

**SINGAPORE INSURANCE EMPLOYEES' UNION Registered under the  
Trade Union Act – Registration No. 331/55**

**RULES & CONSTITUTION** (as amended up to 8 October 2004)

**RULE 1 - NAME AND REGISTERED OFFICE**

This Trade Union shall be called “Singapore Insurance Employees’ Union” hereinafter referred to as the Union and its registered office shall be situated at 190 Middle Road Unit#10-07 Fortune Centre, Singapore 188979 or such other place as may be decided upon by the Executive Council.

**RULE 2 - OBJECTS**

- (a) The principal object of the Union shall be to regulate relations between the members and their respective companies for the following purposes:-
- (i) to promote good industrial relations between members and their companies;
  - (ii) to improve the working conditions of members or enhance their economic and social status;
  - (iii) to achieve the raising of productivity for the benefits of members, their companies and the economy of Singapore.
- (b) The other objects of the Union shall be :-
- (i) to secure the complete representation and effective organisation of all persons eligible for the ordinary membership of the Union,

- (ii) to compensate fully or partially any loss of earnings by members through victimisation or trade dispute in accordance with the scale of benefits and such other conditions as the Delegates' Council may decide upon,
- (iii) to establish and operate a benevolent scheme out of special contributions or the union's fund or both for the payment of benefits in cash or in kind to members in specified events of sickness, disablement, misfortune or bereavement in accordance with such terms and conditions as the Executive Council may decide from time to time subject to the prior approval of the Registrar of Trade Unions,
- (iv) 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,
- (v) to provide and maintain such forms of media and other facilities as the Executive Council may deem desirable for the legitimate expression of the policies and views of the Union and its membership or the promotion or interchange of opinions and ideas among members,
- (vi) to co-operate or participate in any manner in any business or undertaking on a co-operative basis or otherwise, for the purpose of supplementing the funds of the Union and the benefits obtainable from members from their respective employers, subject to the statutory restrictions on the use of trade union funds,
- (vii) to provide legal advice and assistance to members in relation to their employment where necessary and at the discretion of the Executive Council; and

- (viii) generally, to promote the material, social and educational welfare of the members and to do all that is necessary to give effect to the foregoing objectives as the Delegates' Council or the Executive Council may from time to time deem expedient,
  - (ix) to become an Institutional Member of the Singapore Labour Foundation so long as the Union is an affiliate of the National Trades Union Congress and to pay the requisite entrance fee as set out in the Constitution of the National Trades Union Congress.
- (c) to regulate the relations between members and their respective employers, between one member and another and between members and other employees, and to endeavour to adjust any difference between them by amicable and conciliatory means.

### **RULE 3 - MEMBERSHIP**

- a) (i) The membership of the Union shall consist of Ordinary Members, Ordinary (General) Members and Associate Members.
- (ii) The Ordinary Membership of this Union is open to all local bargainable employees who are above 16 years old and are employed by any establishment in Singapore dealing in any aspect of insurance business.
- (iii) Ordinary (General) Membership of the Union is open to all persons who are eligible to be ordinary members of the Union but who are unable to be represented by the Union vis-a-vis their employers for whatever cause, provided that they are not members of any other registered trade union of employees.

- (iv) In these Rules, every reference to members shall include a reference to Ordinary (General) Members unless it is expressly otherwise stated or it is clearly not permitted by the context.
- (b) Application for membership shall be made in the prescribed form and forwarded to the General Secretary who shall submit it to the Executive Council for approval at its next meeting. The Executive Council may at its discretion reject any application without assigning any reason therefore.
- (c) Every applicant, whose application has been approved by the Executive Council shall upon payment of the entrance fee and the first monthly subscription be registered by the General Secretary in the List of Membership of the Union as a member and supplied with a copy of the Union's Rules and a Membership Card.
- (d) Members are entitled to Union benefits only after the completion of a period of six months continued membership. The Executive Council may however, waive this clause on its own merits.
- (e) The Executive Council may appoint cadre members from among the 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 under paragraph (a) of this Rule. The total number of cadre members shall not be more than three of the total number of elected delegates to the Delegates' Council.
- (f) The Executive Council shall, upon confirmation of due certification by the Secretary-General of NTUC, appoint the ordinary members or persons so certified to be the cadre members of this Union and upon their registration with the Registrar of Trade Unions and upon their payment of due fees, enrol them in the cadre Membership list of this Union with effect from the date of their appointment.

