



Constitution and Rules

MANIFESTO

BELIEVING THAT Strength through united action, guided by intelligence is the hallmark of trade union organisation,

RECOGNISING THAT Unity among public employees in Singapore is of paramount importance if, as an integral part of society, public employees are to be accorded fair and just conditions of employment and an equitable share of the products of their labour,

SEEKING TO establish permanently a more effective means of securing for public employees full enjoyment of the inherent rights and dignities which unity is ordained to preserve,

REAFFIRMING THEIR Conviction that this can only be achieved through the burial of past differences and the establishment of a completely new organisation, both symbolically and in fact, the leaders of the Trade Unions of Monthly-Rated Public Employees in Singapore,

DECLARE THEIR Support for any move towards preservation of this Unity and the Consummation of the above Objectives.

INDEX

| <u>Rule No.</u> | <u>Page</u> |
|---|-------------|
| PART I – CONSTITUTION | 8 |
| 1. Name..... | 8 |
| 2. Address..... | 8 |
| 3. Objects | 8 |
| 4. Amalgamation | 9 |
| 5. Dissolution..... | 9 |
| 6. General..... | 9 |
| PART II – MEMBERSHIP | 10 |
| 7. Classes of Members | 10 |
| 8. Eligibility..... | 10 |
| 9. Admission or Rejection | 11 |
| 10. Change of Employment and / or Union | 12 |
| 11. Entrance fee..... | 12 |
| 12. Subscription | 13 |
| 13. Termination of Membership | 14 |
| 14. Membership Card..... | 14 |
| 15. Suspension / Expulsion..... | 15 |
| 16. Resignation..... | 15 |
| 17. Re-admission to Membership | 15 |
| 18. Dispute | 16 |
| PART III – BRANCHES..... | 16 |
| 19. Formation of Branches | 16 |
| 20. Branch Business | 17 |
| 21. Branch General Meeting Procedure | 18 |
| 22. Voting at Meetings | 18 |
| 23. Composition of Branch Committee | 18 |
| 24. Basis of Representation | 19 |
| 25. Eligibility to Hold Office..... | 19 |
| 26. Duties of Branch Officers | 19 |
| 27. Honoraria..... | 20 |

| | | |
|-------------------------------------|--|----|
| 28. | Staff / Works Committee | 20 |
| 29. | Branch Funds | 20 |
| 30. | Delegates / Alternate Delegates | 21 |
| 31. | Closure of Branches | 21 |
| PART IV – EXECUTIVE COUNCIL | | 21 |
| 32. | Nomination | 21 |
| 33. | Composition | 22 |
| 34. | Tenure of Office | 22 |
| 35. | Nomination of Full Time Officers | 23 |
| 36. | Nomination of Secretaries and Treasurers | 23 |
| 37. | Appointment of Full Time Deputy General Secretaries and Assistant General Secretaries | 23 |
| 38. | Vacancy | 23 |
| 39. | Executive Council Meetings | 23 |
| 40. | Vacation of Office | 24 |
| 41. | Functions of the Executive Council | 24 |
| 42. | Appointments of Functionaries | 25 |
| PART V – STANDING COMMITTEES | | 26 |
| 43. | General Purposes Committee | 26 |
| PART VI – CONFERENCES | | 26 |
| 44. | Authority | 26 |
| 45. | Representation at Conference | 27 |
| 46. | Business of the Quadrennial Delegates Conference | 27 |
| 47. | Special Delegates Conference | 27 |
| 48. | Voting | 28 |
| 49. | Ballot Rule | 28 |
| 50. | Amendments of Rules | 28 |
| PART VII – NATIONAL OFFICERS | | 29 |
| 51. | National Officers | 29 |
| 52. | Salaries of National Officers | 29 |
| 53. | Duties of National Officers | 29 |
| PART VIII – FINANCE | | 31 |
| 54. | Financial Year | 31 |
| 55. | Union Funds | 31 |
| 56. | Levies | 31 |
| 57. | Banking | 32 |

| | | |
|--|---|----|
| 58. | Expenditure | 32 |
| 59. | Signing of Cheques | 32 |
| 60. | Application, Investment and Safe Custody of Funds | 33 |
| 61. | Inspection of Membership Register and Accounts Books | 33 |
| 62. | Trustees | 33 |
| 63. | General Auditors | 34 |
| 64. | External Auditors | 34 |
| PART IX – WELFARE SCHEMES | | 35 |
| 65. | Objects | 35 |
| 66. | Establishment of Schemes | 35 |
| PART X – TRADE DISPUTE..... | | 35 |
| 67. | Procedure on Trade Dispute | 35 |
| 68. | Victimisation..... | 36 |
| PART XI – CONFERENCE STANDING ORDERS..... | | 36 |
| 69. | General Provisions | 36 |
| PART XII – SECRET BALLOT | | 37 |
| 70. | Secret Ballot Procedure at a Meeting | 37 |
| 71. | Secret Ballot Procedure by Post..... | 38 |
| 72. | Functions of Tellers..... | 39 |

INDEX BY ALPHABETICAL ORDER

| | <u>Rule</u> |
|---|--------------------|
| ACCOUNTS BOOK & MEMBERSHIP REGISTER (Inspection of) | 61 |
| ADDRESS | 2 |
| ADMISSION OR REJECTION (Membership) | 9 |
| AMALGAMATION | 4 |
| AMENDMENTS OF RULES | 50 |
| ASSOCIATE MEMBERS | 8.1(d) |
| AUDITORS (External) | 64 |
| AUDITORS (General) | 63 |
| BALLOT RULE (Delegates Conference) | 49 |
| BANKING | 57 |
| BRANCHES (Formation of) | 19 |
| BUSINESS (Branch) | 20 |
| BUSINESS OF THE QUADRENNIAL DELEGATES CONFERENCE | 46 |
| CHANGE OF EMPLOYMENT AND/OR UNION (Membership) | 10 |
| CHEQUES (Signing of) | 59 |
| CLOSURE OF BRANCHES | 31 |
| COMPOSITION (Branch Committee) | 23 |
| COMPOSITION (Executive Council) | 33 |
| DISPUTES (Membership) | 18 |
| DISSOLUTION | 5 |
| DUTIES OF BRANCH OFFICERS | 26 |
| DUTIES OF NATIONAL OFFICERS | 53 |
| ELECTION OF DELEGATES AND ALTERNATE DELEGATES TO CONFERENCE | 30 |
| ELIGIBILITY (Membership) | 8 |
| ENTRANCE FEE | 11 |
| EXECUTIVE COUNCIL (Composition of) | 33 |
| EXECUTIVE COUNCIL (Functions) | 41 & 42 |
| EXECUTIVE COUNCIL (Nomination) | 32 |
| EXPENDITURE | 58 |
| EXPULSION / SUSPENSION (Membership) | 15 |
| EXTERNAL AUDITORS | 64 |
| FORMATION OF BRANCHES | 19 |
| FUNCTIONS OF THE EXECUTIVE COUNCIL | 41 & 42 |
| FUNDS (Application, Investment & Safe Custody of) | 60 |
| FUNDS (Branch) | 29 |

| | |
|---|---------|
| FUNDS (Union) | 55 |
| GENERAL (Constitution) | 6 |
| GENERAL AUDITORS | 63 |
| GENERAL MEETING PROCEDURE (Branch) | 21 |
| GENERAL PURPOSES COMMITTEE | 43 |
| HONORARIA (Branch) | 27 |
| HONORARY MEMBERSHIP | 8.1(c) |
| INSPECTION OF MEMBERSHIP REGISTER AND ACCOUNTS BOOK | 61 |
| LEVIES | 56 |
| MEETING (Executive Council) | 39 |
| MEETING (Secret Ballot) | 70 |
| MEMBER (Victimisation) | 68 |
| MEMBERSHIP (Classes of) | 7 |
| MEMBERSHIP (Honorary) | 8.1(c) |
| MEMBERSHIP (Re-admission to) | 17 |
| MEMBERSHIP CARD | 14 |
| MEMBERSHIP REGISTER & ACCOUNTS BOOK (Inspection of) | 61 |
| NAME OF UNION | 1 |
| NATIONAL OFFICERS | 51 |
| NATIONAL OFFICERS (Duties of) | 53 |
| NOMINATION (Executive Council) | 32 |
| OBJECTS (Constitution) | 3 |
| OBJECTS (Welfare Schemes) | 65 |
| ORDINARY MEMBERS | 8.1(a) |
| QUADRENNIAL DELEGATES CONFERENCE (Authority) | 44 |
| RE-ADMISSION TO MEMBERSHIP | 17 |
| REJECTION OR ADMISSION (Membership) | 9 |
| REPRESENTATION (Branch, Basis of) | 24 |
| REPRESENTATION AT CONFERENCE | 45 |
| RESIGNATION (Membership) | 16 |
| SALARIES OF NATIONAL OFFICERS | 52 |
| SECRET BALLOT (At a Meeting) | 70 |
| SECRET BALLOT (By Post) | 71 & 72 |
| SIGNING OF CHEQUES | 59 |
| SPECIAL DELEGATES CONFERENCE | 47 |
| STAFF / WORKS COMMITTEES | 28 |
| STANDING ORDERS OF DELEGATES CONFERENCE | 69 |

| | |
|-------------------------------|----|
| SUBSCRIPTION (Membership) | 12 |
| TRADE DISPUTE (Procedure) | 67 |
| TRUSTEES | 62 |
| VICTIMISATION (Member) | 68 |
| VOTING (Branch) | 22 |
| VOTING (Delegates Conference) | 48 |

SPECIMEN FORMS

| Name of form | Page |
|--|-------------|
| Specimen A1 Ballot Form for Election of Officers | 41- 43 |
| Specimen A2 Ballot Form for Election of Branch Committee | 44 |
| Specimen B1 Ballot Form – Motion | 45 |
| Specimen B2 Ballot Form - Motion (Postal) | 46 |
| Specimen C Return of Result of Secret Ballot (Resolution) | 47 |
| Specimen D Return of Results of Election of Executive Council/Branch Committee | 48 |

PART I – CONSTITUTION

1. Name

The name of the Union shall be "THE AMALGAMATED UNION OF PUBLIC EMPLOYEES" hereinafter referred to in these Rules as 'THE UNION'.

