Constitution of the

UNION OF POWER AND GAS EMPLOYEES
(UPAGE)

TABLE OF CONTENTS

1. NAME AND REGISTERED OFFICE

2. OBJECTS

3. MEMBERSHIP AND ASSOCIATESHIP

4. ENTRANCE FEE AND SUBSCRIPTIONS

5. RIGHTS AND DUTIES OF MEMBERS AND ASSOCIATES

6. CESSATION OF MEMBERSHIP AND ASSOCIATESHIP

7. SUPREME AUTHORITY

8. CONFERENCES

9. REPRESENTATION

10. ORDINARY CONFERENCE OF DELEGATES

11. BUSINESS OF AN ORDINARY DELEGATES CONFERENCE

12. SPECIAL DELEGATES CONFERENCE

13. EXECUTIVE COUNCIL

14. POWERS OF THE EXECUTIVE COUNCIL

15. DUTIES OF OFFICE-BEARERS

    (a) The President
    (b) The General Secretary
    (c) The Executive Secretary
    (d) The General Treasurer
    (e) Other Officers
    (f) Ordinary Executive Council Members

16. AUDITORS

17. TRUSTEES

18. AFFILIATION AND REPRESENTATION OF UNION VIS-A-VIS OTHER ORGANISATIONS

19. APPLICATION, INVESTMENT AND SAFE CUSTODY OF FUNDS

20. BRANCHES

21. BALLOT RULE

22. RECORD OF MEETINGS

23. INSPECTION OF BOOKS AND ACCOUNTS

24. LEVIES

25. TRADE DISPUTES

26. DISSOLUTION

27. ALTERATION OF RULES

28. UNION BENEFITS SCHEME

29. CHARITABLE PROJECTS

30. TEMPORARY PROVISIONS

SCHEDULE TO RULE 4(b)(i)

Constitution of the Union of Power and Gas Employees

1. NAME AND REGISTERED OFFICE

The name of this trade union shall be "Union of Power and Gas Employees or "UPAGE" (hereinafter called "the Union") and its registered office shall be at 31 Perak Road, #02-01, Singapore 208147, or such other place as the Executive Council may from to time decide upon.

2. OBJECTS

(a) The principal object of the 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 and enhance their economic and social status;

(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 Council may deem necessary and expedient;

(iii) to affiliate with and/or to further the work or objectives of the National Trades Union Congress and the Singapore Labour Foundation and any other national or international organisation 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 trade union funds;

(iv) to provide legal advice and assistance to members where necessary and desirable in relation to their employment;

(v) to operate or participate in such co-operative or other scheme or enterprise as the Executive Council may deem necessary and expedient for the benefit of members, subject to the statutory restrictions on investment of union funds;

(vi) to provide and maintain such forms of media and such other facilities as the Executive Council may deem desirable for the legitimate

expression of the policies and views of the Union and its membership or the promotion or interchange of opinions and ideas amongst the members;

(vii) to promote the welfare and well-being, either collectively or individually of members, their dependents and/or such other persons in the community as the Executive Council deems in its absolute discretion to need charitable assistance in any manner; and

(viii) generally, to promote the material, educational, social, recreational, cultural, welfare and interest of the members and to do all that is necessary, incidental or conducive to the attainment of any of these objects as the Executive Council may from time to time deem expedient.

3. MEMBERSHIP AND ASSOCIATESHIP

(a) The membership of this Union shall consist of Ordinary Members, Founder Members, Cadre Members, Ordinary (General) Members and Honorary Members.

(i) The Ordinary Membership of this Union is open to all persons who are at least sixteen years old, and who are employed in any capacity in the utilities (including water), energy, power, and gas and utilities industry including water but excluding those employed by the Public Utilities Board and persons employed in the services related to the said Board, and who are not Ordinary Members of any other registered trade union of employees in Singapore.

(ii) The Founder Members of this Union shall be confined to such persons as are certified by the Secretary General of the National Trades Union Congress to have actively assisted in the founding of this Union irrespective of whether they are eligible for the Ordinary Membership of this Union.

(iii) The Cadre Members of this Union may be appointed by the Executive Council 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 his Union. The total number of Founder and Cadre Members shall not exceed one-third of the total number of elected delegates at the Delegates Conference.

(iv) The Ordinary (General) Membership of this Union is open to all 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.

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

(vi) The Honorary Membership of this Union may be conferred by the Executive Council on persons who have rendered signal service to this Union or the trade union movement.

(b) The Executive Council may at its absolute discretion admit into the associateship of this Union any persons in the following categories:-

(i) employees of this Union who have been confirmed in service;

(ii) spouses and children of Ordinary Members of this Union so long as they have attained 16 years of age;

(iii) former Ordinary Members of this Union who have retired from the service of their employers; and

(iv) non-bargainable employees working in establishments whose other employees are organised and represented by this Union.

Provided always that the persons concerned are ineligible for the ordinary membership of this or any other union.

(c) (i) Application for Membership or Associateship shall be made in the prescribed form and forwarded to the General Secretary who shall place it before the Executive Council for approval at its next meeting. The Executive Council may at its absolute discretion reject any application without stating the reason.

