

CONTENTS

- 1. Name and Registered Address**
- 2. Objects**
- 3. Government**
- 4. Membership**
- 5. Membership Register**
- 6. Membership Fees**
- 7. Membership Privileges and Obligations**
- 8. Convention of Delegates**
- 9. Ordinary Convention of Delegates**
- 10. Special Convention of Delegates**
- 11. Executive Council**
- 12. Office Bearers**
- 13. Auditors.**
- 14. Trustees**
- 15. Branches**
- 16. Application, Investment and Safe Custody of Funds**
- 17. Voting**
- 18. Inspection of Union Records**
- 19. Dissolution**
- 20. Affiliation**
- 21. Alteration of Rules**
- 22. Supplementary Provisions**
- 23. Schedule 1 (Rule 4) – Application for Memberships**
- 24. Schedule 2 (Rule 6) – Payment of fees and other charges**

- 25. Schedule 3 (Rule 8c) – Appointment and Replacement of Delegates**
- 26. Schedule 4 (Rule 11) – Meeting of Executive Council**
- 27. Schedule 5 (Rule 15) – Branch Administration**

CONSTITUTION
of the
UNION OF ITE TRAINING STAFF

1. Name and Registered Address

- (a) The name of this Union is the Union of ITE Training Staff (hereinafter called "The Union" or "UITS")
- (b) The registered office of the Union shall be at 16 Lorong 37 Geylang NTWU Building Singapore 387912 or at such other place as the Executive Council may from time to time and at any time decide upon.

2. Objects

- (a) The principal objects of the Union shall be to regulate relations between members and their employers, the Institute of Technical Education (ITE), for the following purpose: -
 - (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,
 - (iii) to achieve the raising of productivity and sense of professionalism for the benefit of members, their employers and the economy and image of Singapore.

3. The other objects of the Union shall be:

- (a) To secure the complete representation and effective organisation and unit of all persons eligible for the membership of the Union.
- (b) To regulate the relations between one member and another and between members and other persons and to endeavour to adjust any differences between them by amicable and conciliatory means.
- (c) To provide legal advice and assistance to members in relation to their employment.
- (d) To establish such funds or schemes out of the Union's funds or additional contributions by members or both for the payment of such benefits to members and/or their dependents in the event of sickness, disablement, misfortune, bereavement, death, retirement, unemployment or such other event in accordance with such terms and conditions as the Executive Council may decide upon with the prior approval of the Registrar of Trade Unions.
- (e) To further by financial means or otherwise the work or purpose of any association, national or international, having for its objects the promotion of the interest or welfare of workers or the trade union movement subject to the statutory restrictions on the use of trade union funds.
- (f) To provide and maintain such forms of media and facilities for the legitimate expression

of the policies and views of the Union and its membership or the promotion of interchange of opinions and ideas amongst members and other forms of media and facilities as the Executive Council may deem desirable.

- (g) To operate, or participate in any manner, in any business or undertaking on a co-operative basis or otherwise, for the purpose of the Union and the benefits of its members.
- (h) To promote any legislation for the protection and advancement of the interest of its members, and.
- (i) Generally, to promote the cultural, educational, industrial, material, professional, recreational, social and technical interests and welfare of the members and to do all that is necessary to give effect to the foregoing objectives as the Convention of Delegates or the Executive Council may from time to time deem expedient.

4. Government

- (a) The supreme authority of the Union shall be vested in a Convention of Delegates whose decision on any matter may be arrived at by the delegates voting in person or by proxy or by post or in any other manner as the Executive Council deems necessary and expedient.
- (b) Subject to the overriding authority of the Convention of Delegates, the Executive Council shall be responsible for the conduct of the business and affairs of the Union.

5. Membership

- (a) The membership of the Union shall consist of Ordinary, Associate and Honorary members.
- (b) Ordinary membership of the Union is open to all training, professional and managerial staff, including staff who are employed on fixed-term contracts, who are employed by the Institute of Technical Education and who have attained the age of sixteen years and who are not members of any other registered trade union of employees.
- (c) The honorary membership of the Union may be conferred on such persons as the Executive Council deems to have rendered significant services to this Union in particular or the trade union movement in general.
- (d) The Executive Council of the Union may in its absolute discretion admit as associate members former ordinary members of the Union who have retired from and/or are re-employed by the Institute of Technical Education.

Associate members shall have no right to attend or participate in any or Convention of Delegates of the Union or hold office in the Union. They do not have workplace representation and are also not eligible to take part in any industrial action of the Union. An associate member's membership shall cease in the same circumstances as are provided under Rule 6 and Rule 7 including Schedule 2 of this Constitution.

- (e) The Executive Council may at its absolute discretion approve or reject any application for membership without assigning any reason whatsoever therefore.

In the case of rejection, the applicant's supporters who shall be members of the Union shall have a right of appeal to the Convention of Delegates whose decision shall be final and not removable to any court of law.

- (f) In approving an application for admission or readmission to the membership of the Union the Executive Council may require an applicant to pay such sums of money and, in addition to the requirements for other successful applicants, observe such conditions on account of the failure of the applicant to give a satisfactory explanation for not making his/her application earlier or such other reasons as the Executive Council deems necessary and equitable provided that an applicant who has been previously expelled from the membership of this Union shall not be readmitted by the Executive Council without the prior approval of the Convention of Delegates.
- (g) A person who has applied for the membership of the Union may be represented by the Union during the pendency of his/her application but without prejudice to the right of the Executive Council subsequently to reject the application.