2. Address

Its Registered Office shall be at the WISMA AUPE, 295 Upper Paya Lebar Road, Singapore 534929 or such other place as the Executive Council may decide. The Head Office of the Union shall be where its Registered Office is at any time.

3. Objects

- 3.1 To unite all workers eligible for membership into one comprehensive industrial union.
- 3.2 To promote good industrial relations between workmen and employers.
- 3.3 To improve the working conditions of workmen or enhance their economic and social status.
- 3.4 To provide legal assistance for members in matters connected with their employment as well as to bear any legal costs incurred, the cost limits of which are subject to approval of the Executive Council in accordance with Rule 58.2, in the prosecution or defence of any legal proceedings to which the union, its officials or employees engaged in industrial relations or any member is a party, where it is undertaken for the purpose of securing or protecting any rights of the trade union, its officials or employees engaged in industrial relations in the course of discharging their duties or responsibilities or any rights arising out of the relations of any member with his employer.
- 3.5 To establish and operate such scheme or fund to provide members with such other benefits as the Executive Council may deem necessary and expedient.
- 3.6 To affiliate with, subscribe to or assist any other organisation having objects similar to the Union.
- 3.7 To publish and issue a journal which shall be controlled, edited and published by the Executive Council at such time or times as it deems advisable.
- 3.8 To carry into execution any purpose which, in the opinion of the Executive Council, is reasonably ancillary, incidental to or consequential on any of the objects herein set forth.

- 3.9 To foster the spirit, of solidarity, service, brotherhood co-operation and mutual help among the workers.
- 3.10 To imbue in the workers a sense of responsibility towards the community and the State.
- 3.11 To develop in the workers, a working class consciousness, transcending all racial barriers.
- 3.12 To achieve the raising of productivity for the benefit of workmen, employers and the economy of Singapore.
- 3.13 To promote and operate any co-operative scheme or industrial or commercial undertaking as the Executive Council may decide, subject to any relevant provision of the laws of Singapore governing the utilisation of Union funds.

4. Amalgamation

- 4.1 It shall be competent for the Executive Council to amalgamate with any other union whose membership comes within the purview of this Union on being satisfied that the proper steps have been taken to ascertain the views of the members of the union desirous of amalgamating with this Union.
- 4.2 The Executive Council shall at all times have power to submit the question of amalgamation with another union to the Quadrennial Delegates Conference or Special Delegates Conference.

5. Dissolution

- 5.1 Unless 5/6ths of the total membership of the Union agree, the Union shall not be dissolved.
- 5.2 In the event of the Union being dissolved, all debts and liabilities legally incurred shall be fully discharged and the remaining assets shall be divided amongst the members at the time of dissolution in proportion to the total amounts subscribed by each member during his membership.

6. General

Nothing in this Constitution and Rules shall be deemed to authorise the Union or any member or officer of the Union to do anything which may be contrary to the provisions of the Trade Unions Act or of any law in force in the Republic of Singapore.

PART II – MEMBERSHIP

7. Classes of Members

The classes of members of the Union shall consist of:

- (a) Ordinary Members
- (b) Ordinary (General) Members
- (c) Honorary Members
- (d) Associate Members

8. Eligibility

8.1 The eligibility for each class of members are as follows:

- a) Ordinary Members
 - (i) employees of all grades of the Government of the Republic of Singapore are eligible for membership except teachers of all grades.
 - (ii) employees of all grades of Public Bodies and Statutory Boards, and other establishments who are not prevented by law are eligible for membership.
- b) Ordinary (General) Members
 - (i) employees of this Union.
 - (ii) all employees described under the scope in paragraph (a) above who cannot join as Ordinary Members of this Union and who are not eligible to join any other registered trade union of employees in the public sector.
- c) Honorary Members
 - (i) in addition to ordinary subscription paying membership, there shall also be National Honorary Membership.
 - (ii) Honorary membership of the Union may be conferred in recognition of distinguished service to the Trade Union Movement in a national representative capacity over a period of years. It may be conferred upon ex-members of the Union who are no longer eligible for membership or upon persons who have not at any time been eligible for membership of the Union.
 - (iii) nominations for the Honorary Members may be made by the Branch

Committees and by the Executive Council and must be submitted to the General Secretary not later than 31 December in any year. The nomination or nominations must be approved by the Executive Council by a majority of two-thirds of those voting.

d) Associate Members

- (i) spouses and children of Ordinary Members or Ordinary (General) Members of this Union so long as they have attained 12 years of age and are not eligible for the Ordinary Membership or Ordinary (General) Membership of this Union or any other trade union;
- (ii) spouses and children of Ordinary Members and Ordinary (General) Members who are already Associate Members, in accordance with sub-paragraph (i) to paragraph (d) above, shall be allowed to continue their associate membership when the member dies, or when the member is no longer eligible for Ordinary or Ordinary (General) Membership of this Union but has immediately re-joined as an Associate Member in accordance with sub-paragraph (iii) to paragraph (d) below;
- (iii) formerly Ordinary or Ordinary (General) Members of this Union who are permanently or temporarily precluded from continuing as members of this Union because of a change in place and/or status of their employment and are not eligible for membership of any other trade union.

- 8.2 Associate Members and Ordinary (General) members shall not be entitled to be represented by the Union in relation to any matter concerning an employer and shall not be obliged to participate in any manner in any strike or industrial action conducted by the Union.

9. Admission or Rejection

- 9.1 Each applicant for membership shall sign an application form which shall be submitted to the Executive Council for approval. The acceptance of such application by the Executive Council shall confer on each member all the rights and privileges of membership of the Union subject to the provisions of this Constitution.
- 9.2 The Executive Council shall decide whether to accept or reject any application for membership without assigning any reason. The decision of the Executive Council shall be final.
- 9.3 The Executive Council may require a successful applicant for ordinary membership who fails to give a satisfactory explanation for any undue delay in applying for membership of this Union to pay such special entrance fee in addition to the normal entrance fee and comply with such other condition(s) as the Executive Council deems fit to impose.

10. Change of Employment and / or Union

- 10.1 When a member's employment status changes due to a change of jobs or other reasons, instead of terminating his membership, the Executive Council may transfer the member from Ordinary Membership to Ordinary (General) Membership and vice-versa, and to transfer the member from this Union to another NTUC affiliated union so as to enable him to continue to remain as a union member and to enjoy the benefits thereof. The power of the Executive Council to effect the said transfer may be delegated to the NTUC which is the central co-ordinating body for effecting the transfer of union members among NTUC affiliated unions. Nothing herein contained shall effect the right of a member to object to a transfer if he does not agree with it whereupon his membership with this Union shall cease when his employment status changes.
- 10.2 A member who is transferred under Rule 10.1 from Ordinary Membership to Ordinary (General) Membership and vice-versa shall, only for the purpose of enjoying the core welfare benefits administered by the NTUC for the benefit of all affiliated unions be deemed to continue as a member without any break in membership and shall immediately upon the said transfer taking place, be subjected to all the rules stipulated under this Constitution which are applicable to the respective category of membership he was transferred to.
- 10.3 A member who is transferred from another NTUC affiliated union to this Union under Rule 10.1 shall only for the purpose of enjoying the core welfare benefits administered by the NTUC for the benefit of all NTUC affiliated unions, have his length of membership with the previous union recognized by this Union and shall immediately upon the transfer taking place be bound by this constitution. Nothing herein contained shall affect the power of the Executive Council to reject the transfer without having to assign any reasons whatsoever.
- 10.4 The Executive Council may at its discretion delegate such of its functions and powers it deems necessary to any department of NTUC or any agency that the NTUC may from time to time establish or appoint for administering the Ordinary or Ordinary (General) Membership, including transferring members from one Membership List to another, or from one union to another, processing of membership applications, collecting subscription fees or other levies and administering their core welfare benefits claims under the NTUC Seamless Membership Scheme and may at any time revoke the delegation in full or part thereof.

11. Entrance fee

The Entrance Fee shall be of such amount and at such rate as the Executive Council shall decide in its absolute discretion to be payable by Ordinary Members, Ordinary (General) Members and Associate Members upon admission or re-admission. Such entrance fee shall be paid through the GIRO or Check-off Systems or such other means as the Executive Council shall decide.