(ii) The Executive Council may constitute such 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 Ordinary Member and Ordinary (General) Membership or Associateship of this Union. The Executive Council may delegate the power of scrutinising, approving or rejecting applications for Ordinary (General) members to any authorised officer of the Union or to any department of the NTUC in accordance with Rule 7(c) of this Constitution. Every decision of such committee or authorised officer or the said Department of NTUC regarding applications for Ordinary (General) membership shall be deemed to be a decision duly taken by the Executive Council.

(d) Every successful applicant for the Ordinary Member or Associateship of this Union shall, upon tender of such payment or authorization in writing for check-off, as the case may be, of the entrance fee, subscription fee and any other fees or levies as the Executive Council may require, be registered by

the General Secretary in their respective Membership or Associateship Lists, with effect from the date of approval of application.

4. ENTRANCE FEE AND SUBSCRIPTIONS

(a) Subject to paragraph (e) of this Rule the entrance fee shall be paid in such manner and at such rate as the Executive Council shall decide in its absolute discretion to be payable by members upon admission or re-admission.

(b) (i) The monthly subscription fee for Ordinary Members and Founder and Cadre Members eligible for Ordinary membership and Ordinary (General) Members shall be of such amount and at such rate as a Delegates Conference or, in the special circumstances of sub-paragraph (d)(iv) hereof, the Executive Council shall decide. Founder and Cadre Members who are ineligible for Ordinary Membership shall pay a token total Membership fee of $30/- upon each admission to the membership of this Union and, upon so paying, shall not be required to pay any further fees thereafter.

(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 Council from time to time in accordance with the advice of the NTUC Central Committee.

(iii) 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.

(c) Associates shall pay such monthly subscription and other levies as shall be determined by the Executive Council from time to time. Associates who have enrolled with the NTUC Club shall also pay the current yearly NTUC Club membership fee.

(d) (i) The Executive Council shall have power to require the payment of a special fee, in addition to the prevailing rate of entrance fee, and to impose such other conditions it deems fit, upon any applicant for Ordinary membership who fails to satisfy the Executive Council with his explanation for any undue delay in applying for the Ordinary membership of this Union or by any applicant for re-admission whose membership of this Union has previously lapsed through arrears of membership fees or levies.

(ii) The Executive Council may waive payment or reduce the amount of entrance fee payable by any applicant for membership during any membership recruitment campaign or under any other circumstances

as the Executive Council deem fit in its absolute discretion.

(iii) The Executive Council may in cases of national service, sickness or any other cases as the Executive Council may from time to time specify in its absolute discretion, remit, reduce or defer the membership fees payable by any member.

(iv) Notwithstanding any other provisions in these Rules, the Executive Council shall be empowered, only if this Union is required to give effect to a resolution of the National Trades Union Congress in accordance with the terms of affiliation of this Union to the National Trades Union Congress, to alter or revise in any manner the prevailing rates of entrance fee or subscription fee or impose or vary a special levy without convening a Delegates Conference for the purpose and such alteration, revision, imposition or variation shall be deemed to have been duly approved by a Delegates Conference in accordance with these Rules and duly recorded as such.

(v) The prevailing rates of entrance fees, subscription 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.

(e) All membership fees shall be payable or deductible on the first working day of the calendar month in which they fall due.

(i) Any Ordinary Member whose membership fees are more than three months in arrears shall not be entitled to any benefit including the right to attend, speak or vote at any meeting of members or the General Meeting or to hold any office in the Union, irrespective of whether he has been given a written reminder of arrears by the General Treasurer.

(ii) Any Ordinary Member who allows his membership fees to be more than six months in arrears shall be deemed to have been struck off the Membership List of the Union with effect from the last day of the sixth month.

(iii) Any Ordinary (General) Member or Associate who fails to pay his subscription fee within three months after the due date shall automatically cease to be a member or associate of the union with effect from the last day of such period of three months and shall then forfeit all his interest in the Union.

(f) A person so struck off from the membership of the union may appeal to the Executive Council for reinstatement in the membership of the Union without any break in continuity thereof provided that a notice of appeal in writing together with a tender of payment of arrears up to the date of appeal is made within one month of being so struck off and subject to such conditions as the

Executive Council may impose in its absolute discretion.

(g) (i) If the Executive Council effects a check-off arrangement with the employer and if a member fails to authorise or continue any check-off of his membership subscription or other fees for the respective period of three months or six months, he shall be deemed to be in arrears for the corresponding period of three months or six months under paragraph (e) of this Rule, notwithstanding any tender of payment of his membership fees directly to the Union.

(ii) No appeal by a member who has been struck off under sub-paragraph (i) hereof for reinstatement in the membership of the Union shall be entertained unless a fresh authorization for check-off is submitted together with the payment of arrears up to the date of appeal, which shall have been made within one month of being struck off.

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, and shall be eligible to stand for election into the Executive Council only as delegates of the said Branches and not otherwise.

(iii) Associates may attend a general meeting of members if invited by the Executive Council, but shall have no voting and speaking rights. Associates shall not participate in any 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 Council or any post of Internal Auditor or Trustee of this Union, subject always to the provisions of the Trade Unions Act and these Rules.

(v) Ordinary (General) Members shall not hold any office in the Union or be represented by the Union in any matter vis-a-vis their respective employers and except further as expressly stated otherwise in these Rules.

(vi) An 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 Council or any department of the NTUC appointed in accordance with Rule 7(c) shall decide upon in its absolute discretion when applying for membership and whenever required by the Union.

