

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

CONTENTS

SECTION I ---CONSTITUTION	Rule
Name	1
Address	2
Objects	3
Amalgamation	4
Dissolution	5
General	6
SECTION II--- MEMBERSHIP	
Eligibility	7
Admission or Rejection	8
Change of Employment and/or Union	9
Financial Year	10
Subscription	11
Membership Cards	12
Honorary Membership	13
Associate Membership	14
Expulsion	15
Resignation	16
Re-admission to membership	17
Dispute	18
SECTION III --- BRANCHES	
Formation of Branches	19
Branch Business and Powers	20
Branch General Meeting Procedure	21
Voting at Meetings	22
Composition of Branch Committee/Basis of representation/ Eligibility to hold office	23
Duties of Branch Officials	24
Staff Committee (Works Committee)	25
Branch Funds	26
Election of Delegates and Alternate Delegates to Conference	27
Closure of Branches	28
SECTION IV --- EXECUTIVE COUNCIL	
Nomination to Executive Council	29
Composition of Executive Council	30
Executive Council Meeting	31

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

Function and Power of the Executive Council	32
SECTION V --- CONFERENCES	
Quadrennial Delegates Conference	33
Representation at Conference	34
Business of the Quadrennial Delegates Conference	35
Special Delegates Conference	36
Voting at Delegates Conference	37
Ballot Rule	38
Amendments of Rules	39
SECTION VI --- NATIONAL OFFICERS	
Council of Advisors	40
Key Officer Bearers of the Executive Council	41
Duties of Key Officer Bearers of the Executive Council	42
SECTION VII --- FINANCE	
Union Funds	43
Levies	44
Banking	45
Expenditure	46
Signing of Cheques	47
Application, Investment and Safe Custody of Fund	48
Inspection of Membership Register and Accounts Books	49
Trustees	50
General Auditors	51
External Auditors	52
SECTION VIII --- MUTUAL AID WELFARE SCHEMES	
Objects	53.1
Establishment of Schemes	53.2
Establishment of Funds for Schemes	53.3
Committee of Management	53.4
	53.5

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

SECTION IX --- TRADE DISPUTE

Procedure on Trade Disputes	54
Victimisation	55

SECTION X --- STANDING ORDERS OF CONFERENCE

General Provisions	56
---------------------------	-----------

SECTION XI --- PROCEDURE FOR CONDUCTING A SECRET BALLOT

Procedure for conducting a Secret Ballot at a meeting	57
Procedure for conducting a Secret Ballot at a meeting/ Function of Scrutineers	58

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

SECTION I - CONSTITUTION

Rule 1 Name

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

Rule 2 Address

Its Registered Office shall be at 31, Third Hospital Avenue #01-03, Bowyer Block C, Singapore General Hospital, Singapore 168753 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.

Rule 3 Objects

- i) To unite all workers eligible for membership into one comprehensive industrial union.
- ii) To promote good industrial relations between members and employers.
- iii) To improve the working conditions of members or enhance their economic and social status.
- iv) To provide legal advice or assistance to members in connection with their employment where necessary and at the discretion of the Executive Council.
- v) To try and formulate a scheme for the payment of certain money benefits at the death of members.
- vi) To affiliate with and/or to further the work and objectives of the National Trades Union Congress and the Singapore Labour Foundation and any other national or international organisation having for its objectives the promotion of the interest and welfare of workers and/or trade unions, and trade unionists subject to the statutory restrictions on the use of Union funds;
- vii) 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.
- viii) To foster the spirit of solidarity, service, brotherhood co-operation and mutual help among the workers.
- ix) To imbue in the workers, a sense of responsibility towards the community and the State.
- x) To develop in the workers, a working class consciousness, transcending all

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

racial barriers.

- xi) To achieve the raising of productivity for the benefit of members, employers and the economy of Singapore.
- xii) 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.

Rule 4 Amalgamation

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.