- (g) The Executive Council may in its absolute discretion admit spouses and children of ordinary members, retirees who are ex-members of the Union and non-bargainable employees as associate members of the Union, provided that they are not eligible for ordinary membership of any affiliated Union of the National Trade Union Congress and shall pay a membership fee. Associate members shall not be allowed to participate in any Industrial matter or action and in the management of the Union.

#### **RULE 4 - SUBSCRIPTIONS, LEVY AND ARREARS**

- (a) (i) Subject to paragraph (f) hereof, the entrance fee, which is payable in advance by every application for membership, shall be as follows:-

<u>Gross Monthly Salary Range</u>	<u>Rate per member</u>
\$200.00 and below	\$2.00
Above \$200.00 up to \$500.00	\$5.00
Above \$500.00 up to \$600.00	\$10.00
Above \$600.00 up to \$700.00	\$15.00
Above \$700.00 up to \$800.00	\$20.00
Above \$800.00	\$25.00

- (ii) The Executive Council may impose upon an applicant for membership, who does not satisfy the Executive Council with his explanation for failure to apply for the membership of this Union or a fraternal Union as soon as he becomes eligible therefore, a special fee in addition to the normal entrance fee to commensurate with the notional amount of Union dues he has avoided paying up to the date of application.

- (b) (i) Subject to paragraph (f) hereof, with effect from 1<sup>st</sup> September 2001 the monthly subscription fee payable by Ordinary and Ordinary (General) Members shall be \$8/=

- (ii) In addition to the 12 monthly subscriptions payable in a year, every member shall pay a yearly subscription, which is equivalent to one monthly subscription, for the purpose of paying the Union's affiliation fee to the Singapore Labour Foundation in accordance with terms of its affiliation to the NTUC, provided that if a member is in receipt of an annual wage supplement or annual bonus of less than one month's salary in any year, he shall pay such proportion of the prescribed yearly subscription as shall be determined by the Executive Council in consultation with the NTUC.
- (c) On approval of membership, Ordinary Members shall pay a subscription of \$1.00 per month for the purpose of the union benefits scheme. All Ordinary (General) Members shall pay a \$5/= yearly welfare contribution which is payable upon admission into the membership of the Union, and thereafter in January each year.
- (d) Cadre Members who are eligible to be ordinary members shall pay the same rate of fees as ordinary members. Only cadre members who are ineligible for ordinary membership may pay a token total membership fee of \$30.00 upon each admission to the membership of this union and, upon so paying, shall not be required to pay any further fee thereafter.
- (e) All monthly and yearly subscriptions shall be payable or deductible on the first working day of the month in which they fall due.
- (f) The Executive Council shall have power to make arrangements for the deductions of subscription, contributions and levies and any arrears in respect thereof payable under these rules from members' salaries or wages and remittance of the same to the Union by the respective employers of the members.
- (g) The Executive Council shall have the power to revise the prevailing rates of entrance fees or monthly or yearly subscriptions to give effect to any resolution of the Delegates' Conference of the National Trades Union Congress or any other trade union federation to which this

Union is affiliated and such revision shall be duly approved by the Delegates' Conference and shall be circularised to all members so accordingly.

- (h) When a member is required to pay subscriptions or levies by check-off, any failure by the member to authorise in writing or permit the check-off of his subscriptions or levies to the Union shall be deemed to be failure to pay subscriptions or levies directly to the Union notwithstanding any tender of payment of such subscriptions or levies directly to the Union.
- (i) Any member whose levy and/or monthly subscription is more than three months in arrears shall not be entitled to any Union benefits.
- (j) Any member who allows his arrears to exceed six months shall be struck off from the List of Membership and shall then forfeit all his interest in the Union.
- (k) The Executive Council may, upon the application in writing of a member, wholly or partly suspend, remit or defer the payment of entrance fee, monthly or yearly subscription or any other union due on such ground as the Executive Council deems fit in its absolute discretion.
- (l) All fees due from an Ordinary (General) Member to the Union under this constitution shall be paid through GIRO or in such manner as the Executive Council shall decide in its absolute discretion.
- (m) Notwithstanding Rule 4(i), an Ordinary (General) Member who fails to pay his membership subscriptions or other levies or any portion thereof within three months after the due date shall be deemed to have resigned from the membership of the Union with effect from the last day of such period of three months.

