to any other branch and the Associates of this Union;
- (ii) The Executive Committee shall be empowered to group together all Ordinary (General) Members of this Union into one Branch to be called the General Branch which shall be directly administered by the Executive Committee.
- (c) The Executive Committee may make an allocation from the funds

of this Union or make any other arrangement to defray the administrative expenses of branches provided that the branch committees duly account for all monies received and expenses incurred in each financial year and return all surplus monies at the end of each financial year.

- (d) The Executive Committee shall make regulations to define and govern the functions and powers of the Branches in accordance with the provisions of this Rule, provided that the regulations so made hereunder shall not take effect until duly registered with the Registrar of Trade Unions.

## **21. Ballot Rule**

- (a) The majority of delegates present and voting by secret ballot at a convention shall decide on —
  - (i) The election of Executive Committee Members.
  - (ii) The imposition of levy;
  - (iii) The Amendment of Rules other than the provisions governing or pertaining to Founder or Cadre Membership or affiliation to the National Trades Union Congress and the Singapore Labour Foundation and related matters; and
  - (iv) Any other matter which has not been provided for and which affect the members of the Union generally.
- (b) The stipulated majority of delegates or members shall decide the following matters by secret ballot at a convention or meeting, as the case may be:
  - (i) Decision to change the name of the Union (here the consent of 2/3rds of all delegates must be obtained);
  - (ii) Decision to amalgamate with another Union (here the consent of 2/3rds of all delegates must be obtained);
  - (iii) Decision on all matters pertaining to trade disputes and industrial relations (here majority of all members or, if industrial action is contemplated, majority of all members affected by the action);

- (iv) Decision to disaffiliate from the National Trades Union Congress or the Singapore Labour Foundation (here the consent of three-quarters of all the members is required);
  - (v) Decision to alter or revise in any manner the provisions governing or pertaining to Founder or Cadre membership, affiliation to the National Trades Union Congress and the Singapore Labour Foundation and related matters, including this provision (here the consent of the majority of Founder and Cadre members as well as the majority of the; other delegates who are ordinary members is required); and
  - (vi) Decision to dissolve the Union (here the consent of the majority of Founder and Cadre members as well as the majority of the other delegates who are ordinary members is required); and
  - (vii) Decision to change the purpose of any special fund to which a member made mandatory contributions (here the consent of 2/3rds of all the delegates must be obtained)
- (c) (i) If the Executive Committee is of the opinion that a decision cannot or should not be taken on any of the matters set out in paragraph (a) or paragraph (b) hereof by delegates, voting at a convention or members voting at a meeting, as the case may be, the Executive Committee may cause a postal ballot to be conducted among all the delegates or members entitled to vote.
- (ii) A decision taken by all the delegates or members present in Singapore and voting in a duly conducted postal ballot shall be as valid as if it had been adopted by delegates or members voting by secret ballot at a convention or meeting, as the case may be, duly convened and held, provided that the majority stipulated in paragraph (a) hereof shall be construed to mean the absolute majority of all delegates entitled to vote.
- (iii) A postal ballot shall not be conducted on a matter in respect of which a decision has been validly taken by secret ballot at a convention or meeting within the past six months.

- (d) The Executive Committee shall take such steps to ensure the following procedure governing the conduct of Secret Ballot or Postal Ballot is complied with :-
- (i) Only a delegate or member entitled to vote is issued with the ballot paper(s).
  - (ii) Each delegate or member entitled to vote in a secret ballot is issued with a ballot paper or ballot papers, as the case may be, and is enabled to mark and return the ballot paper(s) without any interference or intimidation or obstruction by any person.
  - (iii) Each delegate or member entitled to vote in a postal ballot is issued with a ballot paper or ballot papers, as the case may be, together with an envelope addressed to the General Secretary for the return of the ballot paper(s).
  - (iv) All delegates or members are correctly and properly informed regarding the matter on which they are to vote.
  - (v) Sufficient time is allowed for all delegates or members present to vote in a secret ballot or all delegates or members taking part in a postal ballot to mark and return the ballot paper(s) to the General Secretary,
  - (vi) Only ballot paper(s) issued to and returned by delegates or members entitled to vote are included for counting.
  - (vii) The counting of votes is witnessed, checked and certified by at least three Ballot Scrutineers.