12. Subscription

- 12.1 The Executive Council shall have the power to make arrangements for the deductions of subscriptions, contributions and levies and any arrears in respect thereof payable under these rules from members' salaries or wages and the remittance of the same to the Union by the respective employers of the members.
- 12.2 The Executive Council shall decide on the mode of collection of subscriptions, contributions and levies and any arrears in respect thereof payable by members and any decision reached by the Executive Council shall be final and binding on all members.
- 12.3 Where the deductions of unions subscriptions, contributions and levies and any arrears is through the Check-off system, then no member shall have the right to advise the employer directly or indirectly or to take any steps whatsoever to stop the deductions of the same except through and with the approval of the Executive Council which approval shall not be unreasonably withheld.
- 12.4 With effect from 1 January 2006, subscription fee payable by Ordinary Members and Ordinary (General) Members shall be \$9 per month.
- 12.5 Notwithstanding Rule 12.4 the Executive Council shall have the power to revise the prevailing rates of entrance fees or monthly or yearly subscription for the purpose of giving effect to any resolution of NTUC's Central Committee in relation thereto as long as the Union is affiliated to the NTUC. Such revision shall be deemed to have been duly adopted by a Delegates Conference of the Union in accordance with Rule 46(f) and shall, after registration with the Registrar of Trade Unions, be circulated to members for their information.
- 12.6 For the purpose of paying the Union's affiliation fee to the Singapore Labour Foundation (SLF) every Ordinary Member and Ordinary (General) Member shall pay a yearly subscription fee of such amount as shall be determined by the Executive Council from time to time in accordance with the advice of the NTUC Central Committee.
- 12.7 Every Ordinary Member and Ordinary (General) Member shall pay a levy equivalent to one month's membership subscription fee which shall be deducted from their annual wage supplement and/or annual bonus to be paid to the NTUC which shall be utilised to provide such benefits to union members which the NTUC Central Committee deems fit.
- 12.8 The paying of affiliation fee to the NTUC shall be in accordance with Article 6 and Schedule I of the NTUC Constitution, i.e. with effect from 1 April 1996, the standard rate of affiliation fee payable by an ordinary affiliate or a constituent trade union thereof shall be 25 percent of the subscription collected or checked off by the affiliate or union from each member each month.
- 12.9 If any of the members of an ordinary affiliate or a constituent trade union thereof are granted by their respective employers an annual bonus or annual wage

supplement or any other annual payment of not less than one month's basic remuneration, the affiliate or the constituent union thereof shall pay in addition to the 12 monthly affiliation fees per year a supplementary affiliation fee but only in respect of members thereof who are granted such annual bonus, annual wage supplement or other annual payment.

- 12.10 Ordinary Members and Ordinary (General) Members on reduced pay or no-pay leave, medical or otherwise, may with the approval of the Executive Council be excused the payment of the union subscriptions.
- 12.11 The monthly subscription for Associate Members shall be of such amount and at such rate as the Executive Council shall decide in its absolute discretion.
- 12.12 All members shall within the period decided by the Executive Council authorise in writing the deduction of union subscriptions, contributions and/or levies from their monthly salaries.

13. Termination of Membership

- 13.1 Any member whose monthly or yearly fee or levy is in arrears for 3 months shall be deemed to have resigned from the membership of the Union with effect from the last day of such period of 3 months and shall be struck off from the appropriate list of membership and forfeit all interests in the Union.
- 13.2 Any member whose name is removed from the membership record of the Union for failure to pay subscriptions, contributions or levies or who has resigned from membership of the Union shall not be re-admitted except on payment of all arrears due in accordance with Rules 17.1 and 17.2. Any ordinary member whose membership has been terminated shall have the right of appeal to the next Quadrennial Delegates Conference. The decision of the Quadrennial Delegates Conference shall be final.
- 13.3 If a check-off arrangement, GIRO scheme or any other arrangement prescribed by the Executive Council is in force in respect of whatever monthly or yearly fees, levy or any other fees or contributions payable by members, any failure by a member to authorise in writing or otherwise to permit such check-off, GIRO deduction or any other prescribed arrangement shall have the same effect as a failure to pay monthly or yearly fees or levy under Rule 13.1 notwithstanding any tender of payment of such fees or levy direct to the Union.

14. Membership Card

- 14.1 Each member shall be given a registration number and he may apply for a membership card which may be a common card for all union members issued by the National Trades Union Congress (NTUC) for economy of scale and for labour movement benefits.

- 14.2 Membership Cards shall not be transferable and each member will be held responsible for the proper use of his card. Members must show their membership cards to any official of the Union when requested to do so and at any official meeting of the members of the Union.
- 14.3 Membership Cards must be submitted if required for purposes of checking against Register.
- 14.4 Membership Cards shall be the property of the Union and must be given up within a week by anyone ceasing to be a member from any cause whatsoever.
- 14.5 Any loss of membership card must be reported either to the General Secretary or to the Branch Secretary who will then take the necessary action to issue a replacement.

15. Suspension / Expulsion

- 15.1 Any member, in the opinion of the Executive Council, found acting in a manner against the interests of the Union and/or in contravention of any of these rules may be suspended for a period not exceeding twelve months or expelled from the Union.
- 15.2 Any Branch may if it deems it necessary in the interests of the Union recommend for expulsion of a member of the Branch concerned to the Executive Council by submitting reasons thereof. The Executive Council if it decides that the reasons given by the Branch warrant the expulsion of the member concerned shall inform the member of the reasons for the expulsion and of the decision of the Executive Council.
- 15.3 In every case the Ordinary Member shall have and be advised of his right of appeal to the Quadrennial Delegates Conference. The decision of the Quadrennial Delegates Conference shall be final.

16. Resignation

A member may resign after giving in writing 1 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/GIRO the notice of resignation shall not be less than 3 months unless the Executive Council expressly decides otherwise.

17. Re-admission to Membership

- 17.1 When any person previously a member of the Union and whose membership had previously lapsed through arrears of subscriptions, contributions or levies, applies for re-admission, the Branch Secretary to whom application has been made shall forward the applicant's name and particulars to the General Secretary

to ascertain whether there is any reason why he should not be re-admitted to the Union. If nothing is known to his discredit, he may be re-admitted by the Executive Council to membership subject to Rule 17.2.

- 17.2 Any person whose membership has previously lapsed through arrears of subscriptions, contributions or levies or who has previously resigned from the Union and seeks re-admission shall pay such Entrance Fee and Re-Admission Fee to be decided by the Executive Council.

18. Dispute

- 18.1 Should any dispute arise between any member and any officer of the Union respecting the construction of these Rules or any additions or alterations to them or any point upon which the Rules are silent the dispute shall be referred to the Executive Council and failing a satisfactory settlement of the question by the Executive Council, such dispute shall be referred to the next Quadrennial Delegates Conference whose decisions shall be final.
- 18.2 Should any dispute arise between two or more Branches of the Union and agreement satisfactory to all sides cannot be reached, the subject shall be referred to the Executive Council, which shall be empowered to appoint an Arbiter whose decisions shall be final and binding to all parties of the dispute. The Arbiter so appointed must not have or have had any official connection with the officers or Branches in dispute.

PART III – BRANCHES

19. Formation of Branches

- 19.1 The Union shall be divided into Branches. The Executive Council shall determine the membership of each Branch.
- 19.2 Branches with a minimum membership of 12 members may be established upon a basis of Department, Occupation or locality by the Executive Council. The Branch shall be known by the name authorised by the Executive Council. The Branch name shall not be changed without the Council's approval. Its Registered Office shall be at such place as the Executive Council may decide in consultation with the Branch Committee.
- 19.3 The Executive Council shall have power to make necessary arrangements if the membership of any Branch exceeds 500.
- 19.4 A member shall be attached to such Branch of the Union as the Executive Council may direct.

20. Branch Business

- 20.1 Each Branch Committee shall meet at least once a month to transact its business. Special meetings may be summoned by the Branch Chairman, Branch Secretary, or Executive Council of the Union. The quorum for Branch Committee Meetings shall be more than half the total number of Committee members.
- 20.2 Any member of the Branch Committee who absents himself without satisfactory excuse from 3 consecutive duly summoned meetings of the Branch Committee or any sub-committee hereof, shall be deemed to have vacated his seat, with effect from the date of such third meeting. The proceedings of the Branch Committee shall not be invalidated by any vacancy in its numbers.
- 20.3 All Branches shall hold their Quadrennial General Meetings in July, August or September. If special circumstances warrant the postponement of a Quadrennial General Meeting, prior approval must be obtained from the Executive Council before the 15th of September, for such postponement. The quorum for Branch General Meetings shall be 25% of the total fully paid-up membership of the Branch concerned or 30 members whichever is the lesser.
- 20.3A Where there is no request for such approval of postponement, the General Secretary may convene a general meeting of Branch members to elect a new Branch Committee as he sees fit.
- 20.4 In the event of there being insufficient members so as to constitute a quorum, the Branch General Meeting shall be postponed for 30 minutes after which the number of fully paid-up members present shall form the quorum and only the business of the Agenda shall be dealt with.
- 20.5 Special Branch General Meetings may be convened at any time by the Branch Committee or on the written requisition of at least two-thirds of the total fully paid-up members of the Branch concerned. Such meeting shall transact only such business as that for which it is summoned.
- 20.6 The Minutes of the Branch Committee meetings and General Meetings shall be forwarded to the General Secretary.
- 20.7 The Branch Committee shall have general control of the business of the Branch and shall carry out the policy as determined by the Quadrennial General Meeting. It shall in all things act for and in the name of the Branch.
- 20.8 The Branch Committee shall see that the Rules are properly observed.
- 20.9 The Branch Committee may appoint Branch Sub-Committees as it may deem fit for the proper and efficient administration of the Branch.
- 20.10 The Branch Committee shall have powers to examine all records and documents kept in the Branch.
- 20.11 The decision of the Branch Committee shall be binding on all members of the Branch.