6. Membership Register

- (a) The General Secretary shall cause to be recorded in such Membership Register(s) the name and such other particulars of successful applicants for membership as the Executive Council from time to time and at any time decides upon.
- (b) The membership of a successful applicant shall be deemed to commence from such date of approval by the Executive Council of his/her application for admission or re-admission to the membership of the Union as recorded in the relative Membership Register.
- (c) Members shall notify the General Secretary in writing of any change in such personal particulars as are required by the Executive Council to be recorded in the Membership Register(s) or other books, documents or accounts of the Union.
- (d) Any notification required to be given by the Union to a member under these rules shall be deemed to have been duly sent to and received by the member so long as the notification is shown to have been sent to the last recorded address of the member.
- (e) Any decision of the Union adversely affecting a member shall be deemed to have been duly made with the full consent of the member so long as the decision is shown to have been based on the last recorded personal particulars of the member.

7. Membership Fees

- (a) The subscriptions for associate members, entrance fee and re-admission fee as may be required in Rule 4(b)(ii) shall be of such amount and such rate as the Executive Council shall decide in its absolute discretion.
- (b) The monthly subscription fees or other levies for ordinary members shall be of such

amount and at such rate as a Convention of Delegates of the Union or in the special circumstances of Rule 6(d) hereof, the Executive Council shall decide. The prevailing rates of subscription fee, and entrance fee and levy if any, shall upon their due adoption by this Union, be listed in the Schedule(s) hereto, provided that no fee or levy shall take effect before due registration with the Registrar of Trade Unions.

- (c) Honorary members are not required to pay any membership fees.
- (d) Notwithstanding the 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 NTUC Delegates' Conference or the NTUC Central Committee 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 subscription fee or impose or vary a special levy without convening a Convention of Delegates for the purpose and such alteration, revision, 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.
- (e) The Executive Council shall have the power from time to time and at any time to prescribe:
 - (i) the maximum periods of time to be allowed to members for the payment or check-off of their membership fees and/or levies before their membership is liable to be suspended or terminated, respectively;
 - (ii) the circumstances and conditions for any reinstatement of membership, remission or deferment of membership fees and/or levies or any suspension of the obligation to pay or check-off the same.

8. Membership Privileges and Obligations

- (a) The Executive Council shall have the right and absolute discretion to decide whether or not to represent any member or group of members or to impose such limitations as it deems fit in its representation of a member or group of members vis-à-vis their employer, taking into consideration the salary, grade, title, level of responsibility, nature of employment or other relevant criteria.
- (b) In addition to the privileges and obligations of members set out under any other provision of these Rules, the privileges and obligations of members shall include the following:
 - (i) The right of ordinary members who are not duly disqualified by arrears of subscriptions and/or levies or who are not duly suspended from membership to attend, speak and vote at a general meeting of members of the Union or a branch thereof;
 - (ii) The right of ordinary members who are entitled to attend, speak and vote at a general meeting of members to offer themselves for election or appointment to any office in the Union;
 - (iii) The right to participate in any scheme or fund established by the Union itself or in

conjunction with other trade unions for the welfare of the general membership;

- (iv) The duty to pay regularly and promptly or, whensoever required by the Executive Council, give an authorisation in writing for the check-off of membership subscriptions and/or levies and to obtain without fail an official receipt for any sum of money paid to the Union other than by way of check-off;
- (v) The duty not to so act or so omit to act as to prejudice the employment or career of any other member of this Union except by way of participation in an industrial action duly sanctioned by the Union under these Rules;
- (vi) The duty to give one month's notice in writing of resignation from the Union and duly pay all membership subscriptions and/or levies up to the effective date of resignation except that, if the membership subscriptions and/or levies are payable by way of check-off, the Executive Council may prescribe such longer period of notice as it deems necessary and expedient;
- (vii) The right of appeal to a Convention of Delegates against any suspension or expulsion from membership, suspension or removal from any office of the Union, debarment from holding office or imposition of fine or any other disciplinary action by the Executive Council subject to a notice of appeal having been given in writing not later than a month after the decision of the Executive Council;
- (viii) The duty to observe and comply with these Rules and any resolution or decision duly made hereunder and not to commence any legal proceedings in respect of any such resolution or decision before an appeal has been duly made to and provided that the Convention of Delegates shall determine an appeal against expulsion within three months after the receipt of notice of appeal.

9. Convention of Delegates

- (a) A Convention of Delegates shall consist of the following participants:
 - (i) Serving members of the Executive Council;
 - (ii) Serving delegates representing the respective branches; and
 - (iii) Such other persons invited to be special delegates on such terms or invited to the Convention for such purposes as the Executive Council deems necessary and expedient, provided the number of such persons shall not be more than one-fifth of the number of serving branch delegates.
- (b) Every serving member of the Executive Council has the same rights and duties as a serving branch delegate at a Convention of Delegates.
- (c) Upon the formal declaration of the results of the election of the Executive Council, retiring members of the Executive Council may remain at the Convention of Delegates but shall not speak or vote thereafter unless they are otherwise so entitled to.
- (d) The appointment or replacement of Branch delegates shall be effected on such basis,

in such manner, and for such term as the Executive Council deems fit provided that each Branch shall have at least one delegate.