## **22. Records of Meetings**

The Executive Committee shall take steps to ensure that the minutes of a Convention of Delegates or any other meeting of the Union are properly recorded by the General Secretary or the person performing as a secretary of the meeting, as the case may be. The recorded minutes shall be, after circulation to the participants and confirmation at the next Convention or meeting, as the case may be, signed by the person performing as Chairman and kept in a safe place as records of the Union.

### **23. Inspection of Books and Accounts**

The account books of the Union and its Membership and Associateship Lists shall be opened to inspection by any officer or member of the Union during normal office hours provided due notice is given.

### **24. Levies**

- (a) The Executive Committee may, after a secret ballot by the Convention of delegates, impose a levy upon members of the Union, who shall then be required to pay such levy. The levy shall be paid to the Treasurer through check-off;
- (b) Any member who fails to pay a levy within three months of its imposition shall be deemed to be in arrears of membership subscriptions under these rules.

### **25. Trade Disputes**

- (a) If a trade dispute arises in any branch, the members concerned shall immediately report the same through the General Secretary to the Executive Committee and shall not effect, cause or threaten any cessation or reduction or slow down or regulation of work in any manner without the prior sanction of the Executive Committee or such specialised agency of the National Trades Union Congress as may be entrusted under the terms of affiliation of this Union to the Congress with the conduct of collective bargaining, representation and other industrial relations matter on behalf of this Union and without the approval of more than one-half of the total number of members who are affected by the proposed cessation or reduction or slow down or regulation of work being first obtained by a secret or postal ballot vote.
- (b) All proposals for a collective agreement may be served upon an employer by the General Secretary without the prior approval of the Executive Committee unless the proposals involve a major change of policy by the Union.
- (c) Subject to the right of the Executive Committee or such specialised agency as mentioned above in paragraph (a) of this rule to intervene at any stage, a Branch Committee may make representations to an employer over individual grievances of members of the Branch and reach a settlement thereon.

- (d) No strike or industrial action shall be taken by the Union or any branch thereof nor sanctioned nor permitted nor condoned by the Executive Committee in contravention of any provision of paragraph (a) of this rule.

## **26. Dissolution**

- (a) This Union shall not be dissolved except with the consent of the majority of the Founder and Cadre members as well as the majority of the other delegates who are ordinary members being separately obtained by secret or postal ballot vote.
- (b) Notice of dissolution must be given within 14 days of the dissolution to the Registrar of Trades Unions in the prescribed form to be signed by the General Secretary and 7 members of the Union.
- (c) If the Union is dissolved as provided above, all debts and liabilities legally incurred on behalf of the Union shall be fully discharged, and the remaining funds divided in such manner as the delegates present and voting shall decide.

## **27. Alteration of Rules**

These rules shall only be altered, rescinded, added to, subtracted from or otherwise amended in accordance with Rule 21 hereof. Every alteration of, rescission of, addition to, subtraction from or other amendment of these Rules shall take effect from the date of registration thereof by the Registrar of Trade Unions.

## **28. Union Benefits Scheme**

The Executive Committee shall have powers from time to time and at any time to establish Union Benefits Scheme out of contributions or donations by members and associates and/or donations by employers and other persons and/or grants by the Union for conferring benefits in monetary payment or other assistance to members and their dependants on such terms and under such conditions as the Executive Committee shall decide in its absolute discretion. The Union Benefits Scheme shall be governed by such Regulations as are adopted by the Executive Committee and as are registered with the Registrar of Trade Unions.

## **29. Branch Benefits Scheme**

- (a) The Executive Committee may approve the setting up of Branch Benefits Scheme by Branch Committees out of additional contributions by members in the respective branches and/or contributions by employers and other persons and/or grants by the Executive Committee to supplement the benefits payable under the Union Benefits Scheme.
- (b) The Executive Committee shall draw up regulations to govern the operation of each Branch Benefits Scheme so as to ensure its proper management.
- (c) In drawing up the regulations, the Executive Committee shall include the provisions -
  - (i) to define the objectives of each scheme;
  - (ii) to state the benefits payable under each scheme and the qualifying conditions thereof;
  - (iii) to limit the liabilities of members thereunder;
  - (iv) to require each Branch Committee to report periodically thereon to the Executive Committee; and
  - (v) to ensure the regulations or any alteration thereof take effect after due registration with the Registrar of Trade Unions.

