

**CONSTITUTION OF
SINGAPORE
AIRLINES STAFF UNION**

Constitution of Singapore Airlines Staff Union

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Constitution of Singapore Airlines Staff Union

Article 1 Name and Registered Office

- 1.1 The trade union that is formed under these rules shall be known as the "Singapore Airlines Staff Union" (hereinafter called the "Union").
- 1.2 The registered office of the Union shall be Singapore Air-lines Staff Union, Airlines House, SIN ALH 05-A, Airline Road, Singapore 1781 or at such other place as may be decided upon by the Executive Council of the Union.

Article 2 Scope of Representation

- 2 The Union shall seek to represent all such employees of –
 - a. the Singapore Airlines Limited and its subsidiaries with the exception of Singapore Airport Terminal Services and Singapore Airport Duty-Free Emporium; and
 - b. the Eagle Services Asia Pte Ltd (hereinafter jointly and severally call "the Company" or "their Employer") as are eligible to be ordinary members of the Union.

Article 3 Objects

- 3.1 The principal object of the Union shall be to regulate relations between the members and their employer for the following purposes:-
 - (i) to improve the working conditions of the members and enhance their economic and social status;
 - (ii) to achieve the raising of productivity for the benefit of the members, their employer and the economy of Singapore; and
 - (iii) to promote good industrial relations between the members and their employer.
- 3.2 The other objects of the Union shall be:-
 - (i) to foster in all employees of the Company a sense of involvement and identity with their fellow employees, their Union, their employer and their community;
 - (ii) to co-operate with the Company in striving for the success of the Company with a view to benefit the members through a fair and equitable sharing of the fruits of success;

- (iii) to represent the members before their employer and/or other persons whenever necessary or desirable in their interest;
- (iv) to further by financial means or otherwise the work or purpose of any association, national or international, having as its objects the promotion of the interest and welfare of workers or the trade union movement, which shall include the Singapore Labour Foundation, subject to the statutory restrictions on the use of union funds;
- (v) to provide and maintain such forms of media and such other facilities as the Executive Council may decide upon 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 the members;
- (vi) to establish a scheme of Union benefits out of special contributions or the Union's funds or both for the payment of benefits in cash or in kind to members in specified events of sickness, disablement, misfortune, bereavement and retirement in accordance with such terms and conditions as the Executive Council may from time to time decide upon, subject to the approval of the Registrar of Trade Unions;
- (vii) to operate or participate in any manner in any business or undertaking in a co-operative or other basis for the purpose of the Union and for the benefits of its members;
- (viii) to promote the cultural, educational, vocational, recreational, social and material interests and welfare of the members; and
- (ix) to do all that is necessary, conducive or incidental to the achievement of foregoing objects, including the organisation and representation of all eligible employees of the Company.

Article 4 Membership and Associateship

4.1 The membership of the Union shall consist of Membership and founder members, cadre members, ordinary members, Associateship and honorary members. Other persons may be admitted as associates in accordance with these rules.

4.2 Any person who is,

- (i) sixteen (16) years old, or older, and
- (ii) locally employed by the Company in any capacity, other than executive, managerial or confidential staff and aircraft engineers, shall be eligible for the ordinary membership of the Union.

4.3 The Founder Members of this Union shall be appointed by a Pro-term Committee exercising the powers of the Executive Council under these rules and shall consist of

such persons as are certified by the Secretary-General of NTUC to have actively assisted in the founding of this Union and are able to help this Union attain its objectives, irrespective of whether they are eligible to be ordinary members of this Union or not.

- 4.4** The Cadre Members of this Union shall 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 such appointee is eligible to be an ordinary member of this Union. The total number of Founder and Cadre Members shall not be more than twenty (20).
- 4.5** The Executive Council may from time to time confer the honorary membership of the Union as the highest award of the Union, upon any person who has, in the opinion of the Executive Council, performed signal service to the Union in particular or the trade union movement in general. An honorary member shall not be required to perform any duty or pay any membership fee to the Union.
- 4.6** The Executive Council may admit as associates of the Union persons:-
- (i) who are ineligible for the ordinary membership of the Union by reason of being employees of the Company outside the scope of representation by the Union; or
 - (ii) who are employees of the Union.

Article 5 Approval and Registration of Membership and Associateship

- 5.1** Application for ordinary membership and associateship shall be made in the prescribed form duly completed and submitted to the General Secretary together with the payment in advance of the entrance fee and one month's membership fee and the authorisation in writing for the check-off of subsequent membership fee.
- 5.2** The General Secretary shall place or cause to be placed every application so submitted before the Executive Council at its next meeting, unless the application is dealt with by a sub-committee set up for this purpose.
- 5.3** The Executive Council may in its absolute discretion approve or reject any application without assigning any reason for its decision and impose such conditions as it deems fit for admitting an applicant to the membership or associateship of the Union.
- 5.4** The Executive Council may constitute such subcommittee 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 membership or associateship of this Union. Every decision of such sub-committee regarding applications for membership shall be deemed to be a decision duly taken by the

Executive Council.

- 5.5** The appointment of a founder member by the Pro-tem Committee or a cadre member by the Executive Council shall take effect only upon the due registration of the appointment with the Registrar of Trade Unions. For this purpose, the Pro-tem Committee or the Executive Council shall cause the name and other relevant personal particulars of an appointee to be submitted to the Registrar.
- 5.6** The General Secretary shall keep and maintain up to date a comprehensive Membership Register for all the categories of members and an Associateship Register and shall enter or cause to be entered into the Membership Register or Associateship Register, as the case may be:-
- (i) all applicants for ordinary membership upon approval by the Executive Council and upon their compliance with whatever conditions, if any, imposed by the Executive Council;
 - (ii) all founder members upon their due appointment by the Pro-tem Committee being registered with the Registrar of Trade Unions but with effect from the date of registration of this Union;
 - (iii) all cadre members upon their due appointment by the Executive Council being registered with the Registrar of Trade Unions;
 - (iv) all honorary members upon appointment by the Executive Council; and
 - (v) All associates upon approval or appointment by the Executive Council and upon their acceptance and compliance with whatever conditions, if any, imposed by the Executive Council.
- 5.7** Every member or associate shall notify the General Secretary in writing as soon as possible of any change in his address or other personal particulars which are entered into the records of the Union. Every notification from the Union to a member or associate at his residential address as recorded by the Union shall be deemed to have been duly sent to and received by the member or associate concerned.
- 5.8** Every new member is entitled upon admission to be issued with a membership card, a copy of the Union's constitution and, if any, other tokens of membership free of charge. A member, how so ever, shall have to pay such fee as the Executive Council may fix for the replacement of membership card, a duplicate copy or subsequent issue of the Union's constitution and additional tokens of membership.