(vii) An Ordinary (General) Member who fails to comply with Rule 5(a)(vi) hereof or who has furnished any false information pertaining to his employment at the time of application of membership or at any other time thereafter shall be deemed to have committed misconduct rendering him liable to expulsion from the Union in accordance with these Rules.

(viii) An Ordinary (General) Member shall be converted to Ordinary Membership with effect from such date, as the Executive Council shall decide upon in its absolute discretion that the Ordinary (General) Members in the service of a particular employer are able to be represented by the Union vis-a-vis their employers.

(b) Every member or Associate shall notify in writing to the General Secretary at the earliest opportunity of any change in the address, designation or such other personal particulars, as may be recorded by this Union. Every communication from this Union sent to a member's or an Associate's last recorded address and every decision by this Union taken on the basis of the member's or Associate's last recorded particulars shall be deemed to have been duly sent or properly taken, as the case may be.

(c) It shall be the duty of each member or Associate to pay promptly and regularly 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.

(d) (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 six months unless the Executive Council expressly decides otherwise.

(ii) An Associate or Ordinary (General) 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 resignation.

(e) (i) Subject to paragraphs (ii) and (iii) 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 Council may appeal to the next Delegates Conference against the decision of the Executive Council by giving notice of appeal in writing to the General Secretary within one month therefrom.

(ii) A member shall not commence any proceedings in any court in respect of any decision of the Executive Council before the appeal has been made to and decided upon by a Delegates Conference.

(iii) A decision of the Executive Council to discipline any member shall take effect on such date as the Executive Council deems fit but without prejudice to the right of a suspended or expelled member to appeal within one month therefrom. If a Delegates Conference wholly or partly reverses the decision of the Executive Council, the member shall have his membership or membership rights restored accordingly or any payment refunded, as the case may be, to him with effect from the date of the decision of or a Delegates Conference. No claim for compensation for any loss of membership or membership rights in the intervening period shall be entertained by the Executive Council.

(iv) The amount of any fine per member shall not exceed the total membership fees payable by a member in one year and the period of any debarment or suspension shall not exceed three years, unless any provision of these Rules expressly sanctions otherwise.

(f) (i) Apart from any suspension from any office or membership of the Union for the purpose and the duration of the disciplinary proceedings, no action shall be taken on any allegation or complaint against any member of the Union before a disciplinary inquiry on the allegation or complaint has been held and recommendation(s), if any, has thereby been made to the Executive Council for its decision.

(ii) The committee duly constituted for conducting the disciplinary inquiry shall give or cause to be given to the member concerned reasonable notice of when he is required to appear before the committee.

(iii) Such member shall be entitled to appear either in person or in writing before the committee, to be heard thereat, to call witnesses, to cross-examine any witnesses called to testify against him and to submit to the committee any document or any other material as evidence refuting the allegation.

(iv) Any report of such disciplinary committee shall contain a summary of the proceedings before the committee.

(v) The Executive Council may request the member under disciplinary inquiry to submit a further statement in writing in explanation or in refutation of the allegation proven against him before a decision is taken thereon by the Executive Council.

(g) If the Union agrees with another trade union on the mutual transferability of membership and/or membership rights, a new member shall be entitled to have his membership and/or membership rights with such other trade union

credited to him by this Union and a departing member shall be entitled to have this Union arrange for his membership and/or membership rights with this Union to be credited to him by such other trade union.

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 Secretary General of the NTUC of any expulsion by the Executive Council.

(v) for all Founder or Cadre members upon the revocation of certification by the Secretary-General of the NTUC.

(vi) for all Ordinary members upon their expulsion by the Executive Council, subject to their right of appeal.

(b) Associateship of this Union shall cease upon death, expulsion, arrears of subscriptions for three months or more, resignation after due notice and upon any ground the Executive Council deems fit in its absolute discretion.

(c) The cessation of membership or associateship shall not prejudice the prior 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 the Union shall be vested in a Delegates Conference.

(b) In between Delegates Conferences the Executive Council shall conduct the business and affairs of this union.

(c) If directed by a Delegates Conference or required by the National Trades Union Congress in accordance with the terms of affiliation of this Union thereto, the Executive Council shall delegate to any department or 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, applications for memberships, collection of membership subscriptions or any matters which, if implemented will contribute towards the

attainment of the Union's object, and such body or bodies shall be deemed to be a committee or committees of the Executive Council for the purpose of exercising the relevant powers conferred by these rules on the Executive Council.

(d) All acts done by any Delegates Conference or the Executive Council or any sub-committee thereof or by any person acting on behalf of the Delegates Conference or the Executive Council or any sub-committee thereof shall, notwithstanding the subsequent discovery of the Delegates Conference or the Executive Council or any sub-committee thereof having not been duly convened or constituted or of any defect in the proceedings thereof or in the appointment of the person so acting, be as valid and effectual for all purposes as if such irregularity or defect had not existed.

8. CONFERENCES

(a) A Conference of Delegates may be Ordinary or Special.

(b) A Conference of Delegates shall be made up of:

(i) Delegates appointed by the Branch Committee, 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 Council who ceases to be a Founder Member or Cadre Member or Ordinary Member during his tenure of office in the Executive Council shall be deemed to vacate his office in the Executive Council and the Delegates Conference by reason of cessation of membership.

(ii) An appointed member of the retiring Executive Council, other than the Executive Secretary, may attend but shall not speak or vote at Delegates Conference at which the new Executive Council 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 Delegates Conference, unless the context clearly does not permit.

