

# **RULES AND CONSTITUTION OF THE AIR-TRANSPORT EXECUTIVE STAFF UNION**

## **INTERPRETATION**

In these Rules and Constitution unless there is anything repugnant in the subject or context:-

1. Words importing the masculine gender shall be taken to include the feminine gender.
2. Words in the singular shall include the plural and words in the plural shall include the singular.

## **Rule No.**

### **1 NAME AND REGISTERED OFFICE**

This trade union shall be called the '**AIR-TRANSPORT EXECUTIVE STAFF UNION**' hereinafter referred to as "the Union" or "AESU", and its registered office shall be situated at a place as may be decided upon by the Executive Committee of the Union.

The present office of the Union shall be:-

Air-Transport Executive Staff Union  
Airline House  
SIN-ALH-05C-1  
25, Airline Road  
Singapore 819829

### **2 OBJECTS**

**2.1** The principal object of the Union shall be to regulate relations between the members and their respective employers for the following purposes:-

**2.1.1** to promote good industrial relations between members and their employers;

**2.1.2** to improve the working conditions of members or enhance their minimum and social status;

**2.1.3** to achieve the raising of productivity for the benefit of members, their employers and the economy of Singapore;

**2.2** The other objects of the Union shall be:-

**2.2.1** to create and foster in all members a sense of involvement, an identification with all fellow employees, the Union, their respective employers and the community;

**2.2.2** to enhance the earning capacity of members through the upgrading of skills by co-operating with their respective employers and the relevant training institutions in identifying and arranging for proper training programmes;

**2.2.3** to supplement and augment the benefits obtained by the members from their respective employers through the prudent and skilful deployment of the funds and other resources of the Union;

**2.2.4** to establish or carry on and participate in a co-operative or other enterprise for any purpose of the Union as the Executive Committee may deem necessary and expedient; and subject to the provisions of the Trade Unions Act;

**2.2.5** to provide legal advice and assistance to members where necessary in connection with their employment;

- 2.2.6 to promote the welfare and well-being, either collectively or individually, of members and their dependants and or such other persons in the community as the Executive Committee deems in its absolute discretion to need charitable assistance in any manner;
- 2.2.7 to promote a democratic socialist society and the economic and social well-being of all workers in Singapore; and
- 2.2.8 to promote harmonious relations between the Union and Civil Aviation Authorities and other bodies representing workers in the Civil Aviation industry; and
- 2.2.9 generally to promote the material, social, cultural, recreational, and educational welfare and interest of the workers and to do such things as may be necessary, incidental or conducive to the attainment of these objects including the complete organisation and effective representation of all employees in the organised establishments and the setting up of programmes, schemes of funds for the benefit of members.

### **3 MEMBERSHIP**

- 3.1 The Union shall consist of Ordinary members.
- 3.2 Ordinary membership is open to all Executive Officers employed or re-employed by airlines and Executive Officers employed or re-employed by current or former subsidiaries or associated companies of Airlines, provided that the principal business of the aforesaid subsidiaries or associated companies are related to the airline industry, and further that all persons in the managerial grade and above shall not be eligible to be Ordinary members of the Union.

The current or former subsidiaries or associated companies of Airlines referred to above shall mean:

- 1) SIA Engineering Company Limited (SIAEC),
- 2) SATS Limited (SATS),
- 3) Eagles Services Asia Private Limited (ESA),
- 4) SilkAir (Singapore) Private Limited (SilkAir),
- 5) Singapore Airlines Cargo Private Limited (SIA Cargo),
- 6) Tradewinds Tours & Travel Private Limited (Tradewinds)

- 3.3 Executive Officers are defined as persons holding positions in the Administrative Grade or such persons who hold an equivalent position in an executive capacity in Singapore Airlines as well as the current and former subsidiaries or associated companies listed in Rule 3.2 provided that the principal business of these companies are related to the airline industry.
- 3.4 The Executive Committee may at its absolute discretion admit into the Associateship of the Union any persons in the following categories:
  - (i) employees of the Union who have been confirmed in service;
  - (ii) former Ordinary members who cannot continue as Ordinary members because of a change of employment and/or status; and
  - (iii) confidential or managerial staff who cannot be represented by the Union.

### **4 APPLICATION FOR MEMBERSHIP**

- 4.1 Application for Ordinary membership or Associateship of the Union shall be made in the prescribed form which, after due completion by the applicant, is to be submitted together with such fees and authorisations as these Rules may prescribe, to the General Secretary of the Union.