- (e) The appointment or replacement of a Branch delegate shall take effect only from the receipt by the General Secretary of the due notification in writing of such appointment or replacement.
- (f) The serving Special Delegates shall have the same rights and duties as the serving Branch delegates at a Convention.
- (g) The invited guests at a Convention may only speak if they have been so requested to.
- (h) A Convention of Delegates shall be either Ordinary or Special.
- (i) The business to be dealt with at a Convention of Delegates shall be in accordance with the agenda of the Convention as issued with the notice thereof.
- (j) The time, date and place of a Convention of Delegates shall be decided by the Executive Council and shall be stated in the Formal Notice of Convention which, together with the Agenda therefore, and a list of all the participants at the forthcoming Convention shall be issued to the listed participants not less than a week before the Convention.
- (k) An informal notice of convention shall be given by the General Secretary in respect of an Ordinary Convention not less than three weeks before the formal notice of convention and shall include a request for nominations and motions.
- (l) Nominations and motions shall be submitted to the Union in such manner and form and within such period of time as the General Secretary deems necessary and expedient.
- (m) The quorum for the convention of delegates shall be one-half of the total number of the eligible participants in a Convention.
- (n) The participants at a postponed convention of delegates shall deal with only the matters as stated in the original agenda for the Convention regardless of the sufficiency of quorum at the postponed convention except that any amendment to these Rules adopted at a postponed convention with insufficient quorum shall not be deemed to be duly adopted until a postal ballot is held among the eligible participants who have not been present at the postponed convention to determine whether the absolute majority of participants is in favour thereof.

10. Ordinary Convention of Delegates

- (a) An Ordinary Convention of Delegates shall be convened by the Executive Council at least once in every four years.
- (b) The business of an Ordinary Convention shall include:

- (i) the formal declaration of the results of elections held at or before the Convention;
- (ii) the adoption of a comprehensive report and audited statement(s) of accounts in respect of the intervening period since the last Ordinary Convention;
- (iii) any motion duly submitted to the Convention.

11. Special Convention of Delegates

- (a) A Special Convention of Delegates shall be convened by the Executive Council whenever the Executive Council deems necessary and desirable or the serving Branch delegates representing not less than one-half of the total number of Branches of the Union or constituting not less than one-third of the total number of eligible participants in a Convention, whichever is less, request in writing and stating the proposed agenda for a Special Convention.
- (b) A Special Convention duly requisitioned by the serving Branch delegates shall be convened by the Executive Council may cause a special postal ballot to be conducted in place of a special convention if it deems necessary and expedient.
- (c) The business of a Special Convention shall be decided by the Executive Council at its absolute discretion and shall, if requisitioned by the serving Branch delegates, include the matters as stated in the agenda accompanying the notice of requisition.
- (d) The serving Branch delegates whose requisitioned Special Convention has been called off by reason of insufficiency of quorum or whose entire proposals for discussion at the requisitioned Special Convention have been defeated shall be debarred from requisitioning a Special Convention or a Special Postal Ballot for a period of one year thereafter.

12. Executive Council

- (a) The Executive Council shall consist of such number of members as the Executive Council deems necessary and expedient but not less than eleven members or more than seventeen members, all of whom shall be elected by the eligible participants at a Convention of Delegates or in a postal ballot conducted therefore except that not more than seven participants belonging to the same Branch may be elected or appointed to the Executive Council for the same term of office.
- (b) The elected members of the Executive Council shall, before the formal declaration of the result of their election, meet and vote from among and by themselves a President, a Deputy President, a General Secretary and a General Treasurer and such other officers with such designations and functions as they may decide upon. The members of the Executive Council who are not holding any office shall be designated as Executive Councillors.
- (c) Members of the Executive Council shall ordinarily hold office for a term of four years subject to sooner vacation of office from any cause whatsoever.

- (d) Any vacancy arising in the Executive Council may be filled by the serving members of the Executive Council, if they have due quorum, from among the serving Branch or special delegates for the remaining term of the vacated seat.
- (e) If more than 50% of the seats in the Executive Council fall vacant, whether or not jointly or contemporaneously or for the same cause, before the expiry of their term of office, the Executive Council shall be deemed to vacate office. Upon the Executive Council vacating office, all the members thereof shall be deemed to constitute themselves into an Interim Council, which shall be entitled to exercise the powers and functions of the Executive Council and its office-bearers, respectively, under these Rules for the purpose of only giving effect to all previous decisions of the Convention of Delegates and the Executive Council and generally administering the union. The Interim Council shall be responsible for convening and holding a Special Convention of Delegates within 2 months thereof to elect a new Executive Council. This new Executive Council shall hold office for a fresh term of four years.
- (f) The Executive Council shall meet at least once in every three months and whenever the President so directs or five members thereof so request in writing.
- (g) The quorum for a meeting of the Executive Council shall be one-half of the total membership thereof present throughout the meeting provided that a meeting of the Executive Council with insufficient quorum may take a decision on any matter subject to ratification by a subsequent meeting of the Executive Council with the quorum.
- (h) The notice of meeting and the attendance of members at meetings and other procedural matters shall be determined from time to time and at any time by the Executive Council.
- (i) In addition to the specific powers and functions conferred under any other provision of these Rules and without prejudice to the generality of the powers and functions conferred by these Rules for the conduct of the business and affairs of the Union, the Executive Council shall also have the following powers and functions:
 - (i) The setting up of such committees and the delegation of such powers and functions to the same as the Executive Council deems necessary and desirable for any purpose including the daily administration of the Union;
 - (ii) The appointment of such staff on such terms and conditions as the Executive Council deems necessary and equitable and the supervision, the disciplining and the dismissal of the same;
 - (iii) The suspension or removal of a committee of the Union, the suspension or dismissal of any member from office, the suspension or expulsion of any member from membership, the debarment of any member from holding office and the imposition of a fine or any disciplinary measure on a member for such breach of these Rules or such contravention of any resolution or decision duly made hereunder or such act or omission prejudicial to the interest of the Union or the general membership thereof as shall be shown to the satisfaction of the Executive