Article 6 Membership Fees, Contributions and Levies

- 6.1.** Subject to the provision of paragraph 6.3 of this Rule, the rates of entrance fee and the yearly and monthly subscription fees payable by ordinary members and associates shall be as set out in the Schedule I hereto.

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

Every ordinary member 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.

- 6.3.** The Executive Council shall have power to revise the prevailing rates of entrance fee or yearly or monthly subscription fees as set out in the Schedule I hereto to give effect to any resolution of the Delegates Conference of the National Trades Union Congress to which this Union is affiliated and such revision shall be deemed to have been approved by the Convention of Delegates and shall be notified to all members accordingly after due registration with the Registrar of Trade Unions.
- 6.4.** The Executive Council may impose a levy upon all members of the Union and any failure to pay such levy shall have the same effect as an arrear of subscription under these rules.
- 6.5.** The Executive Council shall have power to require the payment of a special fee, in addition to the prevailing rate of entrance fee, by any applicant for ordinary membership who fails to satisfy the Executive Council with his explanation for any undue delay in applying for ordinary membership of this Union or any applicant for re-admission whose membership of this Union has previously lapsed through arrears of yearly and/or monthly subscription fees and/or levy, as the case may be.
- 6.6.** The Executive Council may waive in full or in part the payment of an entrance fee by applicants for membership during any membership recruitment campaign or in such other circumstances as the Executive Council may from time to time specify in its absolute discretion.
- 6.7.** The Executive Council may waive or suspend in full or in part the payment of yearly and monthly subscription fees and levies on the written application by serving members on the ground they are in national service or have been granted by their employer unpaid leave for more than one continuous month or in the event of the Union disputing any termination of service by the Company or in such circumstances as the Executive Council may approve in its absolute discretion.
- 6.8.** If a member is required to have his yearly and monthly subscription fees, levy or contribution deducted under such check-off arrangement as may be made by the Executive Council with the Company, any failure to give a valid authorisation in writing for or refusal to permit such deduction shall have the same effect as if it is an arrear in yearly or monthly subscription fees or levy for the corresponding period of time under the relevant provisions of these rules, notwithstanding any tender or payment of the same by the defaulting member directly to the Union, provided that whatever sum of money so tendered or paid shall be refunded to the member.

- 6.9.1** Founder and Cadre members who are eligible to be ordinary members shall pay the same rate of fees and the same levy as ordinary members.
- 6.9.2** Founder and Cadre members who are not eligible to be ordinary members shall pay only a token fee of \$30/- for the full duration of their membership of the Union and shall not be obliged to pay any other fee thereafter.
- 6.10** Associates shall pay a monthly subscription fee of \$2/ - or such other amount as the Executive Council may decide in its absolute discretion.
- 6.11** All monthly or yearly fees shall be payable or deductible on the first working day of the month in which they fall due.
- 6.12.1** Any member whose monthly or yearly fee or levy is more than three months in arrears shall not be entitled to any membership benefit including the right to attend or vote and speak at a general meeting of members or a convention of delegates or to hold any office in the Union, regardless of whether the member has been notified of the arrears or not.
- 6.12.2** Any associate whose subscription fee is more than three months in arrears shall cease to be an associate of this Union and shall then forfeit all his interest in this Union, regardless of whether the associate has been notified of the arrears or not.
- 6.13.1** Any member who allows his arrears to exceed six months may, after due notice in writing, be struck off from the appropriate list of Membership at any time thereafter and shall then forfeit all his interest in this Union.
- 6.13.2** A member so struck off may be reinstated in the membership of this Union without any break in the continuity of his membership if he applies for reinstatement within one month of being struck off and complies with such conditions as the Executive Council may impose in its absolute discretion.
- 6.13.3** A Founder or Cadre Member so struck off who is eligible for the ordinary membership of this Union shall not be deemed to revert automatically to being an ordinary member of this Union.

Article 7 Rights and Duties of Members and Associates

- 7.1.1** All ordinary members who are not disqualified by arrears or suspended from membership under these Rules shall have the right to attend, speak, and vote at any general meeting of members and be eligible to be nominated and elected or appointed to and to hold any office in the Union, subject to the provisions of the Trade Unions Act.
- 7.1.2** Founder or Cadre Members shall rank with Ordinary Members and shall have no less rights and duties than Ordinary Members.
- 7.1.3** Associates may attend a general meeting of members but shall have no voting and speaking rights thereat. Associates shall not participate in any industrial action of this

Union and shall not hold any office in this Union.

