

ESTABLISHMENT AND ADMINISTRATION OF BRANCHES AND BRANCH COMMITTEES REGULATIONS

The Executive Council, in exercise of its powers conferred on the Executive Council under Rule 17(ix)(a) to 17(ix)(e) and 17(x) of the Constitution of the Union, makes the following regulations to govern the establishment and administration of branches and branch committees : —

REGULATIONS

1. These regulations shall be known as "The Establishment and Administration of Branches and Branch Committees" Regulations and shall take effect from the date of registration by the Registrar of Trade Unions.

2. **Formation of Branches**
 - (a) When the Executive Council decides to establish a new Branch of the Union, the General Secretary shall inform the members concerned that they are to be assigned to the new Branch of the Union.

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

3.
 - (a) The Executive Council may set up a Union office branch to cater for the Founder and Cadre members who are not eligible for the ordinary membership of the Union and the members who are employed in places of work whose members are too few to be constituted into separate branches of their own.

 - (b) The Founder and Cadre members, if any, in the Union Office Branch shall be eligible to attend and participate in a Union Office Branch General Meeting.

4. **Branch General Meeting, Business And Powers**

- (a) Every Branch shall hold a Branch Ordinary General Meeting of members within three months after the close of each fourth financial year of the Union but before the General Convention of Delegates; provided that a Branch Ordinary General Meeting may be held at a later date with the approval of the General Secretary.
 - (b) A preliminary notice of the Branch Inaugural or Ordinary General Meeting of members asking for motions for discussions and nomination of candidates for election to the Branch Committee shall be sent to all members of the Branch not less than 10 days before the date fixed for the meeting. All motions and nominations with the consent of the candidates shall be submitted by their respective proposers and seconders to reach the Branch Secretary not later than 7 days before the meeting.
 - (c) A formal notice of meeting stating the time, date and place of the Inaugural or Ordinary General Meeting of members and containing the agenda thereof shall be sent to all Branch members not later than 3 days before the meeting.
 - (d) The business of a Branch Inaugural or Ordinary General Meeting of members shall include the election of Branch Committee and Branch Auditors, if any, and the discussion of any matter pertaining to the interest of the members of the branch.
- 5.
- (a) A Branch Extraordinary General Meeting may be convened at any time by the Branch Secretary on the instruction of the Branch Committee or the Founder and Cadre members of the Branch or at the request in writing of not less than one-half of the total number of ordinary members of the Branch and stating the purpose and the agenda of the proposed General Meeting.
 - (b) A Branch Extraordinary General Meeting requisitioned by members shall be convened for a date not later than one month after the receipt of the requisition.
 - (c) A notice of meeting together with the agenda thereof shall be sent to all members not less than 4 days before the Branch Extraordinary General Meeting.
 - (d) The business of the Extraordinary General Meeting shall be to

discuss only the matters stated in the agenda for meeting.

- (e) A Branch Extraordinary General Meeting requisitioned by members that is not held within half an hour of the stated time for commencement thereof by reason of insufficient quorum shall be deemed to have been called off and no Branch Extraordinary General Meeting shall be convened for the same purpose and agenda within six months thereof.
- 6.
- (a) A Branch General Meeting may give any instruction to or overrule any decision of a Branch Committee so long as the instruction does not run contrary to, or the decision so overruled is not in accordance with, any of the rules of the Union or the Regulations made thereunder or any resolution of the Convention of Delegates or any decision of the Executive Council.
 - (b) A Branch General Meeting may suspend or dismiss a Branch Committee but such suspension or dismissal shall not take effect without the prior approval of the General Secretary.
 - (c)
 - (i) The quorum for a Branch General Meeting of members shall be fifty Branch members or one quarter of all Branch members whichever is the less.
 - (ii) If after half an hour from the appointed time for the commencement of meeting there is insufficient quorum , the meeting shall be adjourned to a date not later than seven days therefrom. If there is insufficient quorum after half an hour from the appointed time for the commencement of the adjourned meeting, the exact time and date as fixed by the Chairman of the meeting, the members present shall proceed with business of the meeting, including the election of Branch Committee.
 - (iii) The members at a Branch General Meeting with insufficient quorum may not overrule any decision of a Branch Committee under paragraph (a) hereof or make any decision binding upon the general membership of the Branch unless the members record their vote by secret ballot.
 - (iv) Every decision taken at a Branch General Meeting with insufficient quorum shall be circulated in writing to all Branch members.

7. Closure of Branch

- (a) The general funds of a Branch shall, upon closure or dissolution from any cause, form part of the general funds of the Union.
 - (b)(i) The special fund(s) (if any), of a Branch shall, upon closure, be disposed off in such manner as stated hereinafter.
 - (ii) The sum of money standing to the credit of a special fund in the books of the Union at closure or dissolution of the Branch shall be apportioned between the mandatory contributions of members and the voluntary contributions of members and/ or other persons in the proportion they bear to each other.
 - (iii) The majority of members making mandatory contributions shall decide by secret ballot on the disposal of the portion that is derived from such contributions. A decision to divide such portion among the members shall be required to satisfy these two conditions first, that all persons who cease to be members in specified circumstances and at a specified date before closure or dissolution shall be entitled to a share thereof if the Executive Council shall so decide upon and specify in its absolute discretion and, secondly, that all members, past and present, shall receive as their proportional share a sum not more than what they have respectively and mandatorily contributed.
 - (iv) The portion that is derived from the voluntary contribution of members and/or other persons plus the balance of the portion in sub-paragraph(iii) hereof that is not payable to members, past and present shall be disposed off by the Executive Council in its absolute discretion.
8. The members of any Branch that has been closed or dissolved from any cause whatsoever shall be transferable to any other Branch of the Union until such time as they may be reconstituted into any Branch of the Union as the Executive Council may decide in its absolute discretion.