The Executive Council shall at all times have power to amalgamate with another union in accordance with the Trade Unions Act.

Rule 5 Dissolution

- i) Unless 5/6th of the total membership of the Union agree, the Union shall not be dissolved.
- ii) 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.

Rule 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 Union Act or of any law in force in the Republic of Singapore.

SECTION II - MEMBERSHIP

Rule 7

- (i) The membership of the union shall consist of Founder members, Cadre members, Ordinary members, Ordinary (General) members, Honorary and Associate members.. The Ordinary membership of the Union is open to all employees of the Healthcare Institutions under Ministry of Health Holdings (MOH) and its subsidiaries in any capacity and all employees who are locally employed in the Healthcare Services industry such as private hospitals, community hospitals, nursing homes, voluntary welfare organisations and related industries in any capacity and who are not ordinary members of any other registered trade union of employees in Singapore.

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

- (ii) The Ordinary (General) membership of this Union is open to all employees who are eligible to be Ordinary members of the Union but who are unable to be represented by the Union vis-a-vis their respective employers, for the time being from any cause whatsoever, provided that they are not members of any other registered trade union of employees..
- (iii) Ordinary (General) members shall not be eligible to hold any office in the Union or have the right to attend, speak and vote at any Delegate Conference or general meeting of members or participate in any postal ballot.
- (iv) Ordinary (General) members shall not be entitled to be represented by the Union in any matter vis-a-vis their respective employers or to take part in any industrial action, so long as the respective employers do not accord recognition to them.
- (v) Ordinary (General) members shall be converted to ordinary membership with effect from such date, as the Executive Council shall decide upon in its absolute discretion, that they are eligible to be represented by the Union vis-a-vis their respective employers.
- (vi) Ordinary (General) members shall be eligible to enjoy all associated welfare benefits provided by the Union under the Rules as well as any other Union Benefit Scheme established by the Executive Council from time to time, except that Ordinary (General) members shall not be eligible to enjoy any of the benefits under this Union's Welfare Schemes. The Union Benefits Scheme shall be governed by such Regulations as are adopted by the Executive Council.
- (vii) In this constitution, every reference to Ordinary members shall include a reference to Ordinary (General) members unless it is expressly stated otherwise or it is clearly not permitted by the context.
- (viii) The Founder Members of this union shall be such persons as are certified by the Secretary General of NTUC in his absolute discretion to have actively assisted in the founding and to be fit and able to assist in the running of this union and to help this union attain its objects irrespective of whether they are eligible to be ordinary members of the union. They shall have a right to attend, speak and vote at delegates conferences. They shall not stand for elections unless they qualify within Rule 29.
- (ix) The Cadre Members of this Union shall be appointed by the Executive Council from among ordinary members and other persons, provided that every such appointee is certified by the Secretary General of NTUC in his absolute discretion to be a fit and proper person to assist in the running of this Union, irrespective of whether or not such

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

appointee is eligible to be an ordinary member of this Union. The total number of Cadre members shall not be more than five. They shall have a right to attend, speak and vote at delegates conferences. They shall not stand for elections unless they qualify within Rule 29.

- (x) The period of appointment of Cadre members shall be for 4 years subject to the term of office of the Executive Council of this union and subject to further re-appointment on similar terms by the Secretary General of NTUC. Notwithstanding the above, the appointment of Founder and Cadre members shall cease upon the revocation of certification by the Secretary General of NTUC.
- (xi) Founder and Cadre members shall rank as Ordinary Members and shall have all rights and duties of Ordinary members, provided that Founder and Cadre members who are eligible for Ordinary membership may be attached to the respective divisions to which they would have been attached as Ordinary members.
- (xii) Honorary membership is defined under Rule 13 of the constitution.
- (xiii) Associate membership is defined under Rule 14 of the constitution.