- 7.2** It shall be the duty of each member or associate to pay promptly and regularly and whenever required by the Executive Council, authorise in writing or otherwise permit the check-off of all fees and levy payable by members or associates and to obtain an official receipt for any sum of money paid to the Union other than by way of check-off.
- 7.3.1** 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 6 months unless the Executive Council expressly decides otherwise.
- 7.3.2** An associate may resign after giving in writing one month's notice of resignation and paying all fees and levy up to the effective date of resignation.
- 7.4.1** Subject to Rule 7.4.3, a member, whom the Executive Council has decided, after due inquiry, to expel or suspend from membership, remove or suspend from the office, debar from holding office, or impose a fine or any other penalty on, may appeal to a convention of delegates against the decision of the Executive Council by giving notice of appeal in writing to the General Secretary within one month therefrom.
- 7.4.2** An appeal shall be decided upon by the next convention of delegates. Notwithstanding the lodging of an appeal, the decision of the Executive Council shall take immediate effect until revoked or otherwise modified by a convention of delegates, except that a member whom the Executive Council decides to expel from membership or remove from office shall be deemed to be suspended from membership or office, as the case maybe, for the duration of the appeal. The decision of a convention of delegates on an appeal shall be final. Any fine or monetary penalty paid by a member whose appeal to a convention of delegates is successful shall be immediately repaid by the Executive Council to the member.
- 7.4.3** Any disciplinary action by the Executive Council against Founder or Cadre Members shall not take effect until affirmed by the Secretary-General of the National Trades Union Congress, whose decision shall be final.
- 7.4.4** A member shall not commence any proceedings in any court in respect of any decision of the Executive Council before an appeal has been made to and a decision taken on it by a convention of delegates.
- 7.5** A member of this Union shall not be a member or officer of any other union other than the National Trades Union Congress except in the case of a Founder or Cadre Member who is not eligible for the Ordinary membership of this Union or in the case of an ordinary member of this Union who is appointed a founder or a cadre member of another trade union affiliated to the National Trades Union Congress and hold office as such in that Union.

Article 8 Cessation of Membership and Associateship

- 8.1** Membership of this Union shall cease:

- (i) for all members, upon their death;
- (ii) for all members upon their being struck off from the List of Membership;
- (iii) for all members, upon their resignation with due notice being accepted by the Executive Council and taking effect;
- (iv) for all Founder or Cadre members, upon the affirmation by the Secretary-General of the National Trades Union Congress 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 National Trades Union Congress, subject to the right of Founder or Cadre members to apply for ordinary membership if they are eligible;
- (vi) for all ordinary members, upon their expulsion by the Executive Council taking effect after one month from the decision thereof or, if an appeal is made, upon confirmation by a convention of delegates thereof; and
- (vii) for all ordinary members, upon cessation of employment with the company from whatsoever cause except where a termination of employment by the Company is being disputed by the Executive Council.

8.2 Associateship of this Union shall cease upon death, attainment of eligibility for the membership of the Union, cessation of employment with the Company, termination of employment by the Union, arrears of subscription for three months or more, or resignation after due notice, or upon any ground the Executive Council deems fit in its absolute discretion.

8.3 The cessation of membership or associateship shall not prejudice the right of this Union to recover from a former member or associate any sum of money owing or any property belonging to this Union.

Article 9 Convention of Delegates

9.1 The Convention of Delegates shall be the supreme authority of this Union.

9.2 A Convention of Delegates shall consist of:-

- (i) ordinary delegates; and
- (ii) founder and cadre members (if not also ordinary delegates);

provided that Trustees, Internal Auditors, Honorary Members and other persons may be invited by the Executive Council to attend and, with the permission of the chair, speak at a Convention of Delegates.

- 9.3** In these rules, unless the context does not otherwise permit:-
- (i) "delegates" means the ordinary delegates and the founder and cadre members, and
 - (ii) "Ordinary Delegates" means the ordinary members and founder and cadre members who have been elected by and from their respective Branches to represent their respective Branches at a Convention of Delegates and includes a co-opted delegate replacing an Ordinary delegate.
- 9.4** In any Convention where there is an election of a new Executive Council, any retiring Executive Council member who has not been re-elected an ordinary delegate and who is not a founder or cadre member may remain at the Convention but shall not be entitled to speak or otherwise participate thereat after the newly-elected Executive Council has taken office.
- 9.5.1** The General Secretary shall cause to be drawn up for every General Convention of Delegates an up-to-date list of delegates which shall be prominently displayed in the Union's office not later than twenty-eight (28) days before the General Convention of Delegates. Delegates shall notify the General Secretary immediately of any omission of delegates or inclusion of persons who are not delegates.
- 9.5.2** The list of delegates prepared for the last preceding General Convention of Delegates shall, subject to any revision, be valid for any ensuing Special Convention(s) of Delegates before the next General Convention of Delegates.
- 9.6.1** Only delegates who are included in the latest list of delegates and only other persons who have invitation cards issued by the Executive Council may be admitted into the venue of a Convention of Delegates.
- 9.6.2** Persons who claim to be delegates but who are not listed as delegates may, if they are able to satisfy the General Secretary on the validity of their claim of being delegates, be admitted into the venue of convention of delegates subject to further confirmation or subsequent refusal.

Article 10 General and Special Conventions

- 10.1** The Convention of Delegates shall be General or Special.
- 10.2** A General Convention shall be held once in every three (3) years to elect an Executive Council provided that no General Convention shall be held later than three (3) years and six (6) months after the date of the last preceding General Convention of Delegates.
- 10.3** A Special Convention of Delegates may be convened by the General Secretary on the directive of the Executive Council as and when it deems necessary or at the request in writing of not less than fifty per cent (50%) of the total number of delegates stating the purpose and reason for such Convention of Delegates.

10.4 A Special Convention of Delegates requisitioned by the delegates shall be convened by the General Secretary within three (3) months from the date of receipt of such requisition. Once a Special Convention of Delegates has been summoned for a particular purpose on the requisition of delegates, then a Special Convention of Delegates cannot be requisitioned for the same purpose for at least a period of one (1) year from the date on which the Special Convention was held or scheduled to be held, as the case may be.

10.5 The business of any Convention of Delegates shall include wherever applicable:-

- (i) Deliberation on all questions and matters pertaining to the interest and welfare of the members and the formulation of policies, if any;
- (ii) The discussion and adoption of reports from the Executive Council or Officers of the Unions;
- (iii) The adoption of the Annual Statements of accounts;
- (iv) The approval of any expenditure exceeding the sum of Dollars thirty thousand only (\$30,000/-);
- (v) Deliberation on any appeal against the decision of the Executive Council in accordance with these rules;
- (vi) Amendment of the Rules of the Union;
- (vii) Election of the Executive Council; and
- (viii) Discussion of all matters included in the agenda.