**4.2** The General Secretary shall table all applications for membership at the next meeting of the Executive Committee which may at its absolute discretion approve, reject or shelve any application without having to assign the reasons therefor. The decisions of the Executive Committee shall be notified to the applicants as soon as possible.

**4.3** In approving any application for membership, the Executive Committee may, if it is not satisfied with the explanation of the applicant regarding his failure to prevent his previous membership from lapsing or apply for membership within a reasonable period of time of his becoming eligible for the membership of and representation by the Union, impose such conditions or restrictions as the Executive Committee may deem necessary and appropriate.

## **5 ENROLMENT**

**5.1** Every successful applicant for membership who has paid one month's membership subscription in advance and has given the authorization in writing or electronically through the Union's website for the check-off of all subsequent monthly subscriptions and levies and, if so required, who undertakes to comply with such conditions or restrictions as the Executive Committee may impose in approving his application, shall be enrolled by the General Secretary in the Membership List of the Union with effect from the date of approval by the Executive Committee of his membership and shall also be supplied with a copy of the Rules and Constitution of the Union.

## **6 ENTRANCE FEE AND SUBSCRIPTIONS**

**6.1** Subject to Rule 6.9, a monthly subscription fee of \$9 shall be payable by every Ordinary member on the first working day of each month.

**6.2.1** For the purpose of paying the Union's affiliation fee to the Singapore Labor Foundation (SLF), every Ordinary Member shall pay a yearly subscription fee of such amount as shall be determined by the Executive Committee from time to time in accordance with the advice of NTUC Central Committee.

**6.2.2** Every Ordinary Member shall pay a levy equivalent to one month's membership subscription fee which shall be deducted from their annual wage supplement and/or annual bonus to be paid to NTUC which shall be utilized to provide such benefits to union members which the NTUC Central Committee deems fit.

**6.3** Associates shall pay such monthly fees as shall be determined by the Executive Committee from time to time. Associates shall pay one year's or a pro-rated subscription fee in advance upon admission into the Associateship of the Union and thereafter on or before 1st January each year. Associates who are enrolled with the NTUC Club shall also pay the current yearly NTUC Club membership fee.

**6.4** Any member whose subscription or levy is more than three months in arrears shall not be entitled to attend or vote at Union meetings or hold office in the Union or receive any Union benefit.

**6.5** Any member whose subscription or levy is more than six months in arrears shall be deemed to have been struck off from the Membership List of the Union and shall then forfeit all his interests in the Union irrespective of whether he has ever been previously notified of such arrears by the Union. A member who has been so struck off for less than three months may be reinstated at the absolute discretion of the Executive Committee in the membership of the Union without any break in the continuity thereof provided that the member undertakes to pay all his arrears up to the date of reinstatement and accepts all such conditions as the Executive Committee may impose on his reinstatement.

- 6.6** Any Associate whose subscription fee is more than three months in arrears shall cease to be an Associate of the Union and shall then forfeit all his interests in the Union.
- 6.7** If a member is required by the Executive Committee to pay his subscriptions or levy by way of check-off, any failure by the member to authorize either electronically through the Union's website or by electronic mail or permit the deduction of his subscriptions or levy under a check-off arrangement shall have the same effect as failure to pay subscriptions or levy for the corresponding periods of three months and six months under Rule 6.4 and Rule 6.5 respectively, notwithstanding any tender of payment of subscriptions or levy direct to the Union.
- 6.8** The Executive Committee shall have the power to remit at its discretion the whole or any portion of the subscriptions or levy payable by members on the application in writing by any member who is unemployed or sick.
- 6.9** Notwithstanding Rules 6.1, the Executive Committee shall have the power to revise the monthly subscription fee for the purpose of giving effect to any resolution of the Delegates' Conference of the National Trades Union Congress in relation thereto so long as the Union is affiliated to the Congress. Such revision shall be deemed to have been duly approved by a General Meeting of members in accordance with Rule 19.1 and shall, after registration with the Registrar of Trade Unions, be circularised to members for their information.