## **30. Charitable Projects**

The Executive Committee may establish a scheme or schemes to be funded out of the contributions of the members of the Union or any group thereof and donations from other persons and/or grants from the Union to promote the welfare and well-being of the contributors and/or their dependants and/or such other persons in the community as the Executive Committee deems in its absolute discretion to be in need of charitable assistance in any manner. Every scheme shall be governed by a set of regulations which shall be approved by the Executive Committee for this purpose and which shall be registered with the Registrar of Trade Unions.

## **SISEU CORE BENEFITS SCHEME REGULATIONS**

The Executive Committee in exercise of its powers under Rule 14(m) of the Constitution of the Singapore Industrial & Services Employees' Union establishes this SISEU Core Benefits Regulations and makes these Regulations, subject to amendments thereof from time to time, to govern its operation. These Regulations shall take effect from 1 July 2000. The SISEU Union Benefits Schemes Regulations is hereby revoked.

### **1. Name**

This Scheme shall be known as "The SISEU Core Benefits Scheme" under the SLF Gift Plus (hereinafter called "the Scheme") and these Regulations shall be known as "The SISEU Core Benefits Scheme Regulations" (hereinafter called "the Regulations"). The Scheme and the Regulations and any amendment thereto shall not take effect before due notification to the members by the Executive Committee and before registration by the Registrar of Trade Unions.

### **2. Objects**

The object of the Scheme is to confer on the members of the union and their dependants such benefits in cash or in kind as is provided by the union or provided as part of the core welfare benefits administered by the NTUC for the benefit of all unions affiliated to the NTUC.

### **3. Finance**

The benefits under this Scheme shall be financed out of the general funds of the union and the contributions of members.

### **4. Benefits**

- (a) All Ordinary and Ordinary (General) Members below the age of 65 years on 1 July 2000 and who have at least six months of continuous membership with the union shall be eligible to be covered under the SLF Gift Plus and be entitled to the benefits stipulated under tables 1.2 and 3 below.
- (b) All serving Executive Committee Members and branch officials will be entitled to claim double the quantum stipulated in tables 1, 2 and 3 in the event of the occurrence of any of the qualifying events stipulated in the said tables.

**Table 1 — Benefits Payable on the Death or Permanent and Total Disability of a Member:**

- (a) due to natural causes during working hours and outside working hours.
- (b) due to accidents during working hours.

	Benefits Based on Length of Continuous Membership	
	Less than 10 years	10 years or more
Death or Permanent and Total Disability (a) due to natural causes during working hours and outside working hours; or (b) due to accidents during working hours.	\$4,500	\$5,500

**Table 2 — Benefits Payable on the Death or Permanent and Total Disability of a Member arising from accident outside working hours.**

	Benefits* Based on Length of Continuous Membership	
	Less than 10 years	10 years or more
1. Death	\$20,000	\$30,000
2. Total & Permanent Disability:		
a) Loss of two or more limbs	\$20,000	\$30,000
b) Total loss of sight of both eyes	\$20,000	\$30,000
c) Loss of one limb and total loss of all sight of one eye	\$20,000	\$30,000
d) Total Paralysis	\$20,000	\$30,000
e) Injuries resulting in being permanently bedridden	\$20,000	\$30,000
f) Loss of one limb	\$7,750	\$12,250
g) Total loss of all sight of one eye	\$7,750	\$12,250
* The aggregate of all payout shall not exceed	\$20,000	\$30,000