## **RULE 5 - RIGHTS AND DUTIES OF MEMBERS**

- (a)
  - (i) Only members who are 21 years of age and over shall be eligible for nomination and election to the post of delegate, Internal Auditor and Trustee of this Union. Only elected delegates of this Union shall be eligible for nomination and election to the Executive Council. All members who are not disqualified by arrears under rule 4(h), 4(i) or suspended from membership under the relevant rules shall have the right to attend, speak and vote at any General Meeting of the members of their respective Units.
  - (ii) Ordinary (General) Members shall not be eligible to hold any office in the Union or be represented by the Union in any matter vis-à-vis their respective employers.
  - (iii) Ordinary (General) Members shall be required to furnish a copy of his current pay slip or such other documentary proof of his employment status as the Executive Committee shall decide upon in its absolute discretion when applying for membership and whenever required by the Union.
  - (iv) An Ordinary (General) Member who fails to comply with paragraph (iii) hereof or who has furnished any false information pertaining to his employment at the time of application of membership or at any other time thereafter shall be deemed to have committed a misconduct rendering him liable to expulsion from the Union.
- (b) Cadre Members shall rank as ordinary members and shall have all rights and duties of ordinary members.
- (c) Every member 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 records of the Union. Every communication from the Union to a member at his residential address as shown in the records

of the Union shall be deemed to have been duly sent to and received by the member concerned.

- (d) Every member shall not by commission or omission of any act prejudice in any way the employment of his fellow members except by way of participation in any industrial action that has been duly sanctioned by the Executive Council.
  - (i) Every member shall not by commission or omission of any act prejudice in any way the affiliation of this Union with the National Trade Union Congress or the Singapore Labour Foundation for so long as this Union is affiliated to NTUC or SLF, respectively.
- (e) It shall be the duty of each member to pay regularly or promptly or, whenever required by the Executive Council in the event of check-off, give in writing the authorisation for deduction or permit the deduction of all subscriptions and levies payable by a member. It shall also be the duty of each member to ensure that an official receipt is obtained for any sum of money paid to the Union other than by way of check-off.
- (f) A member desiring to resign shall give at least a month's notice in writing to the General Secretary and shall pay all dues, provided that, if such dues are required to be paid by way of check-off, the notice of resignation shall not be less than six months unless the Executive Council decides otherwise.
- (g) Any member who resigns from the membership of this Union by reason of any change in his employment or occupation to join another Union and who has been certified by the General Secretary to have paid up all his dues as at the effective date of the resignation shall be entitled to have the benefits if any accruing to him as a member of this Union under any co-operative enterprise of the National Trades Union Congress transferred to him as a member of the other Union in accordance with any scheme for the transference of such benefits.

- (h) Any member who has resigned from the membership of another Union by reason of any change in his employment or occupation to join this Union and who has been certified by his former Union to have paid up all dues payable by him as at the effective date of his resignation shall be credited with all the benefits if any accruing to him as a member of other Union under any co-operative enterprise of the National Trades Union Congress in accordance with any scheme for the transference of such benefits.
- (i) Any member who has been fined, expelled, debarred from holding office or dismissed from office by the Executive Council shall have the right to appeal to the Delegates' Council provided that the notice of appeal shall be given in writing to the General Secretary of the Union within one month of the relevant decision of the Executive Council.
- (j) No member shall commence any proceedings in any court in respect of any disciplinary action by the Executive Council before an appeal thereon has been made to and determined by the Delegates' Council provided that the Delegates' Council shall determine any appeal against the expulsion from membership within three months of the receipt of notice appeal.
- (k) Membership of this Union shall cease:-
  - (i) for all members, upon their death;
  - (ii) for all members, upon being struck off from the relevant list of membership;
  - (iii) for all members, upon their resignation taking into effect after due notice;
  - (iv) for all cadre members, upon the cancellation of certification by the Secretary-General of NTUC, subject to the right of cadre members to apply for ordinary membership if they are eligible;
  - (v) for all ordinary members, upon their expulsion by the Executive Council subject to their right of appeal.