Council;

- (iv) Approving any expenditure above \$2000 (Two Thousand Singapore Dollars) but not exceeding \$80,000 (Eighty Thousand Singapore Dollars) in respect of the same item or transaction, at any time instructing the Trustees on the investment of funds and deciding on the establishment of or participation in such enterprise or scheme as the Executive Council deems necessary and desirable for the benefit of members or supplementing the funds of the Union,
- (v) The buying or selling, taking or lease or granting lease of, borrowing or lending, renting, hiring, mortgaging, developing or otherwise acquiring, dealing with or disposing of such movable or immovable property as the Executive Council deems necessary and expedient for any purpose of the Union;
- (vi) Interpreting any provision of these Rules determining any point on which these Rules are silent and making supplementary provisions in accordance herewith and any relevant laws in force.
- (vii) The appointment of such number of persons as it deems necessary to be the advisers of the Union subject to the recommendation of the Secretary General of the National Trades Union Congress.

13. Office-Bearers

In addition to the duties and powers expressly conferred on or assigned by the Executive Council to the office-bearers of the Union under any provision of these Rules, the following office-bearers shall have the following duties and powers, respectively:

(a) The President

The President shall preside at all Conventions of Delegates and all Executive Council Meetings and shall be responsible for the proper conduct of business therein. He shall have a casting vote in Executive Council Meetings. He shall sign the minutes thereof as and when they are approved. He shall sign every cheque drawn on any banking account of the Union in conjunction with the General Secretary and General Treasurer for amounts exceeding \$2000 (Two Thousand Singapore Dollars). For every cheque of \$2000 (Two Thousand Singapore Dollars) or less, the President shall sign in conjunction with the General Secretary OR the General Treasurer.

In addition, the President, General Secretary and General Treasurer shall jointly authorize expenditure above \$1000 (One Thousand Singapore Dollars) but not exceeding \$2000 (Two Thousand Singapore dollars) in respect of the same item or transaction.

(b) Deputy Presidents

The Deputy Presidents shall, in the order of the seniority in which they have been elected or appointed, act in place of the President whenever the latter is

unable to discharge his office from any cause whatsoever and shall have all the duties and powers of the President while he so acts, including the signing of cheques jointly with the General Secretary and the General Treasurer.

(c) General Secretary

As the principal executive officer of the Union, the General Secretary shall:

- (i) Conduct all the business and affairs of the Union in accordance with these rules.
- (ii) Give notice of and attend all Conventions of Delegates and Executive Council Meetings and record the minutes thereof.
- (iii) Prepare or cause to be prepared the minutes of meetings for circulation before and approval at subsequent meetings.
- (iv) Prepare or cause to be prepared the Annual Return for submission to the Registrar of Trade Unions in accordance with the Trade Unions Act and shall supply or cause to be supplied every member eligible to attend the Convention of Delegates a copy of such return together with a certified statement of the Union's account, without payment, on application to the registered office of the Union.
- (v) Be responsible for keeping the Membership Register(s) and other records of Ordinary, Associate and Honorary Members and for notifying the Registrar of Trade Unions within the prescribed date of any Alteration or Amendment of the Constitution Change of Office Bearers or the Union's registered address.
- (vi) Represent the Union or cause the Union to be represented in all negotiations and representations in relation to any other person or organisation.
- (vii) Have the power to authorise expenditure up to \$1000 (One Thousand Singapore Dollars) at any one time such sum of money as the Executive Council deems necessary and expedient and be responsible for the signing of all vouchers authorising payment incurred by or on behalf of the Union but may delegate such authority to sign to any member of the Executive Council as he may deem fit.
- (viii) The General Secretary shall sign in conjunction with the President and the General Treasurer for every cheque drawn on any banking account of the Union above \$2000 (Two Thousand Singapore Dollars). For every cheque of \$2000 (Two Thousand Singapore Dollars) or less, the General Secretary OR the General Treasurer shall sign in conjunction with the President.

(d) The General Treasurer

The General Treasurer shall:

- (i) Be responsible for the proper keeping of financial books, accounts and, except where otherwise stated, the monies of the Union.
- (ii) Prepare or cause to be prepared a statement showing the financial position of the

Union for submission to each meeting of the Executive Council, the Convention of Delegates and to the Special Convention of Delegates and also whenever required by the Executive Council.

- (iii) Be responsible for the preparation of the statement of receipt and expenditure and the statement of assets and liabilities together with the Statutory Declaration for submission of Annual Returns to the Registrar of Trade Unions.
- (iv) The General Treasurer shall sign in conjunction with the President and the General Secretary for every cheque drawn on any banking account of the Union above \$2000 (Two Thousand Singapore Dollars). For every cheque of \$2000 (Two Thousand Singapore Dollars) or less, the General Treasurer OR the General Secretary shall sign in conjunction with the President.
- (v) Keep and maintain up to-date a register of all receipt books issued to and used by authorised officers.
- (vi) Have the power to retain in his possession for current Union expenses a sum not exceeding \$500/- (**Dollars Five Hundred Only**) such amount as the Executive Council deems necessary and expedient. Any sum in excess of the said amount must be deposited in the Union's banking account within three working days of such excess accruing.
- (vii) Be responsible for the signing of all receipts and vouchers for monies spent and received on behalf of the Union provided that all vouchers presented to him for payment must bear the signature of the General Secretary, or his authorised nominee.