## **7 RIGHTS AND DUTIES OF MEMBERS**

- 7.1.1** All members who are not disqualified by arrears under Rules 6.4 and 6.7 and who are not subject to any other disqualification under these Rules shall be entitled to attend and vote at any General Meeting of members of the Union.
- 7.1.2** All members who are entitled to attend and vote at any General Meeting of members and who have attained the age of 21 years shall be eligible for nomination or election to the Executive Committee and the post of Trustees of the Union or appointment to the post of Internal Auditors of the Union.
- 7.1.3** Associates may at the discretion of the Executive Committee attend a General Meeting of members but shall have no voting and speaking rights thereat. Associates shall not participate in any collective bargaining or industrial action of the Union, and shall not hold any office in the Union.
- 7.2** Every member or Associate shall notify the General Secretary in writing of any change in his address, place of employment or such other personal particulars as may from time to time be required by the Executive Committee and every member or Associate shall be deemed to have received any notice which is required to be given by the Union and which has been duly sent to the address of members or Associates as shown in the records of the Union.
- 7.3** It shall be the duty of each member or Associate to pay promptly and regularly or, if required by the Executive Committee, to authorise either electronically through the Union's website or by electronic mail from time to time the check-off of all subscriptions and levy payable by him and to ensure that an official receipt is obtained for any payment made to the Union other than by way of check-off.
- 7.4.1** A member intending to resign from the membership of the Union shall give at least one month's notice in writing to the General Secretary and pay all subscriptions and levy up to the effective date of resignation provided that if the member is required to pay his subscriptions and levy by way of check-off he shall give not less than three calendar months' notice of resignation unless the Executive Committee expressly decides otherwise.
- 7.4.2** An Associate may resign after giving in writing one month's notice of resignation and paying all fees and levy up to the effective date of resignation.

**7.5** A member who has been expelled or suspended from membership, dismissed or suspended from office or debarred from holding office or fined or otherwise penalised by the Executive Committee shall have the right to appeal to a General Meeting of members provided that a notice in writing is given within one month of the decision of the Executive Committee to the General Secretary of the intention to so appeal.

**7.6.1** The membership of the Union shall cease:

- (i) for all members, upon their death;
- (ii) for all members, upon being struck off from the Membership List;
- (iii) for all members, upon their resignation taking effect after due notice; and
- (iv) for all members, upon their expulsion by the Executive Committee, subject to their right of appeal.

**7.6.2** Associateship of the Union shall cease upon death, termination of employment by the Union, expulsion, arrears of subscription for three months or more, resignation and upon any ground the Executive Committee deems fit in its absolute discretion.

## **8 CONSTITUTION AND GOVERNMENT**

**8.1** The supreme authority of the Union shall be vested in the general membership of the Union whose decision on any matter may be made at a General Meeting of members or through a postal ballot among the members and subject to that authority the Union shall be governed by the Executive Committee.

## **9 ORDINARY GENERAL MEETING**

**9.1** An Ordinary General Meeting shall be held at least once in every four years but not later than four years and six months after the last preceding Ordinary General Meeting.

**9.2** The quorum for an Ordinary General Meeting shall not be less than 25 members who are entitled to attend and vote at a General Meeting of members. If there is no quorum within half an hour after the scheduled time of commencement of meeting, the meeting shall be postponed by the members present to a time not earlier than one hour therefrom or to a date not later than one week therefrom. If at the postponed meeting there is insufficient quorum the members present may proceed to take a valid and binding decision on any matter other than the amendment of the Rules and Constitution or the election or removal of office-bearers of the Union.

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

**9.4** The Ordinary General Meeting shall have the power to rescind, alter and add to any of the rules of the Union and to pass resolutions in accordance with Rule 19.

## **10 BUSINESS OF THE ORDINARY GENERAL MEETING**

**10.1** To receive reports from the Executive Committee.

**10.2** To review the past work of the Union and plan future programmes.

**10.3** To deal with all other matters specified on the agenda of the meeting.

**10.4** To receive the Ballot Scrutineers' report on the ballot taken for the election of office-bearers of the Executive Committee and Trustees.

**10.5** To elect office-bearers of the Executive Committee and Trustees.

**11 AGENDA AND CONDUCT OF THE ORDINARY GENERAL MEETING**

**11.1** At least 21 days' notice shall be given to every member of the Ordinary General Meeting either by:-

**11.1.1** Circular letter or electronic mail, or

**11.1.2** Publication in any one of the local papers.

**11.2** Motions for discussion at the Ordinary General Meeting, motions for amendments of the rules and nomination papers shall be sent by the members to the General Secretary of the Union not less than two weeks before the date fixed for the Ordinary General Meeting.