- 20.12 A Branch may negotiate and reach agreement with its respective Department Heads only on matters pertaining to the members of the said Branch. Full details of such agreement should be forwarded to the General Secretary.
- 20.13 A Branch may, in consultation and with the approval of the Executive Council enter into joint activity with other Branches for specific purposes.

21. Branch General Meeting Procedure

- 21.1 Notice of each Branch General Meeting, stating briefly the business to be brought before the meeting shall be issued to each member of the Branch 7 days prior to the date of meeting, and it shall not be competent to take up at the meeting any business which is not specified in the circular, unless with the consent of two-thirds of the members present.
- 21.2 At all the meetings of the Branch, the Branch Chairman shall take the chair or in his absence the Vice-Chairman shall do so. In the absence of both, the meeting shall elect a chairman from the members of the Committee present.
- 21.3 All questions shall be determined by a majority of votes of the members present, and the chairman of the meetings shall have, in the case of equality, a casting vote in addition to his deliberative vote. Members having any business to bring before a General Meeting, or any motion to make, shall inform of same in writing to the Branch Secretary at least 3 days before the date of meeting at which the same is to be discussed or considered, and the general nature of such business shall be mentioned in the notice calling the meeting.
- 21.4 The Chairman may, with the consent of any meeting, adjourn same from time to time, but no business shall be transacted at any adjourned meeting other than the business left unfinished at the meeting which the adjournment took place.

22. Voting at Meetings

Voting shall normally be by show of hands, but a ballot shall be taken for the following purposes:

- (a) election of Branch Committee;
- (b) motions for amendments of the Constitution; or
- (c) any other items that the Executive Council may direct.

23. Composition of Branch Committee

- 23.1 Each Branch with a membership of 500 and below, at its Quadrennial General Meeting, shall elect a Chairman, a Secretary, an Assistant Secretary and not exceeding 8 Committee Members to constitute the Branch Committee.

- 23.2 Each Branch with a membership between 501 and 1000, at its Quadrennial General Meeting, shall elect a Chairman, a Secretary, 2 Assistant Secretaries and not exceeding 11 Committee Members to constitute the Branch Committee.
- 23.3 Each Branch with a membership from 1001 and above, at its Quadrennial General Meeting, shall elect a Chairman, a Vice Chairman, a Secretary, 3 Assistant Secretaries and not exceeding 15 Committee Members to constitute the Branch Committee.

24. Basis of Representation

- 24.1 In order to ensure fair representation, the Branch Committee Members other than Officers shall be elected on the basis of locality, age, sex and categories of membership as determined by the General Purposes Committee.
- 24.2 The number of members shall be computed according to the membership records as at March 31.
- 24.3 The names and related particulars of the Branch Committee elected shall be notified immediately after the meeting to the General Secretary.

25. Eligibility to Hold Office

- 25.1 The Committee and Branch Officers shall have been members for not less than 6 months in AUPE and be fully paid up at the time of appointment, unless otherwise decided by the Executive Council.
- 25.2 Unless otherwise decided by the Executive Council, candidates for office must be proposed and seconded by two fully paid up members. Candidates cannot contest for more than 1 position at any time. The candidates with most votes shall be elected to office.
- 25.3 If a vacancy arises in the Branch Committee from any cause whatsoever, the Branch Committee shall decide.

26. Duties of Branch Officers

- 26.1 Branch Chairman – The Chairman shall preside over all meetings connected with his Branch; sign the minutes and any other official Branch documents; supervise the working of the Branch and its other officers, reporting any failure or irregularity coming within his knowledge immediately to the Branch Committee and to the Executive Council. He may convene special meetings of the Branch Committee if necessary.
- 26.2 Branch Vice-Chairman – The Vice Chairman shall preside over meetings in the absence of the Chairman. He shall assist the Chairman in all his duties.

- 26.3 Branch Secretary – The Secretary shall keep the minutes of all Branch meetings; conduct the Branch correspondence, and keep such other Branch records as may be necessary under these Rules or otherwise decided upon. Upon vacating office he shall hand over to his successor, the Branch Chairman or the General Secretary all the Branch property, books, papers and cash in his possession.
- 26.3A In case any dispute has to be referred to the Executive Council, the Branch Secretary shall be responsible for submitting all relevant documents and factual information relating to the dispute and any other information which the General Secretary or his Assistant may require.
- 26.3B The Secretary shall deal with the financial and membership records of the Branch as required under the Union's system of accountancy; conduct the correspondence on these matters; and report thereon to each Branch meeting. Upon vacating office he shall hand over to his successor, the Branch Chairman, or the General Secretary, all the Branch property, books, papers and cash in his possession.
- 26.4 Branch Assistant Secretary – The Assistant Secretary shall carry out and discharge under the direction of the Branch Secretary such duties in regard to the business of the Branch as he may from time to time be required.

27. Honoraria

Honoraria may be paid to Union and Branch Officers in accordance with regulations issued by the Executive Council.

28. Staff / Works Committee

Staff Committees or staff representatives may be appointed by the Branch Committee in all offices where members of the Union are employed. Their functions shall be to consider all matters submitted to them by their Branch to protect the interests of, and extend trade union organisation among the staff to supervise the collection of Union subscriptions and to co-operate with other members of the Union employed at or in connection with the same or any similar establishment for common purposes. All matters dealt with by Staff Committees or staff representatives shall be reported immediately to their Branch Committees

29. Branch Funds

The allocation of funds to individual Branches will be solely vested in the Executive Council whose decision shall be final.

30. Delegates / Alternate Delegates

- 30.1 Election of delegates and alternate delegates to the Delegates Conference shall be conducted at the first meeting of the Branch Committee after such Branch Committee has been established.
- 30.2 The delegates shall be elected on the following basis of representation as at 30 September:
 - a) for the first 50 fully paid-up members or less – two delegates; and
 - b) thereafter, for every 100 fully paid-up members in excess of 50 – one delegate capped at 21 delegates per branch.
- 30.3 For every Branch Committee, there shall be 2 alternate delegates elected or any other number as may be decided by the Executive Council from time to time.
- 30.4 The delegates and alternate delegates shall be members of the Branch Committee and must include the Branch Chairman and Branch Secretary.
- 30.5 If there is no Branch Committee Member available, other ordinary members with minimum 6 months fully paid-up membership of the said Branch can be nominated as delegates or alternate delegates.
- 30.6 In the event that the elected delegate is not able to attend a Delegates Conference, an alternate delegate shall attend the Conference in his absence.

31. Closure of Branches

- 31.1 A Branch may be dissolved by a resolution of the Executive Council if it continues for a period of 6 months with less than 12 members, or if it neglects to submit to the General Treasurer the monthly financial returns and the monthly subscriptions due in respect thereof or for any reason that the Executive Council deems to be in the interest of the Union. On the closure of a Branch, for whatever reason, the funds, books, papers and any other property shall forthwith be handed to the Executive Council's authorised representative, and the Branch and its officers shall forfeit any claim to the possession thereof.
- 31.2 Members of a dissolved Branch shall be transferred to another Branch.

PART IV – EXECUTIVE COUNCIL

32. Nomination

Subject to Rules 35 and 36 nomination of candidates for the election of the Executive Council shall to be made by the Branch Committee. The candidate shall be nominated

from among the delegates elected by the Branches. The names of the candidates shall be forwarded to the General Secretary when requested in the prescribed form, signed by the Chairman and the Secretary of the Branch concerned. Ballot papers containing the names of such candidates shall be supplied to delegates on the day of election. Candidates cannot contest for more than 1 position at any time.

33. Composition

33.1 The Management of the Union shall be vested in the Executive Council.

33.2 Subject to the provisions of Rule 35 and Rule 36, the Executive Council shall be elected by the Quadrennial Delegates Conference from among the candidates nominated by the Branches. The actual number shall be decided by the Executive Council before each Quadrennial Delegates Conference as follows: -

- a) President – 1
- b) Vice President – not more than 3
- c) General Secretary – 1
- d) Deputy General Secretary – not more than 4
- e) Assistant General Secretary – not more than 6
- f) Secretary – not more than 6
- g) General Treasurer – 1
- h) Assistant Treasurer – not more than 2
- i) Executive Councillor – 1 per Branch

33.3 For purpose of Rule 33.2(i) above, each Branch Committee may appoint 1 person from among themselves to be the Executive Councillor, subject to the branch not having 2 or more representatives in any other positions in the Executive Council. Such person shall preferably be its Branch Chairman or Secretary, and shall be deemed to be elected as Executive Councillor.

34. Tenure of Office

All Executive Councillors elected in accordance with Rules 33.2, 35 and 36 of the Constitution shall remain in office until the next Quadrennial Delegates Conference and shall be eligible for re-election.

35. Nomination of Full Time Officers

In the case of full time officers or employees of the Union who in the opinion of the Executive Council have the ability and experience to hold the post of General Secretary, the Executive Council may nominate such full time officer or employee of the Union for the post of General Secretary. Such nominee need not be a delegate nor be a member of the Union.