- (l) Associateship of this Union shall cease upon death, expulsion, arrears of subscription for three months or more or upon any ground the Executive Council deems fit in its absolute discretion.
- (m) 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.

## **RULES 6 - CONSTITUTION AND GOVERNMENT**

The supreme authority of the Union shall be vested in the Delegates' Council of the Union and subject to that authority, the Union shall be governed and administered by the Executive Council.

## **RULE 7 - DELEGATES' COUNCIL**

- (a) The Delegates' Council shall consist of both the serving members of the Executive Council and serving Unit delegates.
- (b) In any voting by a show of hands, every delegates shall be entitled to one vote each.
- (c) In any voting by a secret or postal ballot, every delegate shall be entitled to one vote each as such and the serving Officials of the Union shall be entitled to one vote each.
- (d) (i) The number of the delegates appointed from each Unit (Company) shall be on the basis of the two delegates for the first twenty members and thereafter one delegate for every twenty members or part thereof.

- (ii) Each Unit shall be represented on the Executive Council on the basis of one representative for every 200 members that the unit has subject to a minimum of one representative each delegates of the membership size.
- (e) The members of each Unit shall at its meeting vote for the number of delegates that they are entitled to and from among these delegates elect the Executive Council Member or Members that they are entitled to under Rule 7(d)
- (f) All elected delegates and Executive Council members shall serve a term of three years until the next election whichever shall happen first.
- (g) If a delegate is removed from office for any reason whatsoever or has himself resigned on any account, a fresh election shall be held by the Unit to elect another delegate to fill the vacancy.
- (h) The Delegates' Council shall have the power to suspend or dismiss the whole Executive Council on the ground of any contravention of the rules or failure or refusal to carry out the decision of the Delegates' Council and to appoint any interim Council to administer the Union for the duration of the suspension until a new Executive Council is elected. The interim Council shall not have the right to function beyond six months from the date of suspension or dismissal of the Executive Council.
- (i) The Conference of the Delegates' Council shall be triennial, ordinary or special.

#### **RULE 8 - TRENNIAL CONFERENCE OF THE DELEGATES' COUNCIL**

- (a) The Triennial Conference shall be held once in three years and not later than 31<sup>st</sup> March. The exact time and place shall be decided by the Executive Council.

- (b) A preliminary notice of the Triennial meeting asking for the resolution for discussion at the meeting, motions for the amendments of rules and nomination of the Officers of the Union, Internal Auditors and Trustees shall be sent to all members of the Delegates' Conference by the General Secretary not less than 28 days before the date fixed for the Triennial Conference.
- (c) Resolutions, motions for amendment of rules, and nomination papers with the consent of the nominees must be sent by the members to reach the General Secretary not later than 21 days before the date fixed for the Conference.
- (d) The General Secretary shall then prepare and forward to all members of the Delegates' Council not less than 10 days before the date fixed for the meeting ballot papers in accordance with Rule 16 and an Agenda including :-
  - (i) Resolutions proposed by members,
  - (ii) Motions for the amendment of Rules; and
  - (iii) List of nominations for appointments of Officers of the Union, Internal Auditors and Trustees.
- (e) Two-third of the delegates eligible to attend the conference shall form a quorum. If half an hour from the time appointed for the meeting a quorum is not present, the meeting shall be adjourned for a date not exceeding ten days after the date of the previous meeting as may be decided by those present.

If at the adjourned meeting, a quorum is not present after an hour from the time fixed for the meeting, the delegates present shall have the power to proceed with the business of the meeting but they shall not have the power to alter the rules of the Union or to make decisions affecting the whole of the membership.

## **RULE 9 - BUSINESS OF THE TRENNIAL CONFERENCE**

The Business of the Triennial Conference of the Delegates' Council shall be to consider and decide all questions of the policy or matters pertaining to the interest and welfare of members, to receive and discuss reports from the Executive Council or any officer of the Union and to receive and discuss all matters included in the Agenda and to receive and confirm the report of the duly appointed scrutineers in respect of the elections of the officials of the Union, Internal Auditors and Trustees.