10.6 The business of a Special Convention of Delegates shall be as contained in the notice of requisition, provided that the Executive Council may incorporate other item(s) in the agenda for the consideration of the Convention as it may deem fit.

Article 11 Procedure of Convention

11.1 A Notice of the General Convention of Delegates, together with a provisional agenda, inviting delegates to submit motions for discussion and/or amendment of the Rules of the Union and nominations for election to the Executive Council shall be sent to all delegates who are so listed and the trustees of the Union not later than twenty-one (21) days before the scheduled date of the General Convention of Delegates.

11.2 All motions for discussion, motions for amendment of the Rules and nominations with the consent of the candidates who shall be ordinary delegates, shall be submitted by their respective proposers and seconders, all of whom shall be delegates, to the General Secretary not later than fourteen (14) days before the scheduled date of the General Convention of Delegates.

11.3 The final agenda together with the motions, if any, and the list of candidates for

election to the Executive Council and their respective proposers and seconders shall be sent to all delegates who are so listed and the trustees of the Union not later than five (5) days before the scheduled date of the General Convention of Delegates.

- 11.4** A notice of a Special Convention of Delegates together with the final agenda shall be sent to all delegates who are so listed and the trustees of the Union not later than five (5) days before the date of the Special Convention of Delegates.
- 11.5** The quorum for a Convention Delegates shall be one-half of the total number of delegates. No business shall be transacted at a Convention of Delegates if no quorum is present at the scheduled time of commencement thereof or within thirty (30) minutes , thereof and no business shall continue to be transacted if no quorum is present at any time during the Convention of Delegates, unless these rules otherwise permit.
- 11.6** If, within thirty (30) minutes after the time fixed for a Convention of Delegates, the delegates present are not sufficient to form a quorum, the Convention shall be considered as dissolved if convened on the requisition of the delegates; in all other cases, it shall be postponed to a date at least five (5) days and not more than fourteen (14) days later, at such time, date and place as the delegates present may decide upon, with the same agenda as that proposed for the original date of the Convention of Delegates, and if at the postponed Convention a quorum is not present within thirty (30) minutes from the time fixed for the Convention the delegates present shall form a quorum, except that any resolution passed at the Convention shall not be valid in so far as it seeks to amend these rules or to decide upon any matter without the required majority as stipulated under these rules.

Article 12 Election of Delegates

- 12.1.1** The number of delegates representing a Branch shall be computed by the Executive Council on the number of ordinary members in the Branch who are eligible to vote in the Branch including Founder or Cadre Members eligible for ordinary membership, at such closing date as the Executive Council shall declare, provided, that the cut-off date is not earlier than six (6) months and not later than two (2) months before the General Convention of Delegates.
- 12.1.2** The General Secretary shall inform every Branch in writing of the number of delegates to be elected by and from the Branch.
- 12.2.1** Each Branch is entitled to be represented by ordinary delegates at a convention of delegates as follows:

Up to 200 members : 2 delegates

201 members and above, for every 100 members (last 51 and above counted as 100) : 1 delegates

Provided that the total number of delegates to be registered as representing a Branch at a Convention of Delegates shall not be more than 20.

- 12.2.2** The Founder and Cadre members who are not elected as ordinary delegates to represent any particular Branch shall represent the general membership of the Union at a Convention of Delegates, but shall not be entitled, as such, to be elected or appointed to any office in the Executive Council.
- 12.3.1** The names of all ordinary delegates shall be registered with the General Secretary as soon as they are elected but not later than one month before a Convention of Delegates.
- 12.3.2** Only ordinary delegates whose names are registered with the General Secretary shall be included in the list of delegates to be drawn up by the General Secretary for the purpose of identifying the persons who are entitled to attend, speak and vote at a Convention of Delegates.
- 12.4.1** An ordinary Member, including a Founder or Cadre Member, is eligible for election as an ordinary delegate of the Branch to which he is attached at the date of election.
- 12.4.2** An ordinary delegate who, after having been duly registered as a delegate, is transferred to another Branch of this Union may, unless the majority of the members in the Branch he represents petition in writing to the executive council for his replacement by and co-option of another delegate, serve out his term of delegateship.
- 12.4.3** Delegateship shall cease with the cessation of Union membership from any cause whatsoever.
- 12.5.1** Ordinary delegates shall hold office for a term ordinarily not exceeding three (3) years and six (6) months up to the next election of ordinary delegates, subject to their sooner vacation of office from any cause.
- 12.5.2** Ordinary delegates who are suspended from the membership of this Union from any cause whatsoever shall be deemed to have vacated their office with effect from the commencement of the suspension of their membership.
- 12.5.3** If any ordinary delegates vacates his office before the due expiry of his term of office, the Executive Council may co-opt any eligible member from the Branch to fill the vacancy for the remaining term of office.

Article 13 Executive Council

- 13.1.1** The Executive Council shall consist of twenty three (23) members, who shall be elected by delegates from among the ordinary delegates to hold office for a term ordinarily not exceeding three (3) years and six (6) months up to the next election of the Executive Council. The Executive Council may appoint or reappoint an Executive Secretary. If the Executive Secretary so appointed or reappointed is not an elected member of the Executive Council the number of Executive Council members shall be increased by one and the Executive Secretary shall be deemed to be a supernumerary member of the Executive Council with all the right and duties of the

elected members thereof unless otherwise stated in these rules.