36. Nomination of Secretaries and Treasurers

The Executive Council, on the advice of the General Secretary and in consultation with the President and the Vice Presidents, shall nominate suitable persons who shall either be fully paid-up members or delegates or employees of the Union as candidates for the posts of Deputy General Secretary, Assistant General Secretary, Secretary, General Treasurer and Assistant Treasurer. The Quadrennial Delegates Conference shall then elect them in accordance with the numbers provided for in Rule 33.2 above.

37. Appointment of Full Time Deputy General Secretaries and Assistant General Secretaries

Subject to the limits provided for in 33.2, the Executive Council, on the advice of the General Secretary, can appoint up to two full time Deputy General Secretaries and/or two full time Assistant General Secretaries. Appointed Deputy General Secretaries and appointed Assistant General Secretaries shall have no voting rights.

38. Vacancy

- 38.1 In the event of death, incapacity, resignation or for reason that he is no longer an Ordinary Member of the Branch Committee, his vacant position in the Executive Council as Executive Councillor shall be filled by a member of the Branch Committee which he comes from. The Branch Committee shall make the nomination to the General Secretary.
- 38.2 In the case of a vacancy in the Executive Council not concerning an Executive Councillor, the Executive Council shall decide.

39. Executive Council Meetings

- 39.1 The regular meetings of the Executive Council shall be held quarterly in the months of July, October, January and April. The quorum for Executive Council meetings shall be 25% of the members, or 30 members, whichever is the lesser. In the event of there being insufficient members so as to constitute a quorum, the meeting shall be postponed for 30 minutes after which the members present

shall form the quorum and only the business of the Agenda shall be dealt with. A special meeting may be called by the General Secretary or at the request of any 11 members of the Executive Council. In case of extreme urgency, the General Secretary may submit business to the Executive Council by circular letter addressed to all members of the Council. The decision on such business shall be recorded in the minutes and confirmed at the next meeting.

- 39.2 Every question at meeting of the Executive Council shall be decided by a majority of votes and if the votes are equal the Chairman of the meeting shall have a casting vote.

40. Vacation of Office

Any member of the Executive Council in his current term of office absents without satisfactory excuse from 2 consecutive duly summoned meetings of the Executive Council, or any sub-committee thereof, shall be deemed to have vacated his seat, with effect from the date of such second meeting. The proceedings of the Executive Council shall not be invalidated by any vacancy in its number.

41. Functions of the Executive Council

- 41.1 The Executive Council shall have general control of the business of the Union, and shall carry out the national policy as determined by the Quadrennial Delegates Conference. It shall in all things act for and in the name of the Union, and all acts and orders under the powers delegated to the Executive Council shall have the like force and effect as the acts and orders of the Union at the Quadrennial Delegates Conference. The Executive Council shall have power to make regulations to meet the special circumstances of any case subject to report to the next Quadrennial Delegates Conference.
- 41.2 It shall see that the Rules are properly observed, and shall decide upon any point on which the Rules are silent, such decision after having been notified to all Branches shall be binding on every member or body of members until revoked by the next Quadrennial Delegates Conference.
- 41.3 The Executive Council shall supply, free of charge, forms for membership application and other related forms, and a reasonable supply of printed stationery for each Branch, or for the use of the Union.
- 41.4 Members of the Executive Council may attend any Branch meetings and take part in the proceedings, but shall not, as such, have the right to vote. They may only vote as a member of the Branch to which they belong.
- 41.5 All books, properties and documents belong to the Union and not to the Branches, and the Executive Council shall have power, where it deems it necessary in the interest of the Union, to demand that such books, properties and documents held

by a Branch shall be either delivered up to the Executive Council or to any officer of the Union appointed by the Executive Council.

- 41.6 The Executive Council shall be empowered to institute legal proceedings against any member or members of the Union who withhold any books, property or monies, or wrongfully or fraudulently use any monies belonging to the Union.
- 41.7 The Executive Council shall be empowered to remove from office any officer or to expel any member who in its opinion has been guilty of injuring or attempting to injure the Union or of acting contrary to its interests.
- 41.8 The Executive Council shall appoint special auditors for the examination of the books and accounts of any Branch of the Union whenever it may deem this necessary and if dissatisfied with same may take whatever action which it may deem necessary in the interests of the Union.
- 41.9 The Executive Council shall have power to make grants for any purpose deemed by the Executive Council to be in support of Trade Union or working class objects, always subject to statutory restrictions imposed on the use of Trade Union Funds.
- 41.10 It shall be the function of the Executive Council to sanction delegations of members of the Union or paid officials to other organisations for the purpose of furthering mutual interest.
- 41.11 The Executive Council is empowered to make arrangements for any paid official or member of the Union to represent the Union on National or International bodies to which the Union is affiliated or any such bodies as may be deemed necessary in the interest of the members.
- 41.12 Any paid official or member of the Union shall not serve on behalf of AUPE or represent AUPE in organisations to which the Union is affiliated unless prior approval of the General Purposes Committee or Executive Council has been obtained.
- 41.13 The decision of the Executive Council shall be binding on all members of the Union.

42. Appointments of Functionaries

- 42.1 The Executive Council shall have power to set-up committees and sub-committees for special purposes and to draw terms of references for the same if necessary.
- 42.2 The Executive Council on the joint advice of the General Secretary, General Treasurer and Deputy General Secretaries shall appoint such functional officers who shall be known as Assistant Secretary and shall discharge such duties as may be directed by the General Secretary. These Assistant Secretaries shall remain in office until the next Quadrennial Delegates Conference and they may participate in Executive Council meetings without the powers to vote.

PART V – STANDING COMMITTEES

43. General Purposes Committee

43.1 The Executive Council at its first meeting shall elect a General Purposes Committee which shall comprise:

- a) President;
- b) Vice Presidents;
- c) General Secretary;
- d) Deputy General Secretaries;
- e) Assistant General Secretaries;
- f) 2 Secretaries;
- g) General Treasurer;
- h) Assistant Treasurers; and
- i) 5 Executive Councillors

43.2 In addition to the above, the General Purposes Committee shall have powers to co-opt a maximum of 3 from the Executive Council.

43.3 The functions of the Committee shall be as follows: -

- a) to meet monthly or as often as required by the General Secretary, acting in consultation with the President;
- b) to review and take suitable action on all matters demanding attention between the Executive Council Meetings; and
- c) to control the official journal.

PART VI – CONFERENCES

44. Authority

The supreme authority of the Union shall be vested in the Quadrennial Delegates Conference which shall be held once in 4 years. The date, time and place shall be decided by the Executive Council provided that it shall not be held later than 4 years and 6 months after the date of the last preceding Quadrennial Delegates Conference.

45. Representation at Conference

- 45.1 Every Branch which is not in arrears in respect of any dues or levies shall be entitled to be represented at a Delegates Conference whether Quadrennial or Special by 1 or more delegates elected in accordance with the provisions of Rule 30.1 hereof.
- 45.2 Each Branch shall elect delegates in proportion to its membership as at a date to be decided by the Executive Council. Such election shall be by secret ballot. Members elected as delegates and alternate delegates shall remain for 4 years.
- 45.3 Names of delegates and alternate delegates shall be forwarded to the General Secretary when requested in the prescribed form, signed by the Chairman and Secretary of the Branch concerned.
- 45.4 One-third of the delegates shall constitute a quorum at the Quadrennial or Special Delegates Conference.
- 45.5 In the event that a registered delegate is unable to attend a Delegates Conference due to circumstances beyond his control, the Branch Committee may send its alternate delegate to attend the Delegates Conference with the approval of the Executive Council. The alternate delegates can speak and vote at the Delegates Conference.

46. Business of the Quadrennial Delegates Conference

The following shall be the business of the Conference: -

- (a) to receive and adopt the report of the Executive Council;
- (b) to receive and adopt the Statement of Accounts;
- (c) to elect the Executive Council;
- (d) to elect General Auditors;
- (e) to elect Honorary Members; and
- (f) to deal with motions submitted by the Executive Council and Branches.

47. Special Delegates Conference

- 47.1 The Executive Council shall have power at any time it deems necessary to call a Special Delegates Conference. A Special Delegates Conference shall be called on the requisition of two-thirds of the number of Branches and shall transact only

such business as that for which it is summoned, which business shall be circulated to all the Branches seven days before the Conference.

- 47.2 Representation and voting shall be in accordance with the Rules relating to the Quadrennial Delegates Conference.
- 47.3 The decisions of a Special Delegates Conference shall be binding on all members of the Union unless revoked at a succeeding Quadrennial Delegates Conference.

48. Voting

- 48.1 Voting at the Quadrennial Delegates Conference shall be by show of hands except for items in Rule 49 for which voting shall be by secret ballot. In the event of any equal division of the votes recorded the Chairman of the Conference shall have the casting vote.
- 48.2 Tellers shall be appointed by the Executive Council. The majority decision of the Tellers shall be final.
- 48.3 In case of dispute over the result of any voting by show of hands, the Chairman of the Conference shall order a further vote which may be by roll call of the delegates, if he so desires, or if so demanded by two-thirds of the delegates present.
- 48.4 The Chairman of the Conference shall announce the result of the vote, which will determine the issue.

49. Ballot Rule

Voting shall be by secret ballot in the following cases:

- (a) in the case of an industrial dispute leading to a strike;
- (b) for the election of member of the Executive Council and General Auditors;
- (c) amendment to the Rules and Constitution;
- (d) dissolution; or
- (e) any other matters affecting the members generally.