## **RULE 10 - SPECIAL CONFERENCE OF THE DELEGATES' COUNCIL**

- (a) A Special Conference of the delegates shall be convened:-
  - (i) Whenever the Executive Council shall deem it desirable, or
  - (ii) At the request in writing of the not less than 50% of the delegates stating the purpose for such Conference.
  
- (b) A Special Conference of the Delegates' Council requisitioned by the delegates shall be convened by the General Secretary for a date within one month of the receipt of such requisition provided that no Special Conference shall be convened for a date within one month of the date fixed for a Triennial Conference of the Delegates' Council unless the Executive Council shall otherwise decide at its absolute discretion.
  
- (c) The business of the Special Conference shall be the same as that contained in the notice of requisition provided that the Executive Council may incorporate other items for the considerations of the Delegates' Council, as it may deem fit.

## **RULE 11 - EXECUTIVE COUNCIL**

- (a) (i) Subject to the overriding authority of the Delegates' Council, the Executive Council shall be responsible for the conduct of the business and administration of the Union.
  - (ii) If required by the Central Committee of the NTUC the Executive Council shall be deemed to be empowered by the Delegates' Council, in accordance with the terms of the affiliation of this Union to the NTUC, to entrust to such person or body as the Central Committee of NTUC may designate the conduct of the industrial affairs, financial affairs or the appointment and supervision of Industrial Relations Officers or such other aspects of the affairs of the Union as the Central Committee of NTUC may specify, provided that the person or body so entrusted with the conduct of any aspect of the Union's affairs shall be accountable to the Executive Council of the Union.
  - (iii) The Executive Council may at its discretion delegate such of its function and powers it deems fit to any department or NTUC or any body that the NTUC may from time to time establish for administering the General Branch, including the processing of the Ordinary (General) Members applications for membership, collection of membership subscriptions, fees or other levies and administering their welfare benefit claims, and may at any time revoke the delegation of the same thereto.
- (b) (i) The Executive Council shall consist of 9 officers of the Union namely: 1 President, 2 Vice-Presidents, 1 General Secretary, 1 Deputy General Secretary, 1 Assistant Secretary, 1 Treasurer and 2 Assistant Treasurers, all of whom shall be elected at the Triennial Conference of the Delegates' Council present by a secret ballot, and the requisite number of Council Member(s) from each Company elected out of the delegates elected from among members of that unit by secret ballot at the earliest convenient date but not later than one month before the Triennial Delegates Conference. The Result of the ballot together with names of the successful candidates shall be forwarded to the General Secretary of the Union immediately.

The retiring office-bearers are eligible for re-election. All members of the Executive Council shall hold office for three years.

- (ii) The Executive Council may nominate any full-time employee of the Union, who in the opinion of the Executive Council has the ability and experience to contribute to the Union, to stand for election to any of the 7 principal posts in the Executive Council and the nominee need not be a member or delegate of the Union.
- (c) The Executive council shall meet at least once a month, and more than one half of its total number shall form a quorum.
- (d) Any member of the Executive Council absenting himself for three consecutive meetings shall be disqualified from sitting as a member thereof unless a satisfactory explanation in writing is forwarded to the Executive Council.
- (e) In the event of death, resignation or dismissal of an Office-bearer, the vacancy shall be filled in the following manner until the next Triennial Council.
  - (i) In the case of the President, the Vice-President;
  - (ii) In the case of General Secretary, the Deputy General Secretary;
  - (iii) In the case of Deputy General Secretary, the Assistant Secretary;
  - (iv) In the case of Treasurer, the Assistant Treasurer;
  - (v) In the case of Vice-President, the Assistant Secretary or the Assistant Treasurer, by a member nominated by the Executive Council;

- (vi) In the case of an Executive Council Member; another member from amongst the delegates elected from the Unit if any, or another member.
  
- (f) The Executive Council shall do its best to attain the objects of the Union and shall protect its funds against extravagance or misappropriation.
  
- (g) The Executive Council shall give instructions to the General Secretary, other office-bearers and paid staff for the conduct of the Union as it may from time to time consider necessary. It may suspend or dismiss any office-bearer or member of the staff for neglect of duty, dishonesty, incompetence, refusal to carry out the decisions of the Executive Council or for any other reason which it deems good and sufficient in the interests of the Union.
  