9. Branch Officers and Branch Committees

- (a) (i) Each Branch shall elect at its Inaugural or Ordinary General Meeting or a Branch Committee consisting of one Branch Chairman and/ or one Branch Secretary and/or one Branch Treasurer or such other Branch Officers and Committee Members as the Executive

Council may previously decide upon,, except that the whole Branch Committee shall not exceed 15 members.

- (ii) If a Branch Committee has less than 15 elected members from any cause whatsoever, the Executive Council may in its absolute discretion appoint Branch Committee members from among the respective Branch members to occupy not more than two of the unfilled seats in the Branch Committee, and such appointed Branch Committee members shall have the same rights and duties as the elected Branch Committee members during their term of office.
 - (b) The Branch Committee shall ordinarily hold office for a term not exceeding four years and not withstanding any provisions in this constitution to the contrary or until the next Ordinary General Meeting, subject to sooner vacation of office from any cause whatsoever.
 - (c) The names and other relevant particulars of the duly elected members of any Branch Committee shall be notified by the Branch Secretary to the General Secretary within three days of election.
 - (d) If a vacancy arises in a Branch Committee from any cause whatsoever, the Executive Council may appoint any member from the Branch to fill the vacancy until the next Ordinary General Meeting.
 - (e) If the whole Branch Committee vacates office from any cause whatsoever, the Executive Council may appoint a special committee consisting of the Founder and Cadre members of the Union to conduct the business and affairs of the Branch for a period of not more than 6 months. Such Special Committee shall during its term of office have all the powers of a duly elected Branch Committee.
10. The Branch Committee shall report every four years to the Branch General Meeting and whenever required to the Executive Council of the Union on the conduct of the business and affairs of the Branch.

11. Duties of Branch Officers

- (a) The Branch Chairman shall be responsible for the conduct of the Branch General Meetings and the Branch Committee Meetings and shall sign the official minutes of Branch General Meetings and Branch Committee Meetings at which they are approved.
 - (b) The Branch Secretary shall be responsible for the convening of Branch General Meetings and Branch Committee Meetings and the recording, preparing, issuing and safe-keeping of the minutes of Branch General Meetings and Branch Committee Meetings. He shall also be responsible for the execution of the decisions of the Branch Committee, the conduct of the correspondence of the Branch and the preparation of reports on the conduct of business and affairs of the Branch for submission to Branch General Meetings and to the Executive Council.
 - (c) The Branch Treasurer shall prepare statements of accounts for the Branch for submission to the Branch General Meeting, the Branch Committee and the Executive Council.
 - (d) The other officers and Committee Members of a Branch Committee shall have such designations and duties as the Branch Committee shall decide upon with the approval of the Executive Council; provided that their designations, duties shall not derogate from those of the Branch Chairman, Branch Secretary and Branch Treasurer.
12. If the office-bearers and members of a Branch Committee are not separately elected, the elected members of the Branch Committee shall, within one week of the election, appoint from among themselves the respective office-bearers of the Branch Committee
13. Any member of the Branch Committee who absents himself from three consecutive meetings without the prior permission of the Branch Committee or without any reason or excuse satisfactory or acceptable to the Branch Committee shall be deemed to have removed himself from the Branch Committee with effect from the date of such meeting.
14. (a) The Branch Committee shall ordinarily meet once a month.

- (b) A special meeting of the Branch Committee may be convened by the Branch Secretary :—
 - (i) on the instruction of the Branch Chairman for any reason he deems fit; or
 - (ii) on the instruction of the General Secretary of the Union for any reason he deems fit; or
 - (iii) on the requisition in writing of one-half of the members of the Branch Committee together with the purpose in writing thereof.
 - (c) No notice shall be required for a scheduled monthly meeting of the Branch Committee. For any other meeting of the Branch Committee, one week's notice in writing shall be given.
15. The duties and powers of the Branch Committee shall include the following :—
- (a) To implement every resolution of the Convention of Delegates or the Executive Council or the Branch General Meeting;
 - (b) To keep and maintain up-to-date records of the conduct of the business and affairs of the Branch;
 - (c) To control the expenditure of funds which have been allocated to the Branch by the Executive Council and submit annually statements of assets and liabilities and of income and expenditure of the Branch or whenever directed by the Executive Council;
 - (d) To set up such sub-committee(s) with such number of members as the Branch Committee deems necessary in consultation with the Executive Council from among the Branch members on the basis of their place(s) of work for the purpose of representing their fellow Branch members vis-a-vis their respective employer(s).
16. The Branch Committee shall have no power to dismiss any member of a Branch Committee or expel any member of the Branch but shall refer

all complaints, charges or allegations against a Branch Officer or member and the grounds in support thereof to the General Secretary who shall direct an investigation to be conducted forthwith into the allegation and submit the report of the investigation to the Executive Council for its decision; provided that the Branch Committee shall have power to suspend the Branch Officer or member concerned pending the outcome of the investigation.

17. The quorum for a Branch Committee Meeting shall not be less than one-half of the total number of Branch Committee members, provided that a Branch Committee may take a decision on any matter by circular resolution duly signed by all Committee Members in Singapore and such decision shall be as valid as a decision taken at a duly convened and held meeting.