9. REPRESENTATION

(a) (i) All members of a Branch Committee elected in accordance with Rule 20(b) shall automatically be delegates of the Branch for the purpose of representing the Branch at a Delegates Conference.

(ii) 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 Delegates Conference.

(iii) Only Branch Delegates whose names are registered with the General Secretary shall be entitled to attend, speak and vote as such at a Delegates Conference.

(b) (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 shall relinquish his delegateship.

(iii) Delegateship shall cease with the cessation of Union membership from any cause whatsoever.

(c) (i) Branch Delegates shall hold office for a term of ordinarily four 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.

(d) The General Branch shall not be entitled to be represented by any delegates at the Delegates Conference.

(e) Notwithstanding any provision to the contrary in this Constitution, no member shall be eligible to stand for election or be co-opted as a branch committee member, delegate or Executive Council member of the union if he or she has reached the statutory retirement age at the time of the election. In addition, subject to paragraph 9(e), any branch committee member, delegate or executive Council member who reaches the statutory retirement age at any time after the election but before the completion of his or her full term of office shall automatically cease to hold office. Such retired member can be appointed as an observer of the branch or the Executive Council at the discretion of the Executive Council.

10. ORDINARY CONFERENCE OF DELEGATES

(a) (i) An Ordinary Delegates Conference shall be held at least once in every

four years but 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 Council.

(b) A notice of the Ordinary Delegates Conference asking for motions for discussion at the Conference, motions for the amendment of Rules and nomination of office bearers of the Executive Council shall be sent to all delegates by the General Secretary not less than 28 days before the date fixed for the Ordinary Delegates Conference.

(c) Motions for discussion, motion 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 Conference.

(d) The General Secretary shall then prepare and forward to all delegates not less than 7 days before the date fixed for the Conference an agenda including:

(i) Any motions for discussion;

(ii) Motions for the amendment of Rules; and

(iii) List of candidates with their respective proposers and seconders for election to the Executive Council.

(e) Fifty percent of the total number of delegates shall form a quorum at a Delegates Conference.

(f) (i) If after half an hour from the time appointed for the commencement of the Conference a quorum is not present, the Conference shall be adjourned to a date not exceeding 10 days therefrom as may be decided by the delegates present.

(ii) If at the adjourned Conference 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 Conference, 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 AN ORDINARY DELEGATES CONFERENCE

The business of an Ordinary Delegates Conference shall be in accordance with the agenda which shall include the consideration of reports by the Executive Council for

the period under review and the election of the Executive Council.

12. SPECIAL DELEGATES CONFERENCE

(a) A Special Delegates Conference shall be convened by the General Secretary:

(i) Whenever the Executive Council shall deem it desirable; or

(ii) At the request in writing of not fewer than 50 percent of the total number of eligible delegates, stating the object and reasons for such Conference.

(b) A Special Delegates Conference 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 Delegates Conference shall apply also to a Special Delegates Conference but with the proviso that if after half an hour from the time for the commencement of an adjourned Special Delegates Conference requisitioned by delegates no quorum is present, no Conference shall be requisitioned for the same purpose until six months have passed.

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

13. EXECUTIVE COUNCIL

(a) The Executive Council shall comprise of branch representatives as follows:-

(i)

No. of Paid Up Members by Branch	Entitlement to Seats in the Executive Council
75 to 150	1
151 to 400	2
401 to 800	4
801 to 1200	6

Branches with more than 1200 paid up members shall be entitled o one additional seat in the Executive Council for every 75 members in excess of 1200 up to a cap of 13 seats.

(ii) The Chairman and Secretary of a Branch shall be automatically appointed to the Executive Council except where a Branch is entitled to only one seat, in which case the Chairman shall be appointed to the Executive Council. Where the Executive Secretary is a Branch

Chairman or Secretary, such Branch shall be entitled to nominate an additional person to the Executive Council. Each Branch shall elect their additional Executive Council members by and from among the Branch Delegates before the Delegates Conference.

(iii) The elected members of the Executive Council may at any time appoint not more than 3 persons who are either delegates of the union with not less than one year's standing or employees of the union with not less than one year's service to be non-elected members of the Executive Council. The term office of an Executive Council Member who is appointed hereof shall be the same as that of the Executive Council elected at the Delegates Conference. An appointed member of the Executive Council shall have the same rights and duties as elected members of the Executive Council but shall cease to be members of the Executive Council immediately upon cessation of membership or employment with the union.

(iv) One Executive Secretary to be appointed by the Executive Council from among the members of the union or such other persons, provided that the appointee has been certified by the Secretary General of NTUC to be a fit and proper person for appointment as an Executive Secretary. If the person who is appointed as the Executive Secretary of the Union is also concurrently holding the position of the Branch Chairman or the Branch Secretary, the said Branch shall be entitled to appoint another office bearer to sit in the Executive Council pursuant to Article 13(a)(i).

(b) (i) All members of the Executive Council shall ordinarily hold office for a period not exceeding four years and six months.

(ii) An Executive Council Member of the union whose Branch is dissolved or closed for any reasons whatsoever shall automatically cease to be a member of the Executive Council. Provided that this provision shall not apply to the posts of office bearers of the Union who shall continue to serve out their term of office on the Executive Council notwithstanding the dissolution or closure of their Branches.