- (h) The Executive Council shall have the power to impose fine, expel from membership or debar from holding any office or to dismiss from his office any member whose conduct is found to be prejudicial to the interests of the Union or who has violated the rules of this Union or deliberately disobeyed any of the resolutions passed by the Union. The amount of fine shall not exceed \$20.00
  
- (i) It shall give instructions to the Trustees on investment of the Funds, safe-keeping, management and maintenance of the property of the Union.
  
- (j) The minutes of an Executive Council Meeting shall be recorded and confirmed at the subsequent meeting of the Council.
  
- (k) Between Triennial Conference of Delegates, the Executive Council shall interpret the rules, and, when necessary, determine any point on which the rules are silent.
  
- (l) The Executive Council shall be empowered to group together all Ordinary (General) Members of this Union into one Branch to be called the General Branch which shall be directly administered by the Executive Council.

## **RULE 12 - DUTIES OF OFFICE-BEARERS**

(a) The duties of the President shall be to :-

- (i) chair all conference of the Delegates' Council and meetings of the Executive Council provided that if the President has any personal interest or is directly involved in any matter under discussion in any Conference or meeting he shall not chair the Conference or meeting for the duration of such Conference, meeting or discussion as the delegates or members present may decide,
- (ii) ensure proper conduct of business at all conference and meeting of which he is the Chairman provided that he shall have a casting vote in addition to his original vote only in the event of a tie in voting in meeting of the Executive Council and Delegates' Conference,
- (iii) sign and confirm the minutes of the Conference or meeting at the time they are approved,
- (iv) be jointly responsible with the General Secretary for the general administration of the Union and the supervision of the employees of the Union,
- (v) be jointly responsible with the General Secretary and the Treasurer or any other authorized person for the signing of all cheques or withdrawal orders drawn against the banking accounts of the Union,
- (vi) be jointly responsible with all other members of the Executive Council for the observance of the rules of the Union, resolutions of the Delegates' Council and decisions of the Executive Council, and

(vii) jointly and severally with the General Secretary, be the official spokesman of the Union in respect of any negotiations on the terms and conditions of service of any group of members or any representations in relation to any other organization.

(b) Vice-President : The Vice-President shall act for the President during his absence or upon his authority.

(c) General Secretary : The General Secretary shall conduct the business of the Union in accordance with the rules and shall carry out the instruction of the Triennial Conference or the Executive Council meetings.

He shall prepare or cause to prepare an Annual Return in accordance with the Trade Union Act and shall transmit same to the Registrar of Trade Unions by prescribed date and every member shall be entitled to receive a copy of the Annual Return with certified statements of accounts without payment. He shall be responsible for keeping of a list of membership and for notifying the Registrar of Trade Unions within the prescribe date, any alteration of rules, changes of office-bearers and removal of the Union's registered office.

(d) Deputy General Secretary : The Deputy General Secretary shall assist the General Secretary in the performance of his duties, or act for the General Secretary during his absence or upon his instructions except in the signing of cheques which is specially provided for in Rule 15(d)

(e) Assistant Secretary : The Assistant Secretary shall assist the Deputy General Secretary and the General Secretary. The Assistant Secretary shall act for the General Secretary in his absence or upon his instruction, in the absence of the Deputy General Secretary, except in the signing of cheques which is specially provided for in Rule 15(d).

(f) Treasurer : The Treasurer shall be responsible for the keeping of financial books and monies of the Union. He shall prepare a financial statement for each monthly meeting of the Executive Council and for the Triennial Conference. He shall be responsible for the

preparation of the statement of receipts and expenditure and statement of assets and liabilities with a Statutory Declaration for the submission of Annual Returns to the Registrar of Trade Unions. Any sum exceeding \$400.00 must be deposited in the name of the Union in a bank approved by the Executive Council.

He shall be responsible for the signing of all receipts. All vouchers presented to him for payment must bear the signature of the General Secretary.