**Table 3 — Benefits Payable on the Death or Permanent and Total Disability of a Member's Spouse due to all causes.**

	Benefits* Based on Length of Continuous Membership	
	Less than 10 years	10 years or more
1. Death	\$250	\$500
2. Total & Permanent Disability:		
a) Loss of two or more limbs	\$250	\$500
b) Total loss of sight of both eyes	\$250	\$500
c) Loss of one limb and total loss of all sight of one eye	\$250	\$500
d) Total Paralysis	\$250	\$500
e) Injuries resulting in being permanently bedridden	\$250	\$500
f) Loss of one limb	Nil	Nil
g) Total loss of all sight of one eye	Nil	Nil
* The aggregate of all payout shall not exceed	\$250	\$500

## 5. Procedure for Claims

- (a) All claims shall be made not later than 30 days of the occurrence of the death or permanent and total disability.
- (b) Ordinary Members or their next of kin shall make the claim through the union.
- (c) Ordinary (General) Members or their next of kin shall make their claims through the NTUC Membership Department.
- (d) All members shall submit such documents or other information as is required by the Union or the NTUC Membership Department in order to process their claims. In the absence of any documentary proof a member shall agree to submit a statutory declaration if so required by the insurance company covering this Scheme.

## **6. Payment**

In the event that a member dies without making a will or without making a nomination, payment shall be made to the next of kin as determined by the Union in accordance with the Intestate Succession Act.

## **7. Amendments**

- (a) The Executive Committee may alter, amend, rescind, add to or subtract from the provisions governing the rate of contributions payable by members, the scale of quantum of benefits under the Scheme, the conditions of payment of benefits under the Scheme and the qualifying events for payment of benefits under the Scheme.
- (b) In the event of any dispute arising from the operation of the Scheme or the construction of these Regulations the decision of the Executive Committee shall be final.
- (c) In the event of the Executive Committee drawing up graduated scale of benefits or making any alteration, amendment, rescission, addition to or subtraction from the provisions, the Executive Committee shall inform the Registrar of Trade Unions within seven days thereof. Upon the approval of the Registrar of Trade Unions, the Executive Committee shall circularise its decision to the members of the union. Such circular shall be binding on the members until revoked or amended by such subsequent circular.

## **8. Other Matters**

The specific details applicable to SLF Gift Plus are set out in the Master Policy kept by the Singapore Labour Foundation.

# **SINGAPORE INDUSTRIAL & SERVICES EMPLOYEES UNION**

## **Establishment and Administration of Branches and Branch Committees Regulations**

The Executive Committee, in exercise of its powers under Rule (14m) and Rule (20) of the Constitution of the Union, makes the following regulations to govern the establishment and administration of branches and branch committees :-

### **1. Regulations**

These regulations shall be known as “The Establishment and Administration of Branches and Branch Committees” Regulations and shall take effect from the date of registration of this Union.

### **2. Formation of Branches**

When the Executive Committee decides to establish a new Branch of the Union, the General Secretary shall inform the members concerned that they are to be assigned to the new Branch of the Union.

- 3.** Upon the establishment of a new Branch, the General Secretary shall cause to be prepared and issued a list of all the ordinary members of the Branch at the date of establishment, including the Founder and Cadre members who are attached to the Branch by virtue of their eligibility for the ordinary membership of the Union. The list of Branch members shall be revised and kept up-to-date by the Branch Secretary in consultation with the General Secretary.

### **4. Branch General Meeting, Business and Powers**

- (a) Every Branch shall hold a Branch Quadrennial General Meeting of members within a period of six months but not later than one month before the General Convention of Delegates; provided that a Branch Quadrennial General Meeting may be held at an earlier or later date with the approval of the General Secretary.
- (b) A preliminary notice of the Branch Inaugural or Quadrennial General Meeting of members asking for motions for discussion and nominations of candidates for election to the Branch Committee shall be sent to all members of the Branch not less than 10 days

before the date fixed for the meeting. All motions and nominations with the consent of the candidates shall be submitted by their respective proposers and seconders to reach the Branch Secretary not later than 7 days before the meeting.