(e) **Other Officers**

They shall have such designations, powers and duties as the members of the Executive Council may determine when appointing them, provided that the powers of the designated officers shall not be derogated from.

(f) **Executive Councillors**

- (i) They shall attend Meetings of the Executive Council, sit on any Committee the Executive Council may set up and, generally assist in the consideration and decision of questions brought up for discussion in the Executive Council and at the Conventions of Delegates.
- (ii) A member of the Executive Council who is unable or will not be able to perform his duties for a continuous period of 6 months or more shall be deemed to have resigned himself from office.

14. Auditors

- (a) Two Internal Auditors shall be appointed, whenever necessary from the membership of the Union, by the Executive Council to audit and certify accounts of the Union at

least once in two months and, whenever directed by the Executive Council. They shall ordinarily hold office for a term of four years subject to sooner vacation of office from any cause whatsoever and they shall not be members of the Executive Council or Trustees of the Union during their term of office.

- (b) Each Internal Auditor shall be appointed as a Special Delegate by the Executive Council subsequent to his appointment as an Internal Auditor, and shall be entitled to participate as a delegate in a Convention of Delegates during his term of office.
- (c) The Executive Council may appoint and pay out of the Union's funds the fees of one or more Public Accountants or other fit and proper persons approved by the Registrar of Trade Unions to audit and certify the annual and other periodical accounts of the Union. Such auditor(s) shall have free and complete access to all financial books and documents of the Union necessary for a proper and thorough auditing,
- (d) The report and recommendation, if any, of the Auditors shall be presented to the Ordinary Convention of Delegates. A copy of such report and recommendation shall be kept at the head office of the Union for convenient and easy reference by any interested member.
- (e) For the purpose of this Rule, the financial year of the Union shall end on Thirty First March of each year.

15. Trustees

- (a) Not more than three Trustees, who are Citizens of Singapore, shall be elected whenever necessary from amongst and by the participants of a Convention of Delegates and shall hold office at the will and pleasure of the Union.
- (b) Trustees shall not be members of the Executive Council or Internal Auditors during their term of office.
- (c) Any Trustee, who ceases to be a serving Branch Delegate after election as Trustee, shall be entitled to be appointed by the Executive Council as a Special Delegate to the Convention of Delegates during his term of office.
- (d) The three Trustees for the time being shall have vested in them all the real and personal property whatever belonging to the Union and shall jointly deal with the same in accordance with the directive of the Executive Council.
- (e) A Trustee may be removed from office at any time by the Executive Council on the grounds of ill health, unsoundness of mind, residence outside or long absence from the Republic or inability or incompetence to discharge his duties satisfactorily.
- (f) If any office of the Trustees falls vacant from any cause whatsoever, the Executive Council may convene a Special Convention of Delegates or conduct a postal ballot to elect another Trustee provided that no decision or transaction of the two surviving Trustees acting jointly and in accordance with any direction of the Executive Council

shall be invalidated solely by reason of there being less than three Trustees.

- (g) The Trustees shall always be entitled to consult the Union's legal adviser(s) with the prior sanction of the Executive Council at the expense of the Union and to apply to any Court for a legal ruling if any two of the Trustees are satisfied that any application of the funds or property of the Union is otherwise than in accordance with these Rules or the relevant laws in force in the Republic.

16. Branches

- (a) For the purpose of facilitating the representation of members and the administration of the Union, the Executive Council shall have power to constitute Branches on the basis of one Branch for each class or category of employment, place of work or area or such other basis or any combination thereof as the Executive Council may deem fit. The Executive Council shall also have power to dissolve any Branch on the ground of ineffective representation or improper administration or to group together two or more existing Branches if the Membership strength of the Branch concerned is insufficient to warrant separate representation and administration.
- (b) Each Branch shall elect at its General Meeting a Committee consisting of such number of members as the Executive Council may decide upon, provided that no Branch Committee shall have more than a total of eleven or less than a total of five members.
- (c) The Executive Council shall have the power from time to time and at any time to make provisions for the conduct of the business and affairs of Branches by their respective Branch General Meeting of members, Branch committees and Branch office-bearers.