**11.3** The General Secretary shall prepare and submit to all members an agenda of the Ordinary General Meeting including motions for discussions, motions for amendments of the rules and list of nominations for appointment of office-bearers and trustees not later than one week before the opening of the Ordinary General Meeting.

**12 EXTRAORDINARY GENERAL MEETING**

**12.1** An Extraordinary General Meeting of the Union shall be convened:-

**12.1.1** Whenever the Executive Committee shall deem it desirable, or

**12.1.2** At the request in writing of not less than half the total members who are entitled to vote, stating the object and reasons of such meeting, or

**12.1.3** Whenever the General Secretary shall deem it desirable.

**12.2.1** At least 7 days' notice shall be given to every member of the Extraordinary General Meeting by circular letters or electronic mail.

**12.2.2** The General Secretary shall prepare and submit to all members an agenda including the motion(s) for which the Extraordinary General Meeting was called for.

**12.3** The provisions of Rule 9.2 shall be applicable to an Extraordinary General Meeting, provided that in the event of there being no quorum at an Extraordinary General Meeting convened at the request of the members, the meeting shall only be postponed for half an hour and at the postponed meeting still there is no quorum, such meeting shall be dissolved and no Extraordinary General Meeting shall be requested for the same purpose until after the lapse of at least six months from the date of such meeting.

**13 QUALIFICATIONS FOR HOLDING OFFICE**

**13.1** Only Ordinary members who have fully paid up subscriptions and contributions owing to the Union may stand for election to office.

**13.2.1** Non-citizens who have been elected to any office in the Union including the post of Trustees should apply for and receive due exemption under the Trade Unions Act before they may act in the elected position.

**13.2.2** Candidates for the post of Trustees who are concurrently the President, the General Secretary or the Treasurer (or other similar office of the Union) should apply for and receive the written approval of the Minister before submitting their nomination papers.

**13.3** Any serving officer of the Union who is in arrears of subscription or levies for more than 3 months shall be deemed to have vacated his office with effect from the end of the third month thereof.

**14 THE EXECUTIVE COMMITTEE**

**14.1.1** The Executive Committee shall consist of the following:

- (i) A General Secretary and ten members who shall be separately elected by secret ballot in accordance with Rule 19 at or before a General Meeting of members; and
- (ii) Not more than two persons to be appointed pursuant to Rule 14.1.2

**14.1.2** The elected members of the Executive Committee may at any time appoint any member of the Union with not less than one year's standing to be a non-elected member of the Executive Committee.

**14.1.3** The term of office of a person who is appointed to be a non-elected member of the Executive Committee under Rule 14.1.2 shall be the same as that of an elected member of the Executive Committee.

**14.1.4** Appointed members of the Executive Committee shall have the same rights and duties as elected members of the Executive Committee but shall cease to be members of the Executive Committee immediately upon cessation of membership with the Union.

**14.1.5** The General Secretary and the other members of the Executive Committee shall meet within one week after their election to the Executive Committee to elect from among themselves a President, a Vice-President and an Honorary Treasurer.

**14.1.6** The Executive Committee shall have the power at any time to appoint on the recommendation of the General Secretary, two Deputy General Secretaries and such officers with such designations, functions and powers as the Executive Committee may decide upon from the members thereof

**14.2** The tenure of office of the Executive Committee shall be for the period between its election and the next election of the Executive Committee.

**14.3** The Executive Committee shall meet at least once in two months.

**14.4** Not less than half of the elected and appointed members of the Executive Committee, including the General Secretary or the Deputy General Secretary, who is acting in the place thereof, shall form a quorum for any meeting of the Executive Committee.

**14.5.1** Upon the sooner vacation by the General Secretary of his office from any cause whatsoever, the Executive Committee shall appoint one of the two Deputy General Secretaries or any other member of the Executive Committee to be acting General Secretary for the remaining term of office.

**14.5.2** Upon the sooner vacation of any seat in the Executive Committee by the General Secretary or any other member, the Executive Committee may co-opt any member of the Union with not less than one year's standing to occupy the seat so vacated for the remaining term of office.

**14.6** The Executive Committee shall be empowered to instruct the General Secretary or other office-bearers of the Union to undertake such act or acts as the Executive Committee deems necessary, incidental or conducive to the attainment of any of the objects of the Union.