- (c) A formal notice of meeting stating the time, date and place of the Inaugural or Quadrennial General Meeting of members and containing the agenda thereof shall be sent to all Branch members not later than 3 days before the meeting.
  - (d) The business of a Branch Inaugural of Quadrennial General Meeting of members shall include the election of Branch Committee and Branch Auditors, if any, and the discussion of any matter pertaining to the interest of the members of the branch.
5. (a) A Branch Extraordinary General Meeting may be convened at any time by the Branch Secretary on the instruction of the Branch Committee or the Founder and Cadre members of the Branch or the request in writing of not less than one-half of the total number of ordinary members of the Branch and stating the purpose and the agenda of the proposed General Meeting.
- (b) A Branch Extraordinary General Meeting requisitioned by members shall be convened for a date not later than one month after the receipt of the requisition.
  - (c) A notice of meeting together with the agenda thereof shall be sent to all members not less than 4 days before the Branch Extraordinary General Meeting.
  - (d) The business of the Extraordinary General Meeting shall be to discuss only the matters stated in the agenda for meeting.
  - (e) A Branch Extraordinary General Meeting requisitioned by members that is not held within half an hour of the stated time for commencement thereof by reason of insufficient quorum shall be deemed to have been called off and no Branch Extraordinary General Meeting shall be convened for the same purpose and agenda within six months thereof.
6. (a) A Branch General Meeting may give any instruction to or overrule any decision of a Branch Committee so long as the instruction

does not run contrary to, or the decision so overruled is not in accordance with, any of the rules of the Union or the Regulations made thereunder or any resolution of the Convention of Delegates or any decision of the Executive Committee.

- (b) A Branch General Meeting may suspend or dismiss a Branch Committee but such suspension or dismissal shall not take effect without the prior approval of the General Secretary.
- (c)
  - (i) The quorum for a Branch General Meeting of members shall be fifty Branch members or one quarter of all Branch Members, whichever is the less.
  - (ii) if after half an hour from the time fixed for the commencement of the Branch General Meeting, a quorum is not present, the meeting shall be adjourned to a date not later than seven days therefrom. If there is insufficient quorum after half an hour from the appointed time for the commencement of the adjourned meeting, the exact time and date as fixed by the Chairman of the meeting, the members present shall proceed with business of the meeting, including the election of Branch Committee.
  - (iii) The members or their representatives at a Branch General Meeting with insufficient quorum may not overrule any decision of a Branch Committee under paragraph (a) hereof or make any decision binding upon the general membership of the Branch unless the members record their vote by secret ballot.
  - (iv) Every decision taken at a Branch General Meeting with insufficient quorum shall be circularised in writing to all Branch members or their representatives.
- (d)
  - (i) Each Branch shall be eligible for a monthly allocation of a maximum of 5 percent of the total subscriptions payable by members of the Branch during the last proceeding month. The monthly allocation shall be used for the maintenance and other expenditure of that Branch only.
  - (ii) In addition to such allocation, if any, a Branch may levy special contributions or donations from the members of the Branch if the majority of the Branch members vote in favour thereof

and if the Executive Committee approves such special contributions or donations. Any arrears of duly authorised special contributions or donations shall be deemed to be arrears of monthly subscriptions under the rules of the Union.

## **7. Closure of Branch**

- (a) The general funds of a Branch shall upon closure or dissolution from any cause, form part of the general funds of the Union.
- (b)
  - (i) Subject to sub-paragraph (ii) and (iii) hereof, the special fund(s) of a Branch shall, in the event of closure or dissolution, be disposed off by a majority decision by secret ballot of all the members of the Branch as at the date of the closure or dissolution in so far as the special fund(s) or a portion thereof is derived from the mandatory contributions of the Branch members thereto.
  - (ii) If the total number of paid-up members in a Branch as at the date of closure or dissolution is, in the opinion of the Executive Committee, significantly less than the maximum number of paid-up members in the Branch at any prior date, the Executive Committee may require any distribution of a special fund or the relevant portion thereof among the Branch members to be effected on the basis of the total number of paid-up members in the Branch as such prior date as the Executive Committee shall decide upon, with the unclaimed balance of the special fund or the relevant portion thereof to be used in such manner as the Executive Committee deems fit.
  - (iii) The whole or portion of a special fund of a Branch that is not derived from the mandatory contributions of the Branch members thereto shall be disposed off by the Executive Committee in its absolute discretion.
- (c) The members of any Branch that has been closed or dissolved from any cause whatsoever shall be transferable to any other Branch of the Union until such time as they may be reconstituted into another Branch of the Union as the Executive Committee may decide in its absolute discretion.