(c) The members of the Executive Council shall from among themselves vote for one President, one General Secretary and one General Treasurer.

(d) The Executive Council Members may from time to time and at any time appoint from among themselves such other office-bearers with such designations, powers and functions as they may deem fit without derogating in any manner from the designations, powers and functions of the office-bearers specified in paragraph (c) hereof except and unless with their consent.

(e) Members of the Executive Council, whether elected or appointed, who do not

hold any specific office in the Executive Council shall be known as Executive Council Members.

(f) All retiring Executive Council Members are eligible for re-election unless they are otherwise disqualified.

(g) The Executive Secretary shall hold office until he is removed from office by the Executive Council with the prior approval of the Secretary General of NTUC or he ceases to be certified by the Secretary General of NTUC as a fit and proper person for the appointment or he vacates office from any other cause. The Executive Secretary shall cease to be an appointed member of the Executive Council upon ceasing to be an Executive Secretary of the union.

(h) The Executive Council shall have the power and absolute discretion to determine the basis of representation of the various Branches on the Executive Council at any time before the election of the Executive Council.

(i) The Executive Council shall be empowered to make such rules and regulations as are necessary for the conduct of the Branch Elections and shall through the General Secretary supervise such elections.

(j) Notwithstanding the provision of this or any other Rules, no Ordinary (General) Member shall hold office in the Executive Council.

(k) (i) The Executive Council shall meet at least once a month, and more than one-half of the total number of the Executive Council Members shall form a quorum. The Executive Council may decide on any matter by circular resolution duly signed either on single or separate sheets of paper by all Executive Council Members in Singapore.

(ii) Notice of every ordinary meeting of the Executive Council together with the agenda therefor shall be given not later than one week in advance to all Executive Council Members.

(iii) Notice for any other meeting of the Executive Council together with the agenda therefor shall be given not later than three days in advance thereof; provided that in the event of an emergency meeting immediate notice may be given without any agenda therefor.

(l) (i) Any Executive Council Member absenting himself without prior excuse from three consecutive meetings shall be disqualified from sitting as a member and holding any additional office in the Executive Council after such third meeting unless an explanation in writing has been forwarded to and accepted as satisfactory by the Executive Council.

(ii) Any Executive Council Member who fails to be present at any meeting

of the Executive Council within half an hour of its scheduled time of commencement without an excuse acceptable to the Chairman or who leaves the meeting before the close thereof without the permission of the Chairman shall be deemed to have absented himself from that meeting without any excuse or reason satisfactory or acceptable to the Executive Council if such meeting fails to be convened or has to be adjourned soon thereafter, as the case may be, solely by reason of insufficient quorum.

(iii) Any Executive Council Member who is absent from three or more meetings thereof at any time during his term of office without prior permission or satisfactory or acceptable excuse or reason shall be liable to be suspended or removed from the Executive Council and any additional office therein and to be otherwise disciplined as the remaining Executive Council Members may decide in their absolute discretion.

(m) (i) If a vacancy arises in the Executive Council, the Executive Council may, subject to Rule 13(a), appoint any delegate to fill the vacancy until the election of the Executive Council.

(ii) An appointed member of the Executive Council shall not be deemed to assume any specific post held by the member he replaces, unless the Executive Council agrees.

(iii) If the appointee to a vacant seat is not given the office held by the vacating member, the Executive Council shall elect from among themselves a successor to the specific office of the vacating member.

(iv) If a vacancy arises among the members of the Executive Council appointed under Article 13(a)(iii) hereof, the Executive Council may co-opt any person in accordance with the said provision to fill the vacancy until the next election of the Executive Council.

14. POWERS OF THE EXECUTIVE COUNCIL

(a) In conducting the business and affairs of the Union, the Executive Council shall have power to do whatever is necessary to attain the objects of the Union and to protect the funds of the Union against wastage, extravagance or misappropriation.

(b) The Executive Council 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 employees with such designations and functions as it deems fit. It may suspend or dismiss any officer for neglect of duty, dishonesty, incompetence, refusal to obey the Delegates Conference or the Executive Council or any sub-committee or officer thereof or for any other reason which it deems good and sufficient in the interests of the Union.

(c) The Executive Council shall have 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 Council deems necessary and expedient.

(d) The Executive Council shall have power to appoint such person or persons as the Secretary-General of the NTUC may recommend to be an Advisor or Advisors to the Union. An Advisor may attend a General Meeting or an Executive Council Meeting as an observer.

(e) The Executive Council shall be responsible for instructing the Trustees of the Union on the investment of the Union funds in accordance with the Trade Unions Act and these Rules and authorising the expenditure of union funds not exceeding $40,000/-, save for the situations mentioned in sub-paragraphs (1) to (6) of Rule 19(c)(ii), for the one and the same item or transaction at any one time.

(f) The Executive Council 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.

(g) The Executive Council may interpret the Rules and when necessary, determine any point on which the Rules are silent and the decision of the Executive Council shall be binding on all members until and unless overruled by a Delegates Conference.

(h) The Executive Council shall have the power to appoint any standing or special sub-committee or any other sub-committee for the purpose of carrying out various activities and functions of the Union. The Executive Council shall have the absolute discretion to delegate such of its functions and powers to such sub-committees as it may deem necessary or revoke the delegation of the same.