50. Amendments of Rules

- 50.1 No new rule shall be made nor shall any of the Rules herein contained be amended, altered or rescinded, without the consent of a Quadrennial Delegates Conference or of a Special Delegates Conference called for the purpose.

- 50.2 No new rule shall be made, nor shall any of the Rules be amended, altered or rescinded unless two-thirds of the delegates present vote in favour.

PART VII – NATIONAL OFFICERS

51. National Officers

The National Officers of the Union shall be as follows:

- (a) President
- (b) Vice Presidents
- (c) General Secretary
- (d) Deputy General Secretaries
- (e) Assistant General Secretaries
- (f) Secretaries
- (g) General Treasurer
- (h) Assistant Treasurers

52. Salaries of National Officers

The Executive Council shall have powers to fix the salaries or allowances of the National Officers.

53. Duties of National Officers

The duties of the National Officers are as follows:

- (a) President – the President shall preside at all General Purposes Committee and Executive Council Meetings and Quadrennial Delegates Conferences and Special Delegates Conferences. The President's address to the Quadrennial Delegates Conference shall be subject to the approval of the Executive Council.
- (b) Vice Presidents – the most senior of the Vice Presidents shall act in place of the President in his absence. The Vice-Presidents shall assist the President at all times.
- (c) General Secretary –
 - (i) To deal with all general matters and to keep the membership informed.

- (ii) To convene and attend General Purposes Committee, Executive Council Meetings, Quadrennial Delegates and Special Delegates Conferences.
 - (iii) To prepare and to present to the Quadrennial Delegates Conference a Quadrennial Report of the work of the Union.
 - (iv) To keep the Union well in touch with the Trade Union Movement.
 - (v) To keep such records as may be specified by law and any other records that are required either by the General Purposes Committee or the Executive Council.
 - (vi) To collate statistical and general information for the purposes of the Union.
 - (vii) To supply the Conference Standing Orders Committee with information as to what resolution, motions or amendments on the Conference Agenda are already covered by Union policy, and which are being actively pursued.
 - (viii) To prepare the Agenda and maintain the Minutes of the General Purposes Committee and Executive Council meetings and of Conferences.
 - (ix) To employ such staff in a temporary or permanent capacity as he may require to assist him in the discharge of the aforesaid duties and to make necessary agreement with such staff.
 - (x) To authorise all items of sundry expenditure provided however that no one item of expenditure so authorised shall exceed the sum of \$5,000/-.
- (d) Deputy and Assistant General Secretaries –
- (i) To assist the General Secretary in the carrying out of the duties of his office.
 - (ii) In the absence of the General Secretary, the Executive Council or the General Purposes Committee may appoint one of the Deputy General Secretaries to act for the General Secretary.
- (e) Secretaries – to carry out and discharge under the direction of the General Secretary or in the absence of the General Secretary, under the direction of the Deputy General Secretaries, such duties in regard to the business of the Union as they may from time to time be required.
- (f) General Treasurer –
- (i) To receive all monies due to the Union and deposit them in the bank or banks in accordance with the relevant rule of this Constitution. To ensure that the petty cash in hand never exceeds \$5,000/- and that any cash in excess of the stipulated amount is banked at the first opportunity the Bank is open for business.
 - (ii) To keep all accounts and pay all expenses of the Union as are authorised by the Quadrennial Delegates Conference, the Executive Council and the General Purposes Committee.

- (iii) To present a financial statement to the General Purposes Committee monthly, to the Executive Council quarterly, and to present the General Secretary a weekly statement of the cash in hand and cash in bank so as to reach him before noon on Friday.
- (iv) To prepare annually a detailed statement of Income and Expenditure and a Balance Sheet in accordance with the requirements of the Registrar of Trade Unions which shall be presented to the Quadrennial Delegates Conference.
- (v) To submit all accounts to the General Auditors for monthly audit and to the Union's External Auditor for annual audit.
- (vi) To keep a General Register showing the names and relevant particulars of all members.
- (vii) To ensure that all monies due to the Union are promptly collected.
- (g) Assistant Treasurers – To carry out and discharge under the direction of the General Treasurer or in the absence of the General Treasurer under the direction of the Deputy General Secretaries such duties in regard to the business of the Union as they may from time to time be required.

PART VIII – FINANCE

54. Financial Year

The financial year of the Union shall be from 1st April to 31st March.

55. Union Funds

The funds of all units of the Union shall be the property of the Union and nothing in these rules shall prejudice the right of the Executive Council to institute proceedings to recover any monies, or other properties due to the Union.

56. Levies

- 56.1 The Executive Council may with the approval of a Quadrennial Delegates Conference or a Special Delegates Conference, impose a levy upon all members of the Union who shall then be required to pay such levy.
- 56.2 If any member fails to pay a levy within two months of its imposition, the amount shall be treated as arrears of subscriptions.

- 56.3 A Branch may not collect any subscription or levy other than the normal subscriptions without the prior sanction of the Executive Council in writing.
- 56.4 Any monies received for a specific purpose from members in accordance with the Rules of the Union 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 7 days thereof.

57. Banking

The uninvested funds of the Union shall be banked with any bank or banks as the Executive Council may direct.

58. Expenditure

- 58.1 Union funds shall only be used in furtherance of one or more of the objects of the Union and/or for the maintenance of the Union or its running expenses. The General Purpose Committee may authorise expenditure on any one matter up to a maximum of \$150,000.
- 58.2 The Executive Council may similarly authorise expenditure up to a maximum of \$250,000. However for the purpose of “Wisma AUPE” building maintenance, repair or improvement, it may authorize expenditure up to a maximum of \$500,000.
- 58.3 Any part of the Union funds appropriated for the establishment and continuance of a special fund such as the Mutual Aid Welfare Schemes and the Scholarship Fund or any monies collected by the Union for the setting up of a special fund must only be utilised for the purposes and furtherance of that special fund and shall not in any circumstances be utilised for any other purposes.

59. Signing of Cheques

- 59.1 All cheques or withdrawal orders on the funds of the Union deposited in a bank or banks must be signed by the following 3 officers:
- (a) The President (or in his absence 1 of the Vice-Presidents);
 - (b) The General Secretary; and
 - (c) The General Treasurer
- 59.2 In the absence of the General Secretary or the General Treasurer, the Executive Council shall appoint 1 of its members to sign in place of the absent officer.

60. Application, Investment and Safe Custody of Funds

The Executive Council shall invest funds of the Union in the investments authorised by law for the investment of trust money; in interest-earning deposits in banks or finance companies or in shares of Co-operative Societies established by any trade union.

61. Inspection of Membership Register and Accounts Books

The Membership Register and Accounts Books shall be opened to the inspection of any member and to accredited person(s), who has an interest in the working of the Union, provided that seven clear days' notice in writing of such inspection is given to the General Secretary.

62. Trustees

- 62.1 A minimum of 3 and a maximum of 4 Trustees shall be appointed by the Executive Council for a term of 4 years and the appointed Trustees shall not hold office for more than 3 consecutive terms. Trustees shall be appointed 24 months (but no later than 30 months) after the Quadrennial Delegates Conference. The years of service of appointed Trustees shall only accrue from an appointment after this amended Rule 62.1 takes effect.
- 62.2 The Trustees shall have vested in them as joint tenants all the movable and immovable property whatsoever belonging to the Union for the use and benefit of the Union. They shall discharge their duties in accordance with the directives of the Executive Council. Such directives must be issued to the Trustees in writing by the General Secretary and the General Treasurer on behalf of the Executive Council.
- 62.3 The Trustees shall attend the Quadrennial Delegates Conference. They shall also attend the Executive Council Meetings when summoned by the General Secretary.
- 62.4 In the event of the death, bankruptcy, incapacity, resignation, or removal from office of any Trustee by the Executive Council, the Executive Council shall appoint a suitable person to fill the vacancy in the ranks of the Trustees so that there shall always be at least three (3) Trustees in office. In such an event, the appointed Trustee's term of office shall end on the same day as the term of the Trustee he had been appointed to replace. Any appointment or removal of Trustees must be endorsed by at least two-thirds of the Executive Council members.
- 62.5 The Executive Council shall ensure that a person who is not a Singapore citizen or who is holding the office of the President, the General Secretary or the General Treasurer or any other similar office in the Executive Council, shall not continue

to be or be appointed a Trustee except with the prior written approval of the Minister.

63. General Auditors

- 63.1 Two General Auditors shall be elected at each Quadrennial Delegates Conference. No member of the Executive Council shall be eligible to act as General Auditors.
- 63.2 In addition, the Quadrennial Delegates Conference shall elect 2 Alternate General Auditors. In the event of sickness or long absence of the General Auditors, the Alternate General Auditors shall act on their behalf. In the event that the General Auditors are not able to continue to serve because of resignation, death or any other reason, the Alternate General Auditors shall replace them as General Auditors.
- 63.3 In the event that the total number of General Auditors and Alternate General Auditors falls to less than 2, the Executive Council shall appoint new General Auditors and Alternate General Auditors so as to make up to 2 General Auditors and 2 Alternate General Auditors. The Executive Council shall submit their applications at the next Quadrennial Delegates Conference for ratification.
- 63.4 The General Auditors shall at the beginning of each month thoroughly examine all the accounts kept by the General Treasurer, check all receipts and payments and shall certify accordingly. They shall have access to all books, accounts, vouchers and other documents of the Union which they may consider necessary.
- 63.5 The General Auditors shall audit the accounts of any Branch when so required by the Executive Council. They shall be allowed such remuneration as the Executive Council shall decide.