## 8. Branch Officers and Branch Committees

- (a) Each Branch shall elect at its inaugural or Quadrennial General Meeting a Branch Committee consisting of one Branch Chairman, one Branch Secretary, one Branch Treasurer and such other Branch Officials and Committed Members as the Executive Committee may previously decide upon, except that the whole Branch Committee shall not exceed 15 members.

For the purpose of ensuring fair and effective representation of all members on the branch Committee, the Executive Committee shall have the powers to determine the manner in which a Branch Committee is to be elected. For this purpose, the Executive Committee shall decide before a Branch General Meeting is held whether a Branch Committee is to be elected by the entire branch membership or alternatively to divide the branch membership into such departments or sections it deems fit and to provide for the number of committee members, that each department or section is entitled to elect. The Executive Committee shall also have the discretion to group together two or more departments or sections into one group for the purpose of electing their representatives. Members in a particular department, section or group shall elect by and from among themselves their Branch committee members.

- (b) The Branch Committee shall ordinarily hold office for a term of four years until the next Quadrennial General Meeting, subject to sooner vacation of office from any cause whatsoever.
- (c) The names and other relevant particulars of the duly elected members of any Branch Committee shall be notified by the Branch Secretary to the General Secretary within three days of election.
- (d) If a vacancy arises in a Branch Committee from any cause whatsoever, the Executive Committee may appoint any member from the Branch to fill the vacancy until the next Quadrennial General Meeting.
- (e) If the whole Branch Committee vacates office from any cause whatsoever, the Executive Committee may appoint a special committee consisting of the Founder and Cadre members of the Union to conduct the business and affairs of the Branch for a period of not more than 6 months. Such Special Committee shall

during its terms of office have all the powers of a duly elected Branch Committee.

- (f) If the office-bearers and members of a Branch Committee are not separately elected, the elected members of the Branch Committee shall, within one week of the election, appoint from among themselves the respective office-bearers of the Branch Committee.
- (g) Any member of the Branch Committee who absents himself from three consecutive meetings without the prior permission of the Branch Committee or without any reason or excuse satisfactory or acceptable to the Branch Committee shall be deemed to have removed himself from the Branch Committee with effect from the date of such meeting.
- (h)
  - (i) The Branch Committee shall ordinarily meet once a month.
  - (ii) A special meeting of the Branch Committee may be convened by the Branch Secretary
    - (1) on the instruction of the Branch Chairman for any reason he deems fit; or
    - (2) on the instruction of the General Secretary of the Union for any reason he deems fit; or
    - (3) on the requisition in writing of one-half of the members of the Branch Committee together with the purpose in writing therefor.
  - (iii) No notice shall be required for a scheduled monthly meeting of the Branch Committee. For any other meeting of the Branch Committee, one week's notice in writing shall be given.
- (i) The quorum for a Branch Committee Meeting shall not be less than one-half of the total number of Branch Committee Members; provided that a Branch Committee may take a decision on any matter by circular resolution duly signed by all Committee Members in Singapore and such decision shall be as valid as a decision taken at a duly convened and held meeting.
- (j) The Branch Committee shall report quadrennially to the Branch

General Meeting and whenever required to the Executive Committee of the Union on the conduct of the business and affairs of the Branch.