13.1.2 The election of the Executive Council shall be by secret ballot conducted at a Convention of Delegates.

13.1.3 The elected members of the Executive Council shall within one week of their election vote from among themselves the following officers:-

- (i) one President;
- (ii) two Vice-President;
- (iii) one General Secretary;
- (iv) two Assistant General Secretaries
- (v) one Treasurer;
- (vi) one Assistant Treasurer;
- (vii) such other officers with such designations, functions and powers as the Executive Council may decide upon in its absolute discretion, provided always that such designations, functions or powers shall not derogate from the designations, functions or powers of officers as stated in these Rules except with their express consent or as a consequence of their delegation of functions or powers; and
- (viii) the remaining Executive Council members who hold no specific office.

13.2.1 The appointment of an Executive Secretary, if any, by the elected members of the Executive Council shall be made from amongst the Founder, Cadre and Ordinary Members of the Union, provided that the appointee has been certified by the Secretary-General of NTUC to be a fit and proper person for appointment as Executive Secretary. The appointment of an Executive Secretary shall end upon the election of the Executive Council unless it is renewed by the elected member thereof. If the appointment of an Executive Secretary is sooner revoked by the Executive Council, the revocation shall be subject to the approval of the Secretary General of NTUC.

13.2.2 The appointment of the Executive Secretary as a supernumerary member of the Executive Council shall continue so long as he is the Executive Secretary and shall cease upon his ceasing to be an Executive from whatsoever cause.

13.3 The retiring Executive Council shall cause the Notice and Agenda of the first meeting of the next Executive Council to be prepared and to be served on all the members of the next Executive Council as soon as they are elected.

13.4 Not more than four delegates representing a Branch shall be elected to the Executive council for the one and same term of office unless there is an insufficient number of

Branch as in the Union for this purpose.

- 13.5** Retiring members of the Executive Council are eligible for re-election to the Executive Council if they are ordinary delegates at the time of re-election.
- 13.6.1** The quorum for a meeting of the Executive Council shall be one-half of the total number of members of the Executive Council.
- 13.6.2** No business shall be transacted if there is no quorum at the commencement of a meeting of the Executive Council or within thirty (30) minutes of the scheduled time therefor and no business shall continue to be transacted if there is no quorum at any time during a meeting which has been duly convened.
- 13.6.3** In the absence of a quorum the Executive Council may discuss any item(s) of business either without taking a decision thereon or with a view to subsequently taking a decision thereon by circular resolution.
- 13.6.4** A circular resolution duly signed by all the Executive Council members present in Singapore and approved by the majority of them shall be as valid as a resolution adopted at a duly convened and held meeting of the Executive Council provided that the Executive Council members are properly briefed in writing on the subject of the resolution.
- 13.7** Any member of the Executive Council absenting himself without prior excuse from two consecutive meetings shall be disqualified from sitting as a member thereof after such second meeting unless an explanation in writing has been forwarded to and accepted as satisfactory by the Executive Council.

Article 14 Function and Powers of the Executive Council

- 14.1** In-between Conventions of Delegates, the Executive Council shall be responsible for the conduct of the business and affairs of this Union.
- 14.2** The Executive Council shall do its best to attain the objects of the Union and protect its funds against wastage, extravagance or misappropriation.
- 14.3** If a vacancy arises in the rank of elected members of the Executive Council, the Executive Council may co-opt any ordinary delegate to fill the vacancy until the next election of the Executive Council.
- 14.4** 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 officers or employees with such designations, functions and emoluments as a specialised agency of National Trades Union Congress may recommend. It may suspend or dismiss or otherwise discipline any officer or employee for neglect of duty, dishonesty, incompetence, refusal to obey a Convention of Delegates or the Executive Council or for any other reason which it deems good and sufficient in the interests of the Union.

- 14.5** Subject to a member's right of appeal, the Executive Council shall have the power to expel or suspend from membership or debar from holding any office or to remove or suspend from office, fine 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, provided that any decision affecting a Founder or Cadre Member shall not take effect until affirmed by the Secretary-General of the National Trades Union Congress. The amount of any penalty shall not exceed \$100.00 and the period of any debarment or suspension shall not exceed twelve months.
- 14.6** The Executive Council shall have, in consultation with the Secretary General and/or a specialised agency of the National Trades Union Congress, powers to buy or sell, borrow or lend, rent, lease, hire, mortgage, develop, or otherwise acquire, dispose off or deal with any movable or immovable property for any such purpose of the Union as the Executive Council deems necessary and expedient.
- 14.7** 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.
- 14.8** 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 until and unless overruled or modified by a Convention of Delegates.
- 14.9** The Executive Council shall have the power to appoint any Standing or Special Committee to assist the Executive Council in the conduct of the business and affairs of the Union. The Executive Council shall have the absolute discretion to delegate such of its functions and powers to such committee as it may deem necessary.
- 14.10** If a vote of no confidence is duly passed upon the Executive Council by a Convention of Delegates, the Executive Council shall immediately vacate office and hand over the conduct of the business and affairs of the Union to the National Trades Union Congress who shall arrange for the election of a new Executive Council.
- 14.11** The Executive Council shall be responsible for authorising the negotiation and conclusion of any collective agreement(s) with the Company and the making of any representation to any organisation or other person on behalf of the members of the Union.

Article 15 Duties of Officers

15.1 President

The President shall:-

- (i) preside at all Conventions of Delegates and all Executive Council Meetings;

- (ii) have a casting vote on all matters;
- (iii) sign the minutes books as and when they are approved by a convention or meeting;
- (iv) sign all cheques drawn on any banking account of the Union in conjunction with the General Secretary and the Treasurer.