- (g) Assistant Treasurer : The Assistant Treasurer shall assist the Treasurer in the performance of his duties or upon his instructions except in the signing of cheques which is specially provided for in Rule 15 (d)
- (h) Council Members : The Council Members shall be responsible for the monthly subscriptions and/or levy collected by him from the members of his Unit and shall forward the same to the Treasurer who shall issue individual receipts. He shall be responsible for submitting all necessary data about his Company when called upon for by the Executive Council. He shall also forward applications for membership in the prescribed form to the General Secretary who shall submit the same to the Executive Council for approval at its next meeting.
- (i) Members of the Executive Council shall attend meetings of the Council and generally assist the Council in the consideration and decision of questions brought up for discussion.

### **RULE 13 - AUDITORS**

- (a) The delegates at its Triennial Conference shall elect by ballot in accordance with Rule 16, two Internal Auditors, whose duties shall be to audit and certify accounts of the Union at least once a month. They shall not be members of the Executive Council.

- (b) The annual accounts of the Union must be audited and certified by a Certified Accountant or other fit and proper persons approved by the Registrar of Trade Unions; provided that the same Certified Accountant is not so appointed for any continuous period of five years as provided under the law. The Auditor shall have free access to all books and documents necessary for his work as Auditor.
- (c) The Auditor's report shall be presented to the Triennial Conference. A copy of the report shall be conspicuously placed at the Head Office of the Union
- (d) For the purpose of this rule, the financial year of the Union shall end on the 31<sup>st</sup> March of each year.

#### **RULE 14 - TRUSTEES**

- (a) Three Trustees shall be elected by ballot in accordance with Rule 16 at the Triennial Conference of the delegates as and when necessary and they shall hold office at the pleasure of the Union, provided always that, unless with the prior approval of the Minister wherever applicable, they are Singapore Citizens and they are not members of the Executive Council so long as they are trustees.
- (b) The three trustees for the time being shall have vested in them all real and personal estate whatever belonging to the Union, and they shall deal with it in such a way as the Executive Council may direct.
- (c) A Trustee may be removed from office by the Executive Council on the grounds of ill health, unsoundness of mind, absence from the country or that he is unable or unsuitable for the performance of his duties.

- (d) In the event of death, resignation or removal of a Trustee, the candidate who received the next highest number of votes in the ballot at the last Triennial Conference shall fill the vacancy. If there is no such candidate available, the vacancy shall be filled by a member to be appointed by the Executive Council until the next Triennial Conference.

#### **RULE 15 - APPLICATION, INVESTMENT AND SAFE CUSTODY OF FUNDS**

- (a) The FUNDS OF THE union may only be expended for the following objects: -
- (i) The payments of salaries and allowances and 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 the Union as such or any rights of any member in relation to his employers,
  - (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 or bereavement 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 authorities,
  - (viii) Additional contributions towards the expenses incurred in the establishment and maintenance of any lawful trade union co-ordinating or advisory bodies established within or outside the Republic subject to the approval of the authorities concerned,
  - (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 contribution to social, cultural 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 authorities concerned,
  - (xi) The conduct of social, sporting, educational and cultural 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 Delegates' Council in accordance with the relevant laws of the Republic.
- (b) (i) Any special funds of the Union shall be applied only for the purpose for which it has been established or subsequently approved and may, pending its application be invested in the same manner as the general funds of the Union; provided that a special fund derived in part or in whole from the mandatory contributions of the members of

the union under these rules, shall not in so far as it pertains to such contributions be applied for a different purpose without the consent by secret ballot of the majority of the members of the union and every such consent shall be notified to the Registrar by the General Secretary within seven days.

- (ii) No expenditure exceeding \$40,000 in respect of one and the same transaction at any time shall be incurred without the prior consent of the Delegates' Council.
  - (iii) The power of the Executive Council to incur or authorize any expenditure other than the payment of salaries, allowances, administrative expenses or other annually recurrent charges which have been previously been incurred or sanctioned by a duly elected Executive Council shall not subsist after the expiry of 3 years 6 months from the date of its election or the last preceding Triennial Conference whichever is the later.
- (c)
- (i) No expenditure exceeding \$400 in respect of one and the same transaction at any one time shall be incurred without the prior sanction of the Executive Council.
  - (ii) The general funds of the Union which are not required for current expenses shall, as directed by the Executive Council, be invested by the Trustees for the time being in investments in respect of which be law permits trust money to be applied including shares in co-operative enterprises sponsored by the National Trade Union Congress and/or its affiliated trade unions or interest-earning deposits in banks or finance companies,
- (d) All cheques or withdrawal orders on the funds of the Union deposited in the Bank must be signed by the following three officers :-
- (i) The President or in his absence, the Vice-President,

- (ii) The General Secretary,
- (iii) The Treasurer, and
- (iv) In the absence of the Treasurer or the General Secretary the Executive Council shall appoint one of its members to sign in place of the absent officer.