17. Application, Investment and Safe Custody of Funds

- (a) The purposes for which the general funds of the Union may be expended shall include the following:
 - (i) The payment of salaries and allowances reimbursement of expenses to officers, members and employees of the Union;
 - (ii) The payment of administrative expenses of the Union including fees of the external auditors and legal advisers, if any;
 - (iii) The payment of the cost of legal proceedings involving any rights of Union as such or any rights of any member in relation to his employer;
 - (iv) The payment of expenses in furtherance of trade disputes concerning the Union or any member thereof;
 - (v) Compensation for any loss of earnings by members through victimisation or trade disputes;
 - (vi) The payment of benefits to members or their dependants in the event of sickness, disablement, misfortune, bereavement or retirement of such members or their

dependants;

- (vii) The payment of affiliation fees to a registered federation of trade unions in the Republic and any trade unions, co-ordinating or advisory bodies established within or outside the Republic subject to the approval of the Minister;
 - (viii) Additional contributions towards the expenses incurred in the establishment and maintenance of any lawful trade union coordinating or advisory bodies whether within or outside the Republic subject to the approval of the Minister;
 - (ix) The editing, printing, publishing and circulation of any journal, pamphlet, magazine, newspaper or any other publication of this Union or any other registered trade union for the advancement of workers and the promotion of the trade union movement;
 - (x) The payment of affiliation fees and additional contributions to social, cultural, professional and educational associations whether within or outside the Republic, whose objects and activities are of benefit to the members of the Union subject to the approval of the Minister;
 - (xi) The conduct of cultural, educational, industrial, professional, recreational, social, sporting, technical and welfare activities for the benefit of members of the Union;
 - (xii) The establishment and maintenance of a library and other recreational facilities and amenities for the use of members; and
 - (xiii) Any other purpose which has been approved by the Convention of Delegates in accordance with the relevant laws of the Republic.
- (b) If a special fund of this Union is derived in part or in whole from the mandatory contributions of members under these rules, the portion of the special fund that is derived from such contributions shall not be used or applied for any other purpose without the consent, by secret ballot, of the majority of the members of the union and the General Secretary shall cause every such consent to be notified to the Registrar within seven days.
- (c) The general and special funds of the Union which are surplus to the current requirements of the Union shall be invested by the Executive Committee only in investments in respect of which the law permits trust money to be used, in interest-earning deposits in banks or finance companies or in shares of co-operative societies established by any registered trade union.
- (d) All investments of the Union shall be held in the name of the trustees of the Union for the time being under trust deeds etc.
- (e) The power of the Executive Council to incur or authorise any expenditure other than the payment of salaries, allowances, administrative expenses or other annually recurrent charges which have previously been incurred or approved shall not subsist after the expiry of four years six months from the date of its election.

- (f) All cheques or withdrawal orders drawn on the funds of the Union deposited in any bank shall be signed by the President (or in his absence the Deputy President), the General Secretary and the General Treasurer. In the absence of the General Secretary and the General Treasurer any member(s) of the Executive Council duly appointed by the Executive Council shall sign in place of the absent officer(s).

18. Voting

- (a) Voting may be by a show of hands unless a secret ballot is required under the Trade Unions Act or specified by any provision of these Rules or requested by a majority of members or participants present and voting.
- (b) Voting shall be confined to persons entitled to participate in a Convention of Delegates and shall be by secret ballot in respect of the following matters on which a decision shall be reached by a simple majority of the votes recorded:
 - (i) Election of members of the Executive Council;
 - (ii) Election of Trustees;
 - (iii) Amendment of the Rules;
 - (iv) Dissolution of the Union;
 - (v) Imposition of a levy;
 - (vi) Approving new purposes for the expenditure of the Union's general funds.
- (c) Voting shall also be by secret ballot in respect of the following matters and a decision reached there-on in accordance with the majority specified therefore:
 - (i) Change of name of the Union, if two-thirds of the total number of ordinary members of the Union so vote in favour thereof;
 - (ii) Amalgamation with another union, if not less than one-half of the total number of ordinary members of the Union shall vote thereon and not less than sixty percent the votes are so cast in favour thereof;
 - (iii) Any industrial action as defined in the Trade Unions Act, if the absolute majority of ordinary members affected so vote in favour thereof;
 - (iv) Any other matter affecting the general membership of the Union or any Branch thereof, such as the approval of a proposed collective agreement, if a simple majority of the ordinary members affected voting at a meeting with due quorum so vote in favour thereof.
 - (v) Change of the use of any special fund to which members make mandatory contributions, if more than one-half of the total number of ordinary members of the Union so vote in favour thereof.

- (d) If there is a tie in voting on any matter other than the election of members of the Executive Council or Trustees, the Chairman of a Convention or meeting shall be entitled to a casting vote in addition to his ordinary vote.
- (e) If there is a tie in the election of members of the Executive Council or President, the Chairman of the Convention may either invite the candidates concerned to resolve the issue in a convenient manner mutually acceptable to all of them or, if there is sufficient quorum present, direct a fresh balloting to be held or, if there is insufficient quorum present, direct a postal ballot to be held for the purpose as soon as possible.
- (f) The Executive Council or a simple majority of participants in a Convention of Delegates or a General Meeting of members may direct that the voting on any matter shall be effected by a postal ballot among all the eligible participants of the Convention or the General Meeting in place of or in addition to any voting in person at the Convention or the General Meeting, as the case may be.
- (g) The Executive Council shall from time to time and at any time make provisions to regulate the exercise of voting rights, the conduct of secret ballot or postal ballot, the appointment of tellers and scrutineers, and the counting, checking and recording of votes.

19. Inspection of Union Records

The Account Books of the Union and its Membership Register(s) and other related records shall be open to inspection by any officer or member of the Union during normal office hours provided that reasonable notice in writing is given to the General Secretary. Such inspection shall be subject to any conditions the Executive Council may deem fit to impose.

20. Dissolution

- (a) The Union shall not be dissolved except with the consent of simple majority of the participants of a Convention of Delegates;
- (b) Notice of dissolution shall be given within fourteen days of the dissolution to the Registrar of Trade Unions in the prescribed form to be signed by the General Secretary and seven members of the Union.
- (c) In the event of the Union being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Union shall be fully discharged, and the remaining funds, unless the members decide otherwise, shall be divided amongst the members in proportion to their continuous years of membership.