(i) Subject to the member's right of appeal to the Delegates Conference, the Executive Council 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 Council 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 Executive Council. The amount of any penalty shall not exceed the total membership fees payable by a member in one year and the period of any debarment or suspension shall not exceed three years.

15. DUTIES OF OFFICE-BEARERS

(a) The President

(i) He shall preside at all General Meetings and Executive Council

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 General Meeting and the Executive Council.

(ii) He shall be responsible for recording, preparing, issuing and safekeeping the minutes of all General Meetings and the Executive Council 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 upon request be given a copy of the Annual Return with certified statements of accounts.

(iv) He shall be responsible for the keeping of various Membership and Associateship Lists and for notifying the Registrar of Trade Unions within the prescribed period of any alteration to these Rules, change of office bearers and change 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 Council and/or Convention of Delegates. He shall be responsible to the Executive Council for the proper discharge of his duties.

(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 Council and, whenever required, a periodical financial statement for a General Meeting.

(ii) He shall be responsible for the preparation of the financial returns as required under the Trade Unions Act for submission to the Registrar of Trade Unions. Any sum exceeding $1,500/= must be deposited within

7 days into a banking account to be opened by the Executive Council in the name of this Union.

(iii) He shall be responsible for ensuring all payments to the Union are acknowledged with official receipts duly signed by him or a person who has been so authorised by him.

(e) Other Officers

(i) Vice President(s), and if they are appointed, Deputy/Assistant General Secretaries 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.

(ii) Other office-bearers shall have such designations, powers and functions as the Executive Council may from time to time decide upon, provided that their designations, powers and functions shall not derogate from the designations, powers and functions of the President, General Secretary and General Treasurer.

(f) Ordinary Executive Council Members

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

16. AUDITORS

(a) Two Internal Auditors, whose duties shall be to audit and certify the accounts of the Union at least once a month shall be appointed by the Executive Council from among the Ordinary Members of the Union. Office bearers of the Union cannot be appointed as Internal Auditors.

(b) The annual accounts of the Union must be audited and certified by a Certified Public Accountant to be appointed as External Auditor by the Executive Council, and subject to the approval of the Registrar of Trade Unions, provided that the one and same Certified Public Accountant shall not be appointed for more than five year continuously.

(c) All Auditors shall have free and ready access to all books and documents necessary for their work as auditors.

(d) The External Auditor's report shall be presented by the Executive Council once in three years to the Delegates Conference.

17. TRUSTEES

(a) The Executive Council shall appoint three Trustees of the Union, provided that a person who is not a Singapore citizen or who is concurrently holding

the office of President, General Secretary, or General Treasurer, or any other similar positions 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 Council instructs them.

(c) A Trustee holds office for a term of four (4) years and shall not hold office for more than three (3) consecutive terms, subject to vacation of office by death, resignation or removal by the Executive Council. A Trustee may be removed from office by the Executive Council on the grounds of ill-health, unsoundness of mind, absence from Singapore or that he is unable to perform or is unsuitable for the performance of the duties of a Trustee.

(d) Trustees shall be appointed at least 24 months after the Quadrennial Delegates' Conference but no later than 30 months after the Quadrennial Delegates' Conference. The years of service of appointed Trustees shall only accrue from an appointment after this amended Article 17(c) takes effect.

(e) The Executive Council shall arrange for the immovable and other property of the Union to be vested in the new Trustee(s) as soon as possible after the election or appointment of the Trustee(s).

(f) The Executive Council shall fill any vacancy in the rank of Trustees whenever it arises. In such an event, the appointed Trustee's term of office shall end of the same day as the term of the Trustee he had been appointed to replace. Any appointment or removal of Trustees must be endorsed by at least two-thirds of the Executive Council members.

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 NTUC 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 NTUC 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 Council shall not so act or omit to act as to cause this Union to threaten disaffiliation or to be threatened with disaffiliation or be disaffiliated from the NTUC and/or the Singapore Labour Foundation without the prior sanction of the general membership under paragraph (a) of this Rule.

(ii) The Executive Council shall not, without the prior approval of the Secretary-General of the 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 Council is proven to the satisfaction of a Delegates Conference to have contravened any provision of this Rule, all Executive Council Members who have not expressly, categorically or publicly disassociated themselves from the offending action or omission of the Executive Council as soon as possible thereafter shall be jointly and severally liable for any financial penalty imposed upon or any expenditure or loss incurred by the Union in consequence thereof.

(ii) Executive Council Members proven to have contravened any provision of this Rule, may at the absolute discretion of a Delegates Conference be required to vacate their office and be debarred from holding office for any period of time not exceeding three years

(e) Subject to the overriding authority of a Delegates Conference, the Executive Council shall be responsible for appointing, instructing and disciplining members 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 Council, 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 Council fails to take any appropriate disciplinary action against a member who contravenes sub-paragraph (i) hereof, the Executive Council shall be deemed to have contravened Rule 18(c) hereof, and a Delegates Conference shall be entitled to remove the Executive Council from office.