#### **RULE 16 - BALLOT RULES**

- (a) Decision on the following matters shall be taken by the stipulated majority of members voting by secret ballot:-
  - (i) decision to change the name of the union (here the consent of two-thirds of the total number of all members is required);
  - (ii) decision to amalgamate with another union (here the votes of two-thirds of all members entitled to vote are to be recorded and the consent of 60% of such members is required);
  - (iii) decision on industrial action (here the consent of the majority of all members affected by the action is required);
  - (iv) decision to dissolve the union (here the consent of the majority of all members is required; and
  - (v) decision to change the purpose of any special fund to which members make mandatory contributions (here the consent of the majority of all members is required).

(b) Decision on the following matters shall be decided by a majority of the delegates voting by secret ballot at a Conference of Delegates.

(i) election of office-bearers;

(ii) decision to impose a special subscription or levy;

(iii) decision to amend the constitution; and

(iv) any other matters affecting the members of the union generally.

(c) The Executive council shall take such steps to see that the following procedures governing secret ballot are complied with :-

(i) that each member or delegate entitled to vote is issued with a ballot paper together with an envelope addressed to the general secretary for the return of the ballot paper

(ii) that all members or delegates are correctly informed regarding the issue on which their vote is required.

(iii) that sufficient time is allowed between the time of issuing ballot papers and their return to the general secretary, and

(iv) that the counting of votes is witnessed, checked and certified by at least three ballot scrutineers

## **RULE 17 - INSPECTION OF BOOKS AND ACCOUNTS**

The Account Books of the Union and its list of membership shall be open to inspection by any officer or member of the Union at all reasonable times provided due notice is given

## **RULE 18 - SPECIAL SUBSCRIPTION**

- (a) The Executive Council may, after a secret ballot by the Conference of Delegates as laid down in Rule 16(b) and (c), impose a special subscription upon members of the Union, who shall then be required to pay such subscriptions. This subscription shall be paid to the Treasurer of the Union through check-off
- (b) Any member who fails to pay his subscription within 3 months of this imposition the amount shall be treated as arrears of Union subscription as laid down in Rule 4(d)

## **RULE 19 - TRADE DISPUTES**

- (a) Should any trade disputes arise, the members concerned shall make the same known to the General Secretary, who shall immediately report the same to the Executive Council but in no case shall a cessation of work be threatened or take place without the sanction of the Executive Council
- (b) Should any section of the members of the Union request steps to be taken for an advance in pay or improvement of conditions of employment they shall instruct the General Secretary to report that claims to the Executive Council who shall determine what action shall be taken
- (c) No strike action shall be taken without the approval of the majority of the members first being obtained by a secret ballot vote in accordance with Rule 16(a) and (c)

## **RULE 20 - DISSOLUTION**

- (a) The Union shall not be dissolved except with the consent of the majority of the members of the Union obtained by secret ballot vote carried out in accordance with Rule 16 (a) and (c).
- (b) Notice of dissolution must be given within 14 days of the dissolution to the Registrar of Trade Unions in the prescribed form to be signed by the General Secretary and 7 members of the Union.
- (c) 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 divided amongst the members in proportion to their years of membership.

## **RULE 21 - ALTERATION OF RULES**

These rules shall not be altered in any manner except in accordance with Rule 16, provided that if any provision of this Constitution specifies a special majority for a decision of the Union, such provision shall not be altered except with the consent of the specified majority of members. Every alteration of these rules shall take effect only from the date of registration by the Registrar of Trade Union.

## **RULE 22 - AFFILIATED**

This Union shall be affiliated to the National Trades Union Congress and the Singapore Labour foundation except and undress three-quarters of the total number of members vote in favour of disaffiliation therefrom.