21. Affiliation

- (a) Subject to ratification by a Convention of Delegates, the Executive Council may affiliate this Union to the National Centre and such other national or international organisations as the Registrar of Trade Unions or the relative Minister may approve.

(b) Upon ratification of this Union's affiliation to the National Centre and if required under the terms of affiliation thereto the Convention of Delegates and the Executive Council shall jointly and severally be responsible for:

- (i) making from time to time and at any time such amendments to these Rules as may be necessary for giving effect to any directive of the National Centre;
- (ii) preventing such act or omission by the Union as may result in the disaffiliation of the Union from the National Centre except with the prior consent of 75 percent of the total ordinary membership of the Union duly obtained by a secret or postal ballot.
- (iii) facilitating and ensuring the conduct of such business and such affairs of the Union by such bodies or such persons as the National Centre deems necessary and desirable;

notwithstanding any other provisions these Rules to the contrary.

22. Alteration of Rules

- (a) These Rules shall not be amended in any manner except with the approval of a simple majority of a Convention of Delegates duly obtained by a secret or postal ballot.
- (b) Any alteration to these Rules shall take effect only from the date of approval by the Registrar of Trade Unions.

23. Supplementary Provisions

- (a) The Executive Council shall from time to time and at any time supplement these Rules with further provisions on the following matters, including other matters pertaining or incidental thereto:
 - (i) Application for membership;
 - (ii) Membership Fees;
 - (iii) Appointment of Delegates;
 - (iv) Executive Council's Meetings;
 - (v) Branch Administration;
 - (vi) Standing Orders;
 - (vii) Voting Procedure;
 - (viii) Such other matters as the Executive Council deems necessary and expedient.
- (b) Each provision made under this rule shall be annexed as a separate hereto and shall be deemed to form part of these Rules.

(c) Any provision made under this rule shall not take effect before the date of approval by the Registrar of Trade Unions.

SCHEDULE I
(Rule 4)

Application for Membership

1. Application for Ordinary Membership shall be made in the prescribed form duly completed and signed by the applicant.
2. If application is for Ordinary Membership, there must be a proposer who is an Ordinary member in good standing.
3. The completed form should be submitted through any official of the relative Branch or directly to the General Secretary of the Union together with the payment of the prescribed entrance fee and one month's membership subscription in advance and, if required, an authorisation in writing in the prescribed form for check-off of subsequent membership fees. Such entrance fee, membership subscription and authorisation for checkoff will be returned to the unsuccessful applicant.
4. Upon receipt of the duly completed form of application, the General Secretary shall cause it to be tabled at the next meeting of the Executive Council for its decision.
5. Pending but without prejudice to the decision of the Executive Council, the General Secretary may arrange for the applicant to be represented by the Union. An applicant who has been notified of being so represented by the Union shall be required to honour every resolution or decision of the Union binding upon the members of the Union in the applicant's place of work.
6. The Executive Council may, before deciding upon an application for membership, require the applicant with or without his proposer to appear before it or a committee thereof for the purpose of clarifying or substantiating any statement in the application.
7. The General Secretary shall notify or cause to be notified the applicant of the decision of the Executive Council as soon as possible.
8. In the case of rejection, the applicant's supporters who shall be members of the Union shall have a right of appeal to the Convention of Delegates whose decision shall be final and not removable to any court of law.

SCHEDULE 2 (Rule 6)

Payment of Ordinary Membership Fees and Other Charges

1. The subscription fees payable by every ordinary member shall be \$9/- per month and an SLF levy of \$9/- per year.
2. The General Secretary shall give or cause to be given a reminder to every member who fails to pay or permit the check-off of his/her monthly subscription and/or levy for two successive months, provided that the non-receipt of a reminder is not a ground in itself for avoidance of the effect of arrears hereinafter.
3. A member who fails to pay or permit the check-off of his/her monthly subscription and/or levy for three successive months shall be deemed to be suspended from membership with effect from the end of such third month until the arrears are paid up or check-off or the membership is terminated, whichever is earlier.
4. A member who fails to pay or permit the check-off of his/her monthly subscription and/or levy for six successive months shall be deemed to be struck off from the Membership Register of the Union with effect from the end of such sixth month and shall forfeit all his interest in the Union.
5. A member who has been so struck off from the Membership Register may be reinstated in the membership of the Union without any break in the continuity thereof if he so applies in writing to the Executive Council within six months of being struck off and undertakes to pay or permit the check-off of all arrears and all monthly subscriptions and/or levy up to the effective date of reinstatement.
6. A member who is required to pay his monthly subscription and/or levy by way of check-off shall not be permitted to tender his payment in cash or by cheque directly to the Union except when he/she is resigning from the Union.
7. Every member is entitled, on admission into membership, to one copy of the Rules of the Union and a membership card. Members are required to pay such charges for a subsequent or additional copy of the Union's Rules, a renewal or replacement of the membership card, a badge or other emblem or token of the Union or a magazine or any other publication of the Union as the Executive Council deems necessary and reasonable.