Rule 8 Admission or Rejection

- (i) 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, without distinction, subject to the provisions of these rules.
- (ii) The Executive Council shall decide whether to accept or reject any application for membership without assigning any reason therefor. The decision of the Executive Council shall be final.
- (iii) An Ordinary (General) member shall be required to furnish a copy of his current pay slip or such other documentary proof of his employment status as the Executive Council shall decide upon in its absolute discretion when applying for membership and whenever required by the Union.
- (iv) An Ordinary (General) member who fails to comply with Rule 8 (iii) above or who has furnished any false information pertaining to his employment at the time of his application for membership or at any other time thereafter shall be deemed to have committed a misconduct rendering him liable for expulsion from the Union in accordance with these Rules. (Updated on 25/11/96)
- (v) The Executive Council may require a successful applicant for ordinary

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

membership who fails to give a satisfactory explanation for any undue delay in applying for membership of this Union to pay a special fee and comply with such other condition(s) as the Executive Council deems fit to impose.

Rule 9 Change of Employment and/or Union

- i) If a member from another Union ceases to be a member of that Union by reason of any change in his occupation or employment and applies for membership of this Union he may be accepted into membership by this Union provided he was a fully paid up member of his earlier union and a certificate duly signed by the General Secretary of that union to that effect was produced with his application, and all benefits accrued from various co-operatives set up by the NTUC shall be credited to him in this Union.
- ii) In the event of a person requiring transfer from another Union to this Union and where such person is in arrears of subscriptions according to the Rules of the former Union such person shall only be admitted into membership upon confirmation by his former union to this union of the effective transfer date and he shall be treated as a new member and accrued benefits from various Co-operatives set up by the NTUC, if any, shall be forfeited

Rule 10 Financial Year

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

Rule 11 Subscription

- i) 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.
- ii) 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.
- iii) When the Executive Council has reached agreement for deductions of union subscriptions contributions and levies and any arrears in respect hereof through the check-off, or GIRO deduction, then all Ordinary members, without exception, where any check-off system or GIRO system is in operation, shall pay their subscriptions, contributions and levies and any arrears in respect thereof by means of the check-off or GIRO only. No member shall have the right to advise the employer directly or indirectly or to take any steps whatsoever to stop deductions of subscriptions, contributions and levies and any arrears in respect thereof except through and with the approval of the

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

Executive Council which approval shall not be unreasonably withheld.

- iv) All Ordinary Members who join this union with effect from January 2006, shall pay the union subscription contributions and any arrears in respect through GIRO. Any request to pay above said deduction through the check-off system or any manner shall be decided and agreed to at the Executive Council's absolute discretion. All Ordinary (General) members shall pay subscriptions, contributions and levies, if any, through GIRO or such other manner as the Executive Council shall decide in its absolute discretion.
- v) The monthly subscription fees for Ordinary and Ordinary (General) members shall be of such amount and at such rate as a Delegates Conference or, in the special circumstances of paragraph (xiv) hereof the Executive Council shall decide. The prevailing rates of monthly and yearly subscription fee and, if any, levy shall upon their due adoption by this Union, be listed in the First Schedule hereto separately for Ordinary Members, Ordinary (General) Members and Associate Members, provided that no fee or levy shall take effect before due registration with the Registrar of Trade Unions.
- vi) For the purpose of paying the union's affiliation Singapore Labour Foundation (SLF), every Ordinary Member Ordinary (General) Member shall pay a yearly subscription fee amount as shall be determined by the Executive Council from time in accordance with the advice of the NTUC Central Committee.
- vii) Every Ordinary Member and Ordinary (General) shall pay a levy equivalent to one month's membership subscription fee at the end of each year to be paid to NTUC which shall be utilized to such benefits to union members which the NTUC Central Committee deems fit such as the NTUC Gift..
- viii) The Executive Council shall have the power to suspend or defer the payment of the whole sum or any fee or levy on the application in writing of any member on the ground of national service, sickness or such circumstances as the Executive Council may approve.