15.2 General Secretary

The General Secretary shall be the Chief Executive of the Union and shall:-

- (i) conduct all the business and affairs of the Union in accordance with these rules and delegate in writing the conduct of such business and affairs of the Union to the Executive Secretary, if any and such other officers as the General Secretary deems it necessary and expedient in the interest of the Union;
- (ii) record the minutes of all Conventions of Delegates and Executive Council meetings and circulate the same before the next convention or meeting;
- (iii) furnish annually to the Registrar of Trade Unions an annual return in accordance with the Trade Unions Act currently in force and in the manner prescribed by the Rules or Regulations made under the Act;
- (iv) make available to every member of the Union a copy of the Annual Returns which has been furnished to the Registrar of Trade Unions;
- (v) furnish the Registrar of Trade Unions such other information as required under the Trade Unions Act;
- (vi) keep or cause to be kept up to date the lists of members and associates and the list of delegates;
- (vii) represent the Union or cause the Union to be represented in all negotiations and representations in relation to any other persons or organisation;
- (viii) have power to authorise expenditure not exceeding two thousand dollars (\$2,000/-) at any one time;
- (ix) sign in conjunction with the President and the Treasurer all cheques drawn on any bank account of the Union; and
- (x) be responsible for the safe keeping and proper care of documents, records and property of the Union in his custody or possession by virtue of this office.

15.3 Treasurer

The Treasurer shall:-

- (i) be responsible for the proper keeping of all monies and books of accounts of the Union;
- (ii) prepare and circulate to members of the Executive Council and the Convention of Delegates a statement showing the financial position of the Union;
- (iii) be responsible for the preparation of Statements and of Receipts and Executive and Statements of Assets and Liabilities for submission of Annual Returns to the Registrar of Trade Unions;
- (iv) sign all cheques drawn on any banking account of the Union in conjunction with the President and General Secretary;
- (v) Keep and maintain up to date a register of all receipt books issued to and used by authorised officers;
- (vi) deposit monies received by the Union into a banking account of the Union within five (5) working days of receipt, provided that a sum of not more than two thousand dollars (\$2,000/-) may be kept, in his custody or under his control for duly approved petty cash payments.
- (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; and
- (viii) on resigning or vacating office and at any other time when he may be required to do so by a resolution of a Convention of Delegates or the Executive Council render a just and true account of all monies received and paid by him during the period which has elapsed since the date of his assuming office or, if he has previously rendered an account, since the last date upon which he rendered such account, and of the balance remaining in his hands at the time of rendering such account and of all bonds, securities, or other property of the Union entrusted to his custody or under his control.

15.4 Executive Secretary

The Executive Secretary shall be responsible for:-

- (i) such duties as assigned to him at the time of his appointments;
- (ii) such duties as assigned to him by the Executive Council from time to time; and
- (iii) the execution of such functions and duties of the General Secretary as delegated to him by the General Secretary from time to time;

15.5 Other Officers

- 15.5.1** A Vice-President, an Assistant General Secretary, or an Assistant Treasurer shall assist the President, the General Secretary, or the Treasurer, respectively, and act for the latter, respectively, whenever the latter is absent from office from any cause whatsoever. If there is more than one of each category of officers, their order of ranking or seniority shall be as decided upon by the Executive Council.
- 15.5.2** The Executive Council shall have power to appoint other officers from among the members of the Executive Council with such designations; functions, or powers as the Executive Council may approve under these rule.

15.6 All Officers

All officers of the Union shall, upon vacating their office from any cause whatsoever, hand over all documents, records and property of the the Union howsoever in their possession or custody or under their control to their successors or the President or any two of the Trustees, as the case may be, and shall make and sign a declaration in writing to the effect they have no more document, record or property of the Union in their possession or custody or under their control.

Article 16 Financial Year and Signatories

- 16.1** The financial year of the Union shall be from 1 April to 31 March.
- 16.2.1** The signatories of all cheques drawn on any banking account of the Union shall be the President, the General Secretary, and the Treasurer.
- 16.2.2** The alternate signatory for the President, when he is absent from office, shall be one of the two Vice-Presidents in accordance with the order of their seniority or ranking for this purpose, as the Executive Council shall decide in its absolute discretion.
- 16.2.3** The alternate signatories for the General Secretary and the Treasurer when either or both of them are absent from office shall be the Executive Secretary and such other Executive Council member as the Executive Council shall expressly authorise from time to time.
- 16.3** The signatories for the withdrawal of interest-earning deposits in bank and finance companies shall be any two of the Trustees of the Union.

Article 17 Auditors

- 17.1** The Executive Council shall appoint from among the delegates two (2) Internal Auditors who shall audit and certify the accounts of the Union as and when directed by the Executive Council. The auditors appointed shall not be members of the Executive Council or Trustees of the Union during their term of office.
- 17.2** Such appointed auditors shall ordinarily hold office until the next General Convention

of Delegates, subject to sooner vacation of office from any cause.

- 17.3** The Executive Council shall not appoint or cause to be appointed the one and same certified public accountant or firm of certified public accountants for a continuous period of more than five (5) years to audit the accounts of the Union except with the prior written approval of the Minister.
- 17.4** The auditors shall have free and complete access to all financial documents and accounts of the Union as are necessary for a proper and thorough auditing.
- 17.5** The reports and recommendations of all the Auditors shall be presented to the General Convention of Delegates. A copy of such reports and recommendations shall be kept at the registered office of the Union and any member of the Union shall have the right to inspect them.

Article 18 Trustees

- 18.1** The Executive Council shall appoint three (3) Trustees of the Union in whom shall be vested all the real and personal property of the Union, provided that a person who is not a Singapore citizen shall not be appointed as a Trustee without the prior approval in writing of the Minister.
- 18.2** Trustees shall not be concurrently the President, the General Secretary, the Treasurer or the Internal Auditors of the Union.
- 18.3** All Trustees shall be entitled to receive the notice and minutes of every Convention of Delegates and every meeting of the Executive Council and to attend a Convention of Delegates and speak on any matter concerning the property of the Union but not to vote or otherwise speak at the Convention of Delegates unless they are so entitled to as delegates.
- 18.4** A Trustee shall cease to hold office upon:-
- (i) death; or
 - (ii) resignation in writing after due notice; or
 - (iii) adjudication for bankruptcy; or
 - (iv) loss of Singapore citizenship or revocation of Minister's approval; or
 - (v) removal by the Executive Council on the ground of ill-health, unsoundness of mind, long absence from Singapore, or incompatibility with or incompetence in the proper discharge of a Trustee's duties.
- 18.5** Any vacancy among the Trustees shall be filled by the Executive Council in accordance with these rules as soon as it arises. Notwithstanding any vacancy in their rank, the remaining Trustees may validly act so long as there are two of them.