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, members and employees of the Union;

(ii) the payment of the fees and expenses of such specialised agencies, department or body or bodies of the NTUC established under Rule 7(c) who may be entrusted with the conduct of any aspect of the business and affairs of the Union under the terms of affiliation of this Union to the NTUC;

(iii) the payment of expenses for 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 proceedings 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 member with his employer;

(v) the conduct of trade disputes on behalf of the Union or any member thereof;

(vi) the payment of compensation to members for loss arising out of trade disputes;

(vii) the provision of benefits in cash or kind to members or their dependents on account of death, old age, sickness, accidents, unemployment of such members or for such other purposes as shall be deemed appropriate by the Executive Council, for so long as such purposes are compatible with the objects of this Union or the Trade Unions Act;

(viii) subject to the prior approval of the Minister, the payment of affiliation fees and other contributions to the National Trades Union Congress, the Singapore Labour Foundation, and such other local, regional or international trade unions or trade union related organisations, as the Executive Council may decide upon with the consent of the 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 for or connected with the promotion of industrial relations or the trade union movement and the payment of expenditure for the purpose of establishing or maintaining such lawful trade union co-ordinating or advisory bodies as shall have been approved by the Minister;

(x) the conduct of social, sporting, education, and charitable activities of the Union; or

(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.

(b) (i) The general funds of the Union which are not required for current expenses shall, as directed by the Executive Council, 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 banks or finance companies or in 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) The special funds of the Union shall be applied only for the respective purposes for which they have been established or subsequently approved and may, pending their application, be invested in the same manner as the general funds of the Union; provided 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.

(iii) All investments of the Union shall be held in the name of the Trustees for the time being.

(c) (i) No expenditure exceeding $1,000/- (Dollars One Thousand only) in respect of the one and the same item or transaction shall be incurred by the General Secretary without the prior approval of the Executive Council.

(ii) No expenditure exceeding $40,000/- (Dollars Forty Thousand only) in respect of the one and the same item or transaction shall be incurred by the Executive Council save in the following circumstances:

1) the prior approval, through secret ballot, of a Delegates Conference has been obtained for such expenditure; or

2) the expenditure is for the purpose of conferring a benefit in cash or in kind on every member of the Union, provided that the amount does not exceed $20/- per member in any one financial year. Any amount not used during a Financial Year may be rolled over and combined with the amount for the next Financial Year, but the rolled over amount must be used by the end of that Financial Year; or

3) the expenditure is for the purpose of paying commissions to the canvassers appointed by the union to solicit advertisements for the union's regular newsletter or the union's

annual dinner and dance souvenir magazine; or

4) the expenditure is for the purpose of organising the annual dinner and dance for the members of the union provided the total expenditure shall not exceed $100/- per person for venue, food and drinks; or

5) the expenditure is for the payment of insurance premiums under a group insurance policy taken out by the union for the members.

6) the expenditure is for the purpose of holding a workshop or seminar for branch committees provided that the total payable by the Union after co-payment shall not exceed $1500 per person subject to a minimum co-payment of 20% per participant.

(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 deposited within 7 days 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 Council 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 Council.

(e) All cheques drawn on or withdrawal orders of funds from any banking account of the Union shall be signed by three officers as follows:-

(i) the President (or in his absence, the Vice President);
(ii) the General Secretary; and
(iii) the General Treasurer

Provided that in the absence of the General Secretary or the General Treasurer, the Executive Secretary shall sign in place of the absent officer.

20. BRANCHES

(a) The Executive Council shall have the powers to:-

(i) organise the ordinary membership into Branches to facilitate the representation and administration of members;

(ii) constitute any number of Branches on such basis as may be deemed expedient and necessary;

(iii) regulate and supervise the conduct of the business and affairs of Branches by such committees as the Executive Council may

establish;

(iv) regulate and supervise the holding of general meetings of members in Branches at least once in four years to elect Branch Delegates to represent the Branches and whenever required to consider collective agreements or industrial actions; and

(v) dissolve, reorganise or merge existing Branches to facilitate representation or administration of members or impose discipline upon members.

(b) (i) The size of a Branch Committee shall be determined by the Executive Council in proportion to the size of the membership in each Branch provided Branches with less than 75 members shall not be eligible to form Branch Committees or to have delegates to represent them at the Delegates Conference but shall be assigned to the Union Office Branch and shall be directly assisted by the Executive Secretary of the Union in relation to all industrial matters. Subject to this overriding authority of the Executive Council, the size of the Branch Committee shall be as follows:-

Membership Size	Branch Committee Size
Below 75	Nil
75 to 150	5
151 to 250	7
251 to 400	9
401 to 800	13
801 to 1200	17

Branches with more than 1200 paid up members, shall be entitled to one additional seat in the branch committee for every 50 members in excess of 1200.

(ii) The General Secretary shall notify each Branch before every Branch elections of the number of Branch Committee members that it is entitled based on the membership strength of the Branch as at 31st March.

(iii) When a Branch is dissolved because the company that employs members of the Branch is merged, taken over or in any way restructured to form part of another company represented by the union, the Executive Council may at its absolute discretion decide that not more than 2 delegates from the dissolved Branch may sit as observers on the Branch Committee of the Branch that the members of the dissolved Branch are transferred to. The dissolving Branch Committee will decide on

the names of the two observers and notify the Executive Council accordingly within two weeks of being notified by the Executive Council that they may so appoint. In the event that no agreement is reached within two weeks, the Executive Council shall have the power to appoint the Branch Chairman and /or Branch Secretary as the observer(s) or, if none is available, any other Branch Committee member(s). The position of the observer(s) shall cease when fresh elections are held in the Branch that the dissolved members are transferred to.