- 14.6.1** The Executive Committee shall give instructions to the General Secretary or other office-bearers for the purpose of conducting the affairs of the Union. It may appoint members to form sub-committee and engage such paid staff as it may consider necessary. It may suspend or dismiss any office-bearers other than the General Secretary or any member of the paid staff for neglect of duty, dishonesty, incompetence or refusal to carry out the decision of the Executive Committee or for any other reason which it deems good and sufficient in the interests of the Union. It shall give instructions to the Trustees regarding the investment of the funds of the Union.
- 14.6.2** The Executive Committee may expel, suspend, debar from holding office, fine or otherwise penalise any member who is proved to the satisfaction of the Executive Committee to have contravened the Rules and Constitution of the Union, any resolution of a General Meeting of members or any decisions of the Executive Committee or to have so conducted himself in a manner prejudicial to the interests of the Union or the general membership thereof
- 14.6.3** Any member disciplined by the Executive Committee may appeal to a General Meeting of members against the decision of the Executive Committee.
- 14.7** The Executive Committee shall refer any serious allegation against any office-bearer, member or employee for investigation by a disciplinary committee to be set up from time to time by the Executive Committee for the purpose. The Executive Committee may in its absolute discretion accept or reject all or any of the findings of the disciplinary committee.
- 14.8** The decision of the Executive Committee shall be binding on all members of the Union until and unless overruled by the Ordinary or an Extraordinary General Meeting or rescinded by the Executive Committee.
- 14.9.1** If the absolute majority of the Executive Committee is satisfied that the General Secretary has so acted or so omitted to act in the performance of his duties or in his personal conduct as to have committed an offence, the Executive Committee shall convene an Extraordinary General Meeting of members to decide on the matter.
- 14.9.2** If the General Secretary is dissatisfied with the performance of duties or the personal conduct of the other members of the Executive Committee, he may convene an Extraordinary General Meeting of members to take a decision on the matter.
- 14.10** The Executive Committee shall interpret the Rules, when necessary, and determine any point on which the Rules are silent.
- 14.11** Any member of the Executive Committee absenting himself from three consecutive meetings of the Executive Committee without satisfactory explanation shall, ipso facto, cease to be a member of the Executive Committee.
- 14.12** The Executive Committee shall have the power to buy or sell, borrow or lend, lease, rent, hire, mortgage, develop or otherwise acquire, deal with or dispose of such movable or immovable property of the Union for any purpose thereof.

## **15 OFFICE BEARERS**

### **15.1 The President**

The President shall preside at all Ordinary General and Extraordinary General Meetings and Executive Committee Meetings and shall be responsible for the proper conduct of business at all such meetings. He shall sign the minutes of each meeting after such minutes have been approved. In case of equality of votes at such meetings the President shall have a casting vote. He shall superintend the general management to secure the observance of the rules of the Union by all members.

**15.2 The Vice-President**

The Vice-President shall assume the duties of the President in the absence of the latter at all occasions. In the absence of the President and Vice-President, the Executive Committee shall appoint one of its members to preside at its meetings, while for General Meetings the members present shall elect one of the Executive Committee members to act as Chairman.

**15.3 The General Secretary**

The General Secretary shall attend all meetings of the Union and shall record the minutes of such meetings. He shall prepare and submit the Quadrennial Report to the Ordinary General Meeting. He shall prepare or cause to be prepared an Annual Return in accordance with the Trade Unions Act and shall transmit same to the Registrar of Trade Unions within prescribed date, and every member shall be entitled to receive a copy of the Annual Return on application to the office of the Union.

He shall keep a register in the registered office of the Union and it shall be open to the inspection by members. The General Secretary can be removed from office only by the general body in accordance with Rule 19.1.

**15.4 The Deputy General Secretaries**

The two deputy General Secretaries shall act in place of the General Secretary, whenever he is absent from office, in accordance with such order of precedence as the Executive Committee shall decide on the recommendation of the General Secretary. The Deputy General Secretaries shall assist the General Secretary and shall have such functions and powers as may be assigned to them by the Executive Committee or delegated to them by the General Secretary.