18.6 The Executive Council shall apply or cause to be applied as soon as possible after every change of Trustees an order of the Supreme Court vesting all the property of the Union in the newly elected Trustees.

18.7 The Trustees of the Union or any two (2) of them may jointly request the Executive Council to seek legal opinion or themselves seek legal opinion at the expense of the Union on the doubtful use of any property of the Union, and if so advised, apply to the Court to restrain by injunction or otherwise the application of the Union's funds in a manner not wholly in accordance with these Rules and/or Trade Unions Act or the regulations made thereunder and/or any law governing the use of trust funds.

Article 19 Branches

19.1 The Executive Council may:-

- (i) organise the ordinary membership into Branches to facilitate the representation and administration of members;
- (ii) constitute any number of Branches on the basis of occupation or place of work or such other basis as may be expedient and necessary;
- (iii) regulate and supervise the holding of election of delegates to represent the Branches at convention of Delegates;
- (iv) constitute such Branch Committee from among such ordinary delegates of and, if any; such other members in a Branch as the Executive Council may approve;
- (v) regulate and supervise the conduct of the business and affairs of Branches by the Branch committees, including the representation of the members of the respective Branches vis-avis their employer regarding their terms and condition of service and other grievances; and
- (vi) dissolve, reorganise or merge existing Branches to facilitate representation or administration of members or impose discipline upon members;

19.2 The Executive Council shall cause to be drawn up and displayed in the Union's office a list of all the Branches of the Union as modified from time to time by the Executive Council.

19.3 The Executive Council shall make regulations to define and govern the conduct of business and affairs in the Branch in accordance with the provisions of this Rule, provided that the regulations so made hereunder and whatever amendments thereto shall not take effect until they have been duly registered with the Registrar of Trade Unions.

Article 20 Application, Investment and Safe Custody of Funds

20.1 The funds of the Union may, subject to the provisions of the Trade Unions Act, be

spent, used, or accumulated as follows:-

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

20.2.1 The Executive Council may set up special funds out of allocations from the general funds of the Union and/or additional contributions from the members for various purposes as stated in these Rules or other purposes as the Executive Council may

from time to time approve.

- 20.2.2** The special funds of the Union, if any, shall be utilised only for the respective purposes for which they have been established or which are subsequently varied by the Executive Council in accordance with these Rules, subject to Rule 20.2.3 below.
- 20.2.3** Any monies received for a specific purpose by the Union from the members, who are liable to pay such monies in accordance with these Rules, shall not be used or applied for any other purpose without the consent, by secret ballot of the majority of its members, and every such consent shall be notified to the Registrar of Trade Unions by the General Secretary within seven (7) days thereof.
- 20.3.1** The general and special funds of the Union which are not required for current expenses or their respective purposes as the case may be, shall in the discretion of the Executive Council be invested by and in the name of the Trustees of the Union 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.
- 20.3.2** All investments shall, wherever possible, be held in the collective name of "the Trustees of the Union" or in their personal names as Trustees of the Union under, if necessary, a general declaration of trust.
- 20.3.3** If a specialised agency of the National Trades Union Congress has been duly delegated with the responsibility for investment on behalf of Union, such agency shall advise the Executive Council on investment.
- 20.4** No expenditure more than two thousand dollars (\$2,000/-) in respect of the one and same item or transaction shall be incurred by the General Secretary or any other officer without the prior sanction of the Executive Council
- 20.5** No expenditure exceeding thirty thousand dollars (\$30,000/-) in respect of the one and the same item or transaction shall be incurred by the Executive Council except in the following situations:
- (a) the prior approval of Convention of Delegates has been secured for such expenditure;
 - (b) the expenditure is for the purpose of organising and disbursement of Educational Award for members and their children provided the total expenditure shall not exceed sixty thousand (\$60,000/-) in any one year;
 - (c) the expenditure is for the purpose of paying commissions to the canvassers appointed by the Union to solicit advertisements for the Union's newsletter or the Dinner and Dance Souvenir Magazine; or
 - (d) the expenditure is for the purpose of purchasing souvenirs for members provided the total expenditure shall not exceed ten dollars (\$10/-) per member

per year or twenty dollars (\$20/-) per member biennially if the souvenirs are not given out yearly.

(Registered on 9/5/97)

Article 21 Conduct Ballot

21.1.1 The Executive Council shall, whenever necessary, appoint not less than three ballot officials to conduct any secret ballot and to be the ballot scrutineers.

21.1.2 The ballot officials shall be appointed sufficiently in advance of the date of the secret ballot they are to conduct so that they shall be able to prepare for the holding of the secret ballot.

21.1.3 The ballot officials shall:-

- (i) ensure the ballot papers are properly designed and the purpose of the ballot is clearly stated in or by the ballot papers;
- (ii) take possession of the ballot papers as soon as they are prepared by the Executive Council;
- (iii) issue the ballot papers to all delegates or members who are listed by the Executive Council as being entitled to vote, but only one vote per person on each matter;
- (iv) ensure the voters are able to mark their ballot papers in secrecy and the marked ballot papers are safely collected and kept for counting; and
- (v) count all valid ballot papers and verify, certify and declare the result of ballot.

21.2 Every delegate or member who is entitled to vote shall be deemed to have due notice of the convention or meeting at which a secret ballot is conducted in any one of the following circumstances;

- (i) if the notice of the convention or meeting is sent to a delegate or member at his residential address as listed in the records of the Union; proof of posting shall be deemed to be proof of delivery; or
- (ii) if the notice of the convention or meeting is displayed on the notice board at the Union's office and on the Union's notice boards at all the places of work of the delegates or members and is published in a major daily newspaper of wide public circulation in Singapore, in which notice the delegates or members are informed the time, the date, and the place of the convention or meeting.