## **9. Duties of Branch Officers**

- (a) The Branch Chairman shall be responsible for the conduct of the Branch General Meetings and the Branch Committee Meetings and shall sign the official minutes of Branch General Meetings and Branch Committee Meetings at which they are approved.
- (b) The Branch Secretary shall be responsible for the convening of Branch General Meetings and Branch Committee Meetings and the recording, preparing, issuing and safe-keeping of the minutes of Branch General Meetings and Branch Committee Meetings. He shall also be responsible for the execution of the decisions of the Branch Committee, the conduct of the correspondence of the Branch and the preparation of reports on the conduct of business and affairs of the Branch for submission to Branch General Meetings and to the Executive Committee.
- (c) The Branch Treasurer shall be responsible for the collection, if any, of membership subscriptions and other dues from the members of the Branch and shall forward to the General Treasurer of the Union within one week thereof. The Branch Treasurer shall be responsible for the application and safe custody of the funds of the Branch and shall prepare statements of accounts for the Branch for submission to the Branch General Meeting, the Branch Committee and the Executive Committee.
- (d) The other officers and Committee Members of a Branch Committee shall have such designations and duties as the Branch Committee shall decide upon with the approval of the Executive Committee; provided that their designations, duties shall not derogate from those of the Branch Chairman, Branch Secretary and Branch Treasurer.

10. The duties and powers of the Branch Committee shall include the following:-

- (a) To implement every resolution of the Convention of Delegates or the Executive Committee or the Branch General Meeting;

- (b) To keep and maintain up-to-date records of the conduct of the Business and affairs of the Branch;
- (c) To collect, in the absence of any check-off arrangement, membership subscriptions, levies and other Union dues from Branch members and remit the same to the General Treasurer of the Union.
- (d) To control and regulate the expenditure of funds which have been allocated to the Branch by the Executive Committee and/or which have been collected from contributions and levies from Branch members and submit annually statements of assets and liabilities and of income and expenditure of the Branch or whenever directed by the Executive Committee.
- (e) To deposit the funds of the Branch in excess of the sum of \$500/ - with the Executive Committee for safe-keeping; and
- (f) To set up such sub-committee(s) with such number of members as the Branch Committee deems necessary in consultation with the Executive Committee from among the Branch members on the basis of their place(s) of work for the purpose of representing their fellow Branch members vis-a-vis their respective employer(s).
- (g) The Branch Committee shall have no power to dismiss any member of a Branch Committee or expel any member of the Branch but shall refer all complaints, charges or allegations against a Branch Officer or member and the grounds in support thereof to the General Secretary who shall direct an investigation to be conducted forthwith into the allegation and submit the report of the investigation to the Executive Committee for its decision; provided that the Branch Committee shall have power to suspend the Branch Officer or member concerned pending the outcome of the investigation.

## **11. Administrative Committee**

- 11.1 The Executive Committee of the Union may with the agreement of the affected branches shall at its absolute discretion appoint an Administrative Committee of not more than 15 members from among the key officials of the affected branches to assist the Executive Committee in managing the affairs of the said branches.

The Executive Committee shall also be responsible for approving the Chairman and the Secretary of the Administrative Committee.

- 11.2 The duties of the Administrative Committee shall include the following:
- (a) To assist the Executive Committee in Collective Agreement negotiations for the affected branches.
  - (b) To consult with the Executive Committee on major industrial relations issues which are common to all the affected branches.
  - (c) To give instructions to the affected branches committee as guided by the Executive Committee.
  - (d) To carry out any other duties as shall be entrusted to it by the Executive Committee and the branches general meeting from time to time.
- 11.3 The term of office of the Administrative Committee shall be for such period as shall be determined by the Executive Committee provided that it does not exceed the term of office to the affected branches.
- 11.4 The Administrative Committee shall meet as often as is necessary and not less than one-half of its members shall form the quorum. Decisions in the Administrative Committee shall be determined by a majority of the members present and voting and unless a secret ballot is requested all decisions shall be by show of hands. Every branch represented in the Administrative Committee shall have one vote each. Decisions of the Administrative Committee shall apply to the affected branches.
- 11.5 Notwithstanding any other provisions to the contrary in these Regulations, the affected branch committees shall report to the Administrative Committee and shall carry out the instructions and decisions of the Administrative Committee.
- 11.6 The Executive Committee may at any time dissolve the Administrative Committee if it is of the view that the functions of the Committee are no longer relevant and may remove any member of the Administrative Committee for any reason it deems fit and fill the vacancy with another person.

- 11.7 The term “affected branches” shall refer to branches representing members of companies that are subsidiaries of a holding company or related or are related or associated with each other or are part of a group of companies.
- 11.8 The term “affected members” shall refer to members from the affected branches.