SCHEDULE 3 (Rules 8(c))

Appointment and Replacement of Delegates

1. Special delegates are to be appointed by the Executive Council when:
 - (i) Persons who are appointed as internal Auditors of the Union are not or cease during their internal auditorship to be serving Branch delegates;
 - (ii) Elected Trustees of the Union cease during their trusteeship to be serving Branch delegates;
 - (iii) Persons who are entrusted with the conduct of any business or affair of the Union in accordance with the terms of affiliation of the Union to the national centre;
2. Special delegates shall hold office for so long as they are discharging the functions in respect of which they have been specifically appointed.
3. Special delegates shall have the right to do what the serving Branch delegates are entitled to do at a Convention of Delegates except to offer themselves as candidates for election to any post in the Union unless they are so entitled to as member of the Union.
4. Branch delegates are to be appointed from among the members of the Union by the respective Branch committees on the basis of one delegate for every ten members in the Branch General Meeting, with less than ten members counting as an entitlement for one delegate any remainder over and above any multiple of ten members counting as entitlement for an additional delegate, subject to a maximum of twenty-five delegates per branch.
5. The total number of members for the purpose of determining the number of delegates a Branch may appoint shall be such number of members as the General Secretary certifies in writing to be the total number of members eligible to vote in a General Meeting of Members of the relative Branch as at a date not earlier than one week before the Branch Committee meeting at which the delegates are to be appointed.
6. The Branch Committee shall notify the General Secretary in writing of the names and the designations, if any, of the Branch delegates as soon as they are appointed. The Branch delegates shall include the Branch Chairman, the Branch Secretary and the Branch Treasurer in that order or precedence unless any or all of the persons holding such or equivalent positions decline to be so appointed.
7. Branch delegates are to be ordinarily appointed for a term of four years subject to sooner vacation of office from any cause whatsoever. The termination of the appointment of a Branch delegate may be effected by either the Branch Committee or the delegate giving one month's notice in writing to the other party of the intention to so terminate.

8. If the position of a Branch delegate falls vacant the Branch Committee may appoint any other member within the Branch to fill the vacancy for the remaining term of office thereof.
9. The General Secretary shall be responsible for drawing the list of serving Special Delegates and serving Branch Delegates together with the serving Members of the Executive Council and invited guests for distribution to all the participants of a Convention of Delegates not less than one week before the scheduled date for commencement thereof.
10. Such list, as amended from time to time by the General Secretary, shall govern the attendance or the exercise of voting rights at all subsequent Special Convention of Members until the next Ordinary Convention of Delegates.
11. Persons who are not so listed and who are not otherwise certified by the General Secretary to be eligible participants shall be debarred from attending, speaking or voting at a Convention of Delegates, regardless of the validity of their claims to be so entitled to.
12. For the purpose of verifying the right of participants to attend, speak and vote the General Secretary may issue or cause to be issued to all participants a credential card in such form for such purpose as he may deem necessary and expedient.

SCHEDULE 4
(Rule 11)

Meeting of Executive Council

1. Notice of every meeting of the Executive Council together with the Agenda therefor shall be given in writing not less than three days in advance to all Members of the Executive Council.
2. If it is an emergency meeting, the requirement of notice in writing or otherwise may be dispensed with.
3. Any Member of the Executive Council who absents himself from any three consecutive meetings thereof without the prior permission of the Executive Council or any excuse or reason in writing satisfactory or acceptable to the Executive Council shall be deemed to have vacated his seat with effect from the date of such third meeting provided that the President, the General Secretary or the Treasurer may on behalf of the Executive Council grant leave of absence to any Member thereof who applies in writing for such leave and stating his reasons in support thereof.
4. Any Member who fails to be present at any meeting of the Executive Council within half an hour after its scheduled time of commencement or who leaves before the close of any meeting without the prior permission of the Executive Council 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 is adjourned soon thereafter, as the case may be, by reason of insufficient quorum.
5. Any member of the Executive Council who absents himself from any meeting thereof without prior permission or satisfactory or acceptable excuse or reason shall be deemed to have voted in favour of the majority decision, if any, taken at that meeting.
6. Any failure to be present at more than three meetings without prior permission or satisfactory or acceptable excuse or reason shall be sufficient and valid cause for suspension or expulsion of an Executive Council Member from the Executive Council as it may decide at its absolute discretion.
7. In the event of any vacancy arising in the Executive Council from any cause whatsoever the Executive Council may appoint any serving Special or Branch Delegate to fill the vacancy until the next election.
8. The General Secretary shall record or cause to be recorded the minutes of every meeting of the Executive Council for presentation to the next meeting thereof. After the minutes have been read, amended and signed by the chairman of the meeting, the minutes shall be deemed to be a true and correct record of the proceedings of the immediately preceding meeting of the Executive Council.
9. A member of the Executive Council having a personal interest in any matter to be deliberated upon by the Executive Council shall forthwith declare his/her interest therein and withdraw himself/herself from the meeting for the duration of the

deliberation and voting thereon unless the other members of the Executive Council expressly decide otherwise on the ground it is a matter which a substantial number of the members of the Union has a personal interest. Any failure to so declare and/or withdraw from a meeting shall not invalidate the proceedings of the meeting but shall be deemed to be a misconduct in respect of which the defaulting member may be suspended or removed from the Executive Council or debarred from holding any office in the Union.

10. Any untransacted matter contained in an agenda for a meeting of the Executive Council which cannot be commenced or has to be adjourned by reason of insufficient quorum may be circularised among the members thereof present in Singapore for their decision. A matter so approved by not less than one-half of the total number of the members of the Executive Council shall have the same validity as a matter approved at a duly convened meeting thereof.