21.3.1 A simple majority of delegates voting by secret ballot among themselves shall decide on:-

- (i) the election of Executive Council;
- (ii) the imposition of levy;
- (iii) the amendment of Rules other than the provisions governing or pertaining to Founder or Cadre membership or affiliation to the National Trades Union Congress and the Singapore Labour Foundation and related matters; and
- (iv) any other matter which has not been provided for and which affect the members of the Union generally.

21.3.2 The stipulated special or absolute majority of delegates or members voting by secret ballot among themselves as the case may be, shall decide on:-

- (i) the change of the name of the Union (if two-thirds of all members so consent);
- (ii) the amalgamation of this Union with another Union (if one-half of all members record their votes and 60% of the votes recorded so agree);
- (iii) all matters pertaining to trade disputes and industrial relations (if more than one half of all members or, if industrial action is contemplated, more than one half of all members affected by the action so approve);
- (iv) disaffiliation from the National Trades Union Congress or the Singapore Labour Foundation (if three-quarters of all the members so consent);
- (v) the change of the use of a special fund to which members have been obliged to make contributions (if more than one-half of all the members of the Union or Division, as the case may be, so agree);
- (vi) the alteration or revision in any manner of 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 (if more than one-half of all the Founder and Cadre members as well as more than one-half of all the other delegates who are ordinary members so agree); and
- (vii) dissolution of the Union (if more than one-half of all the Founder and Cadre members as well as more than one-half of all the other delegates who are ordinary members so agree).

Article 22 Affiliation and Representation of the Union

22.1 This Union shall be affiliated and shall continue to be affiliated to the National Trades Union Congress and/or the Singapore Labour Foundation until and unless at least three-quarters of all the members of the Union vote by secret ballot to disaffiliate from the National Trades Union Congress and/or the Singapore Labour Foundation.

22.2 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; and
- (ii) participate in any manner in the activities of any of the aforesaid organisations or bodies, wherever and whenever they may be held.

22.3 The Executive Council shall not so act or omit to act as to cause this Union to threaten disaffiliation or disaffiliate or be threatened with disaffiliation or be disaffiliated from the National Trades Union Congress and/or the Singapore Labour Foundation without the prior sanction of the general membership under rule 22.1.

22.4 The Executive Council shall not, without the prior approval of the Secretary-General of NTUC in each and every instance, seek or renew affiliation or contact in any manner with, nor with notice of the express disapproval by the Secretary-General of NTUC maintain affiliation or contact in any manner, with nor participate in any manner in the activities of any international or local organisation other than the National Trades Union Congress or any of its affiliated organisations.

22.5.1 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 such international organisation as stated in Rule 22.2.

22.5.2 If the Executive Council fails to take appropriate disciplinary action against a member who contravenes paragraph 22.5.1 hereof, the Executive Council shall be deemed to have so omitted to act as to cause the Union to be threatened with disaffiliation from NTUC without the prior sanction of the general membership under Rule 22.3.

22.6 If the Executive Council is proved to the satisfaction of a Convention of Delegates to have contravened any provision of this rule, all members of the Executive Council who have not expressly, categorically and 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 expenditure or loss incurred by the Union in consequence thereof.

22.7 The members of the Executive Council proven to have contravened any provision of this rule may, in the absolute discretion of a Convention of Delegates, be required to vacate their office and be debarred from holding office for a period of up to three years.

22.8 Subject to the overriding authority of a Convention of Delegates, the Executive Council shall be responsible for appointing, instructing and disciplining delegates and other persons representing the Union in relation to any international or local organisation.

Article 23 Records of Conventions and Meetings

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

Article 24 Inspection of Union Records and Accounts

- 24** The account books of the Union, its Membership and Associateship List, and its List of Delegates and Branches of the Union shall be open to inspection by any officer or member of the Union during normal office hours provided due notice is given.

Article 25 Levies

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

Article 26 Trade Disputes

- 26.1** 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 decide upon, cause, threaten, permit or suffer any cessation or reduction or slow down or restriction or regulation of work in any manner without the prior sanction of the Executive Council or such specialised agency of the National Trades Union Congress as may be entrusted under the terms of affiliation of this Union to the Congress with the conduct of collective bargaining, representation and other industrial relations matters on behalf of this Union and without the approval of more than one-half of the total number of members who are affected by the proposed industrial action being first obtained by a secret ballot vote.
- 26.2** All proposals for a Collective Agreement shall be submitted to the General Secretary, who shall refer the proposals to the Executive Council or such specialised agency as mentioned above in rule 26.1 for due approval, if the proposals involve any change in the policy or practice of the Union regarding Collective Agreements. If not, the General Secretary may authorise the Executive Secretary or any other officer to vote and serve upon an employer the proposals for an agreement.
- 26.3** Subject to the right of the Executive Council or such specialised agency as mentioned above in rule 26.1 to intervene at any stage, a Branch Committee may make representations to the Company over the terms and conditions of service or individual grievances of members of the Branch and reach a settlement thereon.

- 26.4** No strike or industrial action shall be taken by the Union or any Branch there of nor sanctioned nor permitted nor condoned by the Executive Council in contravention of Rule 26.1.

Article 27 Dissolution

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

Article 28 Amendment of Rules

- 28** These Rules shall only be altered rescinded, added to, subtracted from or otherwise amended in accordance with Rule 21 hereof. Every alternation, 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.

Article 29 Union Benefits Scheme

- 29** The Executive Council shall have powers 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 the Company and other persons and/or grants by the Union for conferring benefits in monetary payment or other assistance to members and their dependents on such terms and under such conditions as the Executive Council shall decide in its absolute discretion The Union Benefit Scheme shall be governed by such Regulations as are adopted by the Executive Council and as are registered with the Registrar of Trade Unions.

Article 30 Charitable Projects

- 30** The Executive Council may establish a scheme or scheme 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 contributions and/or their dependents 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 Union.