**15.5 The Treasurer**

The Honorary Treasurer who shall not be a Trustee shall be responsible for the account books and for all monies belonging to the Union. The account books of the Union shall be open to inspection of office-bearers and members of the Union, provided at least one week's notice be given in writing to the Treasurer. In the absence of the Treasurer, the Executive Committee shall appoint one of its members to assume the duties of the Honorary Treasurer. The Treasurer is allowed to retain a petty cash of not more than one hundred dollars. Any sum exceeding one hundred dollars must be deposited in the name of the Union in a bank approved by the Executive Committee.

**15.6 Other Officers**

The other officers of the Union shall have such powers and functions as the Executive Committee shall decide in accordance with the recommendation of the General Secretary, provided always that the functions and powers of such officers shall not derogate from the functions and powers of officers stated in the foregoing provisions of this Rule except with their consent or by their dedication.

**16 AUDITORS**

**16.1** An External Auditor who shall be a Certified Public Accountant shall be appointed by the Executive Committee provided the same Certified Public Accountant is not appointed for a continuous period of more than five years without the prior approval of the Minister.

**16.2** He shall audit the general accounts of the Union as soon, after the close of the financial year, as possible. He shall examine all books of the Union, and shall certify as to their correctness or otherwise. He shall prepare and submit a report for the Ordinary General Meeting.

**16.3** A copy of the Auditor's Report shall be conspicuously placed in the registered office of the Union for the inspection of the members.

**16.4** He shall not be a member of the Union.

**16.5** Two members shall be appointed by the Executive Committee as Internal Auditors to periodically audit the accounts between the Ordinary General Meetings and a copy of their report shall be given to the Executive Committee and shall be placed on the notice board. They shall not be members of the Executive Committee nor shall they be Trustees of the Union.

**17 TRUSTEES**

**17.1** Three Trustees shall be elected by ballot in accordance with Rule 19 and shall hold office during the pleasure of the Union. The Trustee shall not be the President, the General Secretary or the Treasurer (or other similar office) concurrently and shall not be a non-citizen unless the Minister gives his written approval. A Trustee may not be also an Internal Auditor concurrently.

**17.2** The Trustees for the time being shall have vested in them all the real and personal estate whatever belonging to the Union, and they shall deal with it in such a way as the Executive Committee may direct.

**17.3** A Trustee may be removed from office by the Executive Committee on the ground of ill health, unsoundness of mind, departure from the country or that he is unable or unsuitable for the performance of his duties.

**17.4** In the event of the death, resignation or removal of a Trustee, the Executive Committee may co-opt a member to fill the vacancy until the next general election.

**18 APPLICATION, INVESTMENT AND SAFE CUSTODY OF FUNDS**

The funds of the Union may be expended for the following objects:-

**18.1** The payment of salaries, allowances and expenses to officers of the Union.

**18.2** The payment of expenses for the administration of the Union, including audit of the accounts of the funds of the Union.

**18.3** The prosecution or defence of any legal proceeding to which the Union or any member thereof is a party, when such prosecution or defence is undertaken for the purpose of securing or protecting any rights of the Union as such or any rights arising out of the relations of any member with his employer.

**18.4** The conduct of trade disputes on behalf of the Union or any member thereof.

**18.5** The compensation of members for loss arising out of trade disputes or retrenchments as the Executive Committee shall decide in its absolute discretion and subject to such regulations as the Executive Committee may draw up from time to time and which shall take effect only after registration with the Registrar of Trade Unions.

**18.6** Allowance to members or dependants on account of death, old age, sickness, accidents or unemployment of such members.

**18.7** The payment of affiliation fees to a registered federation of trade unions, a trade union co-ordinating or advisory body registered in the Republic under any written law, and such other associations or organisations established outside the Republic as may from time to time be approved by the Minister.

**18.8** The payment ---

**18.8.1** of essential transport expenses and the amount of actual wages lost by representatives of the Union attending meetings connected with or related to the promotion of industrial relations.