64. External Auditors

- 64.1 The Union shall at the first meeting of the Executive Council appoint a registered accountant approved by the Registrar of Trade Unions to be an External Auditor of the accounts of the Union.
- 64.2 The External Auditor shall at the end of the Union's financial year thoroughly examine all the accounts of the Union, check all receipts and payments and shall certify accordingly. He shall have access to all books, accounts, vouchers and other documents of the Union, which he may consider necessary.
- 64.3 The External Auditor shall prepare a report on the financial position of the Union and the manner in which the accounts have been kept having regard to the provisions of the Trade Unions Act or other laws concerning the accounts of the Union. This report shall be submitted to the Executive Council, which shall publish it and send a copy to all Branches together with the Quadrennial Report. In addition, a copy of the Quadrennial Report and the Statement of Accounts duly

certified by the External Auditor shall be conspicuously placed at the Head Office of the Union.

- 64.4 The External Auditor may be called by the Executive Council to conduct a thorough examination of accounts at any time during the course of the year in addition to the annual check of accounts.
- 64.5 The Executive Council shall be empowered to pay such expenses as may be incurred by employing the services of an External Auditor.

PART IX – WELFARE SCHEMES

65. Objects

The Executive Council shall have powers from time to time and at any time to establish union benefits or welfare schemes out of contributions or donations by members and/or donations by employers and other persons and/or grants by the Union for conferring benefits in monetary payment or other assistance to members and their dependants on such conditions as the Executive Council shall decide in its absolute discretion.

66. Establishment of Schemes

Each Scheme shall be governed by such Regulations as are adopted by the Executive Council. These Regulations, and any changes thereto, shall not take effect until they are registered by the Registrar of Trade Unions.

PART X – TRADE DISPUTE

67. Procedure on Trade Dispute

- 67.1 In the event of any trade dispute arising in a Branch, the members concerned shall make the same known to the Branch Secretary who shall immediately report 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.
- 67.2 Should any section or body of members of the Union desire steps to be taken for an advance of wages or improved condition of employment, the Branch Secretary shall report to the Executive Council, who shall determine what action shall be taken. The following Rules shall regulate Strike Policy:
 - (a) No strike shall take place unless authorised by two-thirds of membership concerned voting by secret ballot.

- (b) After the necessary majority has been obtained all further procedure shall be decided by the Executive Council.
- (c) Instructions issued by the Executive Council respecting a stoppage of work must be obeyed by every member.
- (d) It shall be the duty of the Organising Committee, so appointed for the purpose by the Executive Council, to make the necessary arrangements for carrying out a strike.
- (e) Members failing or refusing to obey the instructions of the Executive Council shall be expelled from the Union.

67.3 Executive Council to decide on:

- (a) The right to call out any section of the Union shall be vested solely in the Executive Council, provided always that a two-thirds majority of the membership in the section concerned shall have been obtained.
- (b) In the event of a sectional strike being called by the Executive Council, no member of the Union shall take the place of a member on strike.
- (c) If under exceptional circumstances, section or sections act contrary to the Rule 67.2 (c) above, full information should at once be forwarded to the Executive Council, which shall immediately investigate the justification or otherwise of the action. The decision of the Executive Council shall be final and binding.

68. Victimisation

Any member victimised by dismissal or otherwise solely or mainly on account of his membership of or work for the Union or suspended from work through a strike of other employees, may claim the assistance of the Union. If the Executive Council is satisfied as to the facts of the case, it shall take action on the member's behalf including the payment of an allowance. The amount of allowance and the period for which the allowance is to be paid is to be decided by the Executive Council.

PART XI – CONFERENCE STANDING ORDERS

69. General Provisions

The Executive Council shall have full powers to adopt Standing Orders which shall have the same force as this Constitution on all members. Such Standing Orders shall be distributed to all Branches at least two months before the Quadrennial Delegates Conference.

PART XII – SECRET BALLOT

70. Secret Ballot Procedure at a Meeting

- 70.1 The Executive Council or the Branch Committee shall fix the date, the time and the place voting and the General Secretary or the Branch Secretary shall take steps to secure that every member/delegate who is entitled to vote is informed, as far as practicable, of the date, time and place of the ballot. It shall be the responsibility of the Executive Council or the Branch Committee to see that all those who are entitled to vote are given a reasonable opportunity to record their votes freely, that the result of voting are correctly ascertained and declared and that the secrecy of the ballot is properly secured.
- 70.2 The Executive Council or the Branch Committee shall cause the required number of ballot papers to be prepared in the form similar to specimen A1 or A2 or B1. Nothing shall be marked or indicated on any ballot paper by any person, which can in any way identify the member voting.
- (a) In the case of Branches which call for nominations a few days before the Quadrennial General Meeting or Special General Meeting, ballot papers as in Specimen A1 shall be used. Nominations at the meeting shall not be allowed.
 - (b) In the case of Branches which do not adopt the practice of inviting nominations before the Meeting, nominations shall be made at the meeting and the designations of posts e.g. Chairman or Committee Member, and the names of the persons nominated for such posts shall be written on a blackboard and numbered in the order that the nominations are made. Ballot papers as in Specimen A2 shall be distributed by the Tellers for each post.
- 70.3 The Executive Council or the Branch Committee shall provide if practicable, a separate room, or if that is not practicable, a separate portion of a room for the taking of the ballot together with writing materials and a ballot box which shall be kept sealed from the commencement of the ballot until the time when votes are counted.
- 70.4 The taking of the ballot shall be in the charge of at least three Tellers, at least two of whom shall be present throughout. Such Tellers who shall not be members of the Executive Council in the case of elections to the Executive Council or the Branch Committee, shall be appointed by the Executive Council or at the Quadrennial or Special Branch General Meeting.
- 70.5 No person shall be present in the room or portion of a room as the case may be during the vote except the Tellers and the members who are actually voting.
- 70.6 Each voter on presenting himself for the purpose of voting shall forthwith produce to one of the Tellers if required, satisfactory evidence of his membership of his name and number which shall be forthwith checked off by such Tellers in the membership list compiled for the purpose and he shall be handed a ballot paper.

The Tellers shall ensure that only those members who are entitled to vote are given the opportunity to do so and that each member votes once only on a particular issue.

- 70.7 The voter who has been issued with a ballot paper shall then proceed to record his vote by placing a cross or a number of crosses, as the case may be and no other mark on the ballot paper. Then, folding the ballot paper at least in half, he shall drop it in the ballot-box provided for that purpose and immediately quit the place of voting.
- 70.8 At the conclusion of voting, all ballot papers which have not been used for voting shall be destroyed by the Tellers. The Tellers shall then open the ballot box and count the votes. The Tellers or a majority of them shall decide whether any ballot paper shall be rejected as being invalid and shall forthwith separate any paper so rejected and mark it "Rejected".
- 70.9 After all the votes have been counted, the Tellers shall prepare a statement, as in Specimen (C) and (D) in quadruplicate, of the result of the ballot and handing all copies duly signed either to the Branch Secretary or to the General Secretary as the case may be. The statement shall be counter-signed by the Branch Chairman and the Branch Secretary or the President and the General Secretary as the case may be, and the Tellers shall then announce the result of the ballot to the members present. If the Secret ballot was taken at a Branch, the Branch Secretary shall keep one copy in his files and forward three copies to the General Secretary within four days of the ballot.
- 70.10 One signed copy of the Tellers' Statement shall be sent to the Registrar of Trade Unions by the General Secretary within seven days after the ballot. He shall retain the other copy for at least six months which may be inspected by any member who desires to do so.
- 70.11 Immediately after the result of the ballot has been certified as aforesaid, the ballot papers which have been counted, including the rejected ones and any other documents used in connection with the ballot, shall be sealed up in a large envelope and kept in safe custody for a period of six months for inspection by the Registrar of Trade Unions.

71. Secret Ballot Procedure by Post

- 71.1 The Executive Council shall determine on what date or dates the ballot papers shall be sent to the members and before what date they shall be returned and the date and time when the votes shall be counted. It shall be the responsibility of the Executive Council to see that all members of the Union who are entitled to vote are given a reasonable opportunity to record their votes freely, that the result of voting are correctly ascertained and declared, and that the secrecy of the ballot is properly secured.
- 71.2 The Executive Council shall cause the required number of ballot papers to be prepared in the form similar to Specimen B2. Nothing shall be marked or

indicated on any ballot paper by any person which in any way identify the member voting.

- 71.3 There shall be sent with every ballot paper an envelope on which shall be printed "Ballot Paper, The Tellers, Amalgamated Union of Public Employees, Wisma AUPE, 295 Upper Paya Lebar Road, Singapore 534929". The membership number of the member shall be printed on the envelope.
- 71.4 No member shall be entitled to more than one vote, or shall vote on or send in more than one ballot paper on a particular issue.
- 71.5 It shall be the duty of the President and the General Secretary to secure that a ballot paper and an envelope addressed in accordance with Rule 71.3 hereof is sent to every member of the Union who is entitled to vote, and that, each ballot paper sent to a member is checked off against the name of the member in the Membership List compiled for the purpose.
- 71.6 Every member desiring to vote must return his ballot paper duly marked on or before the date mentioned on the ballot paper to the registered office in the envelope provided; and the General Secretary shall place such envelopes unopened, as and when received, in a locked receptacle, and so retain them until the time fixed for the counting of the votes.