(c) The Executive Council 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;

(d) The Executive Council shall be empowered to group together all Ordinary (General) Members of this Union into one Branch to be called the General Branch and, notwithstanding any other Rules, to determine the size and term of office of the General Branch Committee and to appoint all the members of the Committee thereof. If no General Branch Committee is appointed for any reason whatsoever, the General Branch shall be administered directly by the Executive Council or by such department or body or bodies of the NTUC that may be established under Rule 7(c) hereof.

(e) The Executive Council 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 Committee 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.

(f) The Executive Council 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 Delegates Conference shall decide on:-

(i) The election of Executive Council Members;

(ii) The imposition of levy;

(iii) The amendment of Rules other than the provisions governing or pertaining to Founder or Cadre Membership or pertaining to affiliation to the NTUC and the Singapore Labour Foundation and related matters or pertaining to matters stipulated under Rule 30 and;

(iv) Any other matter which affects the members of the Union generally.

(b) The stipulated majority of members or delegates shall decide the following matters by secret ballot at a Delegates Conference or General Meeting as the case maybe:

(i) decision to change the name of the Union (here the consent of at least 2/3rds of all members must be obtained);

(ii) decision to amalgamate with another Union (here at least ½ of all members must record their votes and 60% of the votes recorded must agree to amalgamation);

(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 at least 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 Member and Ordinary (General) Members is required;)

(vi) decision to dissolve the Union (here the consent of the majority of all the members is required); and

(vii) decision to change the purpose of any special fund to which members made mandatory contributions (here the consent of the majority of all the affected members is required).

(c) (i) If the Executive Council 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 delegates voting at a conference or members voting at a meeting, the Executive Council 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 has been adopted by delegates or members voting by secret ballot at a Conference or meeting duly convened and held, provided that the majority specified 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 Delegates Conference within the past six months.

(d) The Executive Council 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 are 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 other 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.

(e) If a decision on any matter is not required to be taken by secret ballot and by a specific majority under the Act or the regulations made thereunder or these Rules, the decision may be taken by a show of hands among the delegates or members present and voting. The validity of a decision so taken or the number of votes by which the decision has been taken shall not be open to question after the meeting at which the decision has been adopted without any objection having been raised by the members present thereat.

22. RECORD OF MEETINGS

The Executive Council shall take steps to ensure that the minutes of a Delegates Conference 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 Delegates Conference 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 open to inspection by any officer or member of the Union during normal office hours at the registered office of the union, provided sufficient notice is given to the General Secretary.

24. LEVIES

(a) The Executive Council may, after a secret ballot by a Delegates Conference impose a levy upon members of the Union, who shall then be required to pay such levy. The levy shall be paid to the General Treasurer through check-off if a check-off arrangement is in force.

(b) Any member who fails to pay a levy within three months of its imposition shall be deemed to be in arrears of membership fees 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 Council 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 Council, 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 ballot or postal ballot vote.

(b) All proposals for a collective agreement may be served upon an employer by the General Secretary with the prior approval of the Executive Council.

(c) No strike or industrial action shall be taken by the Union or any member thereof nor sanctioned nor permitted nor condoned by the Executive Council 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 a majority of members obtained by secret or postal ballot vote.

(b) Notice of dissolution must be given within 14 days of the dissolution to the Registrar of Trade Unions in the prescribed form to be signed by the General Secretary and 7 members of the Union.

(c) Subject to Rule 30, 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 members 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 Council shall have power from time to time and at any time to establish a 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 Council shall decide at its absolute discretion. The Union Benefits Scheme shall be governed by such regulations as adopted by the Executive Council and as are registered with the Registrar of Trade Unions.

29. CHARITABLE PROJECTS

The Executive Council 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 Council 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 Council for this purpose and which shall be registered with the Registrar of Trade Unions.

30. Special Provisions

If at any time the union decides to do any of the following:

(i) amalgamate with another union; or
(ii) dissolve itself; or
(iii) expand its scope of membership to represent employees in other sectors; or
(iv) organise other companies in the power and gas industry which causes the membership of the union In Singapore Power to decline to a small percentage vis-a-vis the total membership of the Union;

It shall notify Singapore Power.

The said notification shall be made before the Union takes any steps to effect any of the matters stipulated under Rule 30(a)(I) to (iii) above and for Rule 30(a)(iv) when

the membership of the Union in Singapore Power falls below 35 percent of the total membership of the Union. In the said notification the union shall indicate to Singapore Power whether it intends to purchase Singapore Power's share in the property situated at Nos.31 and 32 Perak Road, Singapore which is co-owned by Singapore Power and the Union. If no such indication is given in the said notification, Singapore Power may on its part make an offer to purchase the Union's share in the said property provided that such an offer is made within three weeks of the date of notification. If Singapore Power did not make any offer within the period stipulated, the Union may proceed with the steps to effect Rule 30(a)(i) to (iii) or to continue its recruitment and representation of employees in other companies under rule 30(a)(iv).

If for any reason whatsoever, a Branch or segment of the Union's membership decides to form a new union or to join another union, no member from the said Branch or segment of the membership shall be entitled to make any claim whatsoever against the Union in respect of the Union's share in the property situated at Nos.31 and 32 Perak Road, Singapore.

Rules 30(a) to 30(c) and this Rule shall not be amended, varied, deleted or added to in any manner whatsoever without the prior written approval of the Secretary-General of NTUC.