- 18.8.2** of the expenditure for the purpose of the establishment or maintenance of any lawful trade union coordinating or advisory bodies.
- 18.9** The editing, printing, publication and circulation of any journal, magazine, news sheet, or other printed literature published by the Union for the advancement of its object or the promotion of the interests of the members in accordance with its registered objects and rules.
- 18.10** The payment of affiliation fees to cultural and educational associations registered under any written law within the Republic and such other associations or organisations established outside the Republic as may from time to time be approved by the Minister.
- 18.11** The conduct of social, sporting, educational and charitable activities of the Union; and
- 18.12** Any other object by notification in the Gazette the Minister may declare to be an object for which funds may be expended.
- 18.13.1.1** The general funds of the Union which are not required for current expenses shall, in the discretion of the Executive Committee, be invested in the name of the Trustees for the time being in investment in respect of which the law permits trust money to be applied, including shares in co-operative enterprises of the National Trades Union Congress and/or its affiliated trade unions or interest-earning deposits in banks or finance companies.
- 18.13.1.2** Any special fund 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.
- 18.13.2** No expenditure exceeding \$200 (Dollars two hundred only) at any one time shall be incurred without the prior sanction of the Executive Committee.
- 18.13.3** All cheques or withdrawal orders on the funds of the Union deposited in the bank must be signed by the following officers of the Union:-
  - 18.13.3.1** The President or, in his absence, the Vice-President;
  - 18.13.3.2** The General Secretary or the Treasurer or in their absence their deputies.

## **19 BALLOT RULE**

- 19.1** Secret Ballot
  - 19.1.1** Voting shall be by secret ballot at a General Meeting in respect of the following matters:-
    - 19.1.1.1** Election of office-bearers;
    - 19.1.1.2** Election of Trustees;
    - 19.1.1.3** Decision on all matters on trade disputes and strikes;
    - 19.1.1.4** Imposition of levy;
    - 19.1.1.5** Decision of dissolution;
    - 19.1.1.6** Amendment of rules;
    - 19.1.1.7** Any other matter affecting the members of the Union generally; and
    - 19.1.1.8** Expulsion of the General Secretary.
  - 19.1.2** The decision shall be according to the majority of the votes recorded except in the case of expulsion of the General Secretary for which an absolute majority of the Ordinary members is required.

**19.2** Postal Ballot

**19.2.1** Voting shall be by secret postal ballot in respect of the following matters:-

**19.2.1.1** Decision to change the name of the Union (here the consent of 2/3 of the total members must be obtained); and

**19.2.1.2** Decision to amalgamate with another union (here 1/2 of the total members must record their votes and 60% of the votes recorded must agree to amalgamation).

**19.2.2** The Executive Committee shall take such steps to see that the following procedures governing secret postal ballot are complied with:-

**19.2.2.1** That each member 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;

**19.2.2.2** That all members are correctly informed regarding the issue on which their vote is required;

**19.2.2.3** That sufficient time is allowed between the time of issuing ballot papers and their return to the General Secretary; and

**19.2.2.4** That the counting of votes is witnessed, checked and certified by at least two Ballot Scrutineers at a meeting convened for the purpose.

**20** **INSPECTION OF BOOKS AND ACCOUNTS**

The account books of the Union and its list of membership shall be opened to inspection by any officer or member of the Union at all reasonable times provided due notice is given.

**21** **LEVIES**

**21.1** The Executive Committee shall impose such levy as may have been approved by the general membership in a secret ballot under Rule 19.1.

**21.2** Any failure by a member to pay or authorise or permit the check-off of any levy duly imposed by the Executive Committee shall have the same effect as a failure to pay or authorise or permit the check-off of monthly subscriptions under Rule 6.

**22** **TRADE DISPUTES**

**22.1** Should any trade disputes arise, the members concerned shall make known to the General Secretary, who shall immediately report the same to the Executive Committee but in no case shall cessation of work be threatened or take place without the sanction of the Executive Committee.

**22.2** Should any section of the members of the Union request steps to be taken for an advance of wages or improvement of conditions of employment, they shall instruct the General Secretary to report that claim to the Executive Committee who shall determine what action shall be taken.

**22.3** No strike action shall be taken without the approval of the majority of members concerned first being obtained by a secret ballot vote, carried out in accordance with Rule 19.1.

**23 DISSOLUTION**

**23.1** The Union shall not be dissolved except with the consent of the majority of members first being obtained by a secret ballot vote, carried out in accordance with Rule 19.1.

**23.2** 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 seven members of the Union.

**23.3** 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 among the members in proportion to their years of membership, or be disposed of according to the decision of the majority of the members in accordance with Rule 19.1.

**24 ALTERATION OF RULES**

These Rules shall only be altered, amended or rescinded in accordance with Rule 19. Every alteration of these Rules shall take effect from the date of registration by the Registrar of Trade Unions.

aesu/rule&con