72. Functions of Tellers

- 72.1 The Executive Council shall appoint at least three members of the Union who are not members of the Executive Council to be Tellers. At the date and time appointed for the counting of the votes, the Tellers shall, after destroying any ballot papers at the registered office which have not been used for voting, check off the returned envelopes against the name of the members in the same Membership List as mentioned in Rule 71.5 hereof to ensure that no unauthorised ballot papers have been cast and that the provisions of Rule 71.6 hereof have been complied with. They shall then open the envelopes and remove the ballot papers. After all the envelopes have been opened, they shall mix the ballot papers thoroughly. They shall then proceed to count the votes in the presence of the President, the General Secretary and as many other officers and members as desire to attend. The Tellers or a majority of them shall decide whether any ballot paper shall be rejected as being invalid and shall forthwith separate any paper so rejected and mark it "Rejected".
- 72.2 After all the votes have been counted, the Tellers shall prepare a statement as in specimen (C) in triplicate, of the result of the ballot and hand the copies duly signed, to the General Secretary. The statement shall be counter-signed by the President and General Secretary. One signed copy of the Tellers' Statement shall be sent to the Registrar of Trade Unions by the General Secretary within seven days after the ballot. The other copy shall be retained by the General Secretary for at least six months for inspection by any member who desires to do so. The Executive Council shall take steps to make known to all the members of the result of the ballot.

- 72.3 Immediately after the result of the ballot has been certified as aforesaid, the ballot papers which have been counted, including the rejected ones, the envelopes and any other documents used in connection with the ballot papers shall be sealed up in large envelopes and kept in safe custody for a period of six months for inspection by the Registrar of Trade Unions.

AMALGAMATED UNION OF PUBLIC EMPLOYEES
Wisma AUPE, 295 Upper Paya Lebar Road, Singapore 534929

BALLOT FORM FOR ELECTION OF OFFICERS

How to Record Your Votes

1. You are entitled to record _____ votes, i.e. 1 vote for the President / Branch Chairman, the Vice President / Branch Vice Chairman, the General Secretary / Branch Secretary, the Deputy General Secretary, Assistant General Secretary / Branch Assistant Secretary, National Secretary, the General Treasurer and the Assistant Treasurer, and _____ votes for Executive Councillors / Branch Committee Members.
2. You will record each vote SECRETLY by placing a cross thus "X" in the space provided against the name of the candidate for whom you wish to vote. Please note that NO MARK OTHER THAN 'X' must appear on the ballot paper and that you must not cast more votes than the number specified; otherwise your ballot paper will be rejected as spoilt and your votes will not be taken into account.
3. After having recorded your votes, fold the ballot paper at least in half and drop it into the ballot box provided in the voting room.

PRESIDENT / CHAIRMAN

| No. | Nominees | Vote here for ONE only |
|-----|----------|------------------------|
| 1. | | |
| 2. | | |
| 3. | | |

VICE PRESIDENT / VICE CHAIRMAN

| No. | Nominees | Vote here for ONE only |
|-----|----------|------------------------|
| 1. | | |
| 2. | | |
| 3. | | |

GENERAL SECRETARY / SECRETARY

| No. | Nominees | Vote here for ONE only |
|-----|----------|------------------------|
| 1. | | |
| 2. | | |
| 3. | | |

DEPUTY GENERAL SECRETARY / ASSISTANT SECRETARY

| No. | Nominees | Vote here for ONE only |
|-----|----------|------------------------|
| 1. | | |
| 2. | | |
| 3. | | |

ASSISTANT GENERAL SECRETARY

| No. | Nominees | Vote here for ONE only |
|-----|----------|------------------------|
| 1. | | |
| 2. | | |
| 3. | | |

NATIONAL SECRETARY

| No. | Nominees | Vote here for ONE only |
|-----|----------|------------------------|
| 1. | | |
| 2. | | |
| 3. | | |

GENERAL TREASURER

| No. | Nominees | Vote here for ONE only |
|-----|----------|------------------------|
| 1. | | |
| 2. | | |
| 3. | | |

ASSISTANT TREASURER

| No. | Nominees | Vote here for ONE only |
|-----|----------|------------------------|
| 1. | | |
| 2. | | |
| 3. | | |

EXECUTIVE COUNCILLORS / COMMITTEE MEMBERS

| No. | Nominees | Vote here for only |
|------------|-----------------|---------------------------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| etc. | | |

UNION SEAL

General Secretary's / Secretary's Signature
Amalgamated Union of Public Employees

AMALGAMATED UNION OF PUBLIC EMPLOYEES
Wisma AUPE, 295 Upper Paya Lebar Road, Singapore 534929

BALLOT FORM

In the case of Branches which do not adopt the practice of inviting nominations before the meeting, nominations shall be made at the meeting and the designations of posts e.g. Chairman or Committee Member, and the names of the persons nominated for such posts shall be written on a blackboard and numbered in the order that nominations are made.

| The No. of Candidates | Vote HERE for Only |
|------------------------------|--------------------------------|
| No. 1 | |
| No. 2 | |
| No. 3 | |
| No. 4 | |
| No. 5 | |
| No. 6 | |
| No. 7 | |
| No. 8 | |
| No. 9 | |
| No. 10 | |
| No. 11 | |
| No. 12 | |
| No. 13 | |
| No. 14 | |
| No. 15 | |

UNION SEAL

Branch Secretary's Signature

Name of Branch _____

AMALGAMATED UNION OF PUBLIC EMPLOYEES
Wisma AUPE, 295 Upper Paya Lebar Road, Singapore 534929

BALLOT FORM

How to Record Your Vote

1. You are entitled to vote either FOR or AGAINST the following motion:

(Here State Motion)
2. You will record your vote SECRETLY by placing a cross thus 'X' in the space provided either against the word "FOR" or against the word "AGAINST" as you may decide. Please note that NO MARK OTHER THAN 'X' must appear on this ballot paper, otherwise your ballot paper will be rejected as spoilt and your vote will not be taken into account.
3. After having recorded your vote, fold the ballot paper at least in half and drop it into the ballot box provided in the voting room.

VOTE HERE

| | |
|---------|--|
| FOR | |
| AGAINST | |

UNION SEAL

General Secretary's Signature
Amalgamated Union of Public Employees

AMALGAMATED UNION OF PUBLIC EMPLOYEES
Wisma AUPE, 295 Upper Paya Lebar Road, Singapore 534929

BALLOT FORM

How to Record Your Vote by Post

1. You are entitled to vote either FOR or AGAINST the following motion:-
- (Here State Motion)
2. You will record your vote SECRETLY by placing a cross thus 'X' in the space provided either against the word 'FOR' or against the word 'AGAINST' as you may decide. Please note that NO MARK OTHER THAN 'X' must appear on this ballot paper, otherwise your ballot paper will be rejected as spoilt and your vote will not be taken into account.
3. After you have recorded your vote, fold the ballot paper at least in half and properly enclose in the envelope provided. Post this envelope so that your ballot will be received at the Union's registered office not later than _____

VOTE HERE

| | |
|---------|--|
| FOR | |
| AGAINST | |

UNION SEAL

General Secretary's Signature
Amalgamated Union of Public Employees

SPECIMEN C

TRADE UNIONS ACT (1940)
Return of Result of Secret Ballot (Section 39)

Name of Trade Union : AMALGAMATED UNION OF PUBLIC EMPLOYEES
Registered Office : Wisma AUPE, 295 Upper Paya Lebar Road, Singapore 534929

Resolution _____

We certify that a secret ballot under the Trade Unions Act (1940) was duly taken on the above resolution in accordance with the Rules of the Union on _____

The result was as follows:

| | |
|---|-------|
| Votes for | _____ |
| Votes against | _____ |
| Votes rejected (as per schedule)* | _____ |
| Total number of ballot papers used for voting | _____ |
| Total number of members eligible to vote | _____ |

The resolution was therefore + carried / lost

Signature: General Secretary / Branch Secretary _____

(Name in Block Letters)

Scrutineers

(Name in Block Letters)

Date _____

Note:

* If any votes were rejected, a schedule must be appended by the scrutineers, stating the reasons for which they were respectively rejected and the number of votes rejected for each of such reasons.

+ Cancel that which is not required.

TRADE UNIONS ACT (1940)
Return of Result of Secret Ballot (Section 39)

Name of Trade Union : AMALGAMATED UNION OF PUBLIC EMPLOYEES
Branch :
Registered Office : Wisma AUPE, 295 Upper Paya Lebar Road, Singapore 534929

"ELECTION OF EXECUTIVE COUNCIL / BRANCH COMMITTEE"

We certify that a secret ballot under the Trade Unions Act (1940) was duly taken on the Election of the *Executive Council / Branch Committee of the _____ Branch of the Amalgamated Union of Public Employees in accordance with the Rules of the Union on _____

The results were as follows:

No. of members eligible to vote _____

No. of members attending the meeting _____

A Statement showing the matters of all nominees and the votes cast in respect of each of them is attached.

Date

Secretary

Scrutineers :

| No. | Name in Block Letters | Signature |
|-----|-----------------------|-----------|
| 1. | | |
| 2. | | |
| 3. | | |
| 4. | | |
| 5. | | |
| 6. | | |
| 7. | | |

Note: Results of Ballots to be attached.

* Delete which is not applicable.