Suspension of membership

- ix) The Executive Council of the Union shall have authority to suspend the membership of any member of the Union whose monthly subscriptions, contributions and levies are three months in arrears whether consecutively or intermittently. A suspended member shall have no right to attend meetings and shall not be eligible to stand for election to the Branch Committee or as delegates. The Executive Council shall have power to remove the name of a suspended member from the membership record if he fails to pay up his subscriptions, contributions and/or levies after due warning has been given.
- x) Any member whose name is removed from the membership record of the Branch for failure to pay subscriptions, contributions or levies or who resigned

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

from membership of the Union shall not be re-admitted except on payment of all arrears due in accordance with Rule 16. Any member whose membership has been terminated shall have the right of appeal to the Executive Council and, if not satisfied therewith, to the next Quadrennial Delegates Conference. The decision of the Quadrennial Delegates Conference shall be final.

- xi) 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. Any failure by a member to authorise in writing or otherwise to permit such check-off or GIRO deduction shall have the same effect as a failure to pay monthly subscriptions under paragraph (x) of this Rule notwithstanding any tender of payment of such fee or levy direct to the Union.
- xii) Any member who is in arrears of subscriptions or levy excess of three months shall be deemed to have resigned from membership of the Union with effect from the last day of such period of three months and shall be struck off from appropriate list of membership and forfeit all interest in Union. shall not have the right to attend meetings, shall not have the right to vote and shall not be eligible to stand for election the Branch Committee or to any other post.
- xiii) A member so struck off may be reinstated in membership of this Union without any break in the continuity his membership if he applies for reinstatement within 3 months being struck off and complies with such conditions as Executive Council may impose in its absolute discretion.
- xiv) For the purpose of giving effect to a resolution of the NTUC Delegates Conference or the NTUC Central Committee under terms of affiliation of this union thereto, the Executive Council shall have power to alter or revise in any manner the prevailing rates of monthly or yearly subscription fee or impose or vary special levy without convening a Delegates Conference for purpose and such alteration, revision or imposition or variation shall be deemed to have been duly approved by a Delegates Conference in accordance with Rule 35 of the constitution shall after due registration with the Registrar of Trade Unions, circulated to members for information.

Rule 12 Membership Cards

- i) Each member shall be given a NTUC membership card. The card will show (a) Name and (b) Identification Number.

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

- ii) 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.
- iii) Membership Cards must be submitted if required for purposes of checking against Register.
- iv) Membership Cards shall be the property of the Union and must be given up within a week by any one ceasing to be a member from any cause whatsoever.
- v) 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.

Rule 13 Honorary Membership

In addition to ordinary subscription paying membership there shall also be National Honorary Membership.

National 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.

Nominations for the Honorary Members may be made by Branch Committees and by the Executive Council and must be submitted to the General Secretary not later than the 31st December in any year. The nomination or nominations must be approved by the Executive Council by a majority of two-thirds of those voting. Honorary members shall enjoy such rights and benefits as determined by the Executive Council. They shall not have a right to stand for election, attend, speak and vote at delegates conferences.

Rule 14 Associate membership

- (i) The Associateship of this Union may at the absolute discretion of the Executive Council be open to the following persons so long as they are over 16 years of age and are not eligible for the Ordinary or Ordinary (General) Membership of this Union or any other trade union:
 - (1) the spouses and children of Ordinary and Ordinary (General) members;
 - (2) employees of this Union who have been confirmed in service;
 - (3) all persons/employees/self-employed (including those on internship/attachment) in the healthcare or related industry or establishments organised by the Union; and
 - (4) former ordinary or Ordinary (General) members of this Union who have retired from the service of the healthcare industry or establishments organised by the Union.
- (ii) Associate members shall enjoy such rights and benefits as determined by the

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

Executive Council. They shall not have a right to stand for election, attend, speak and vote at delegates conferences.

Rule 15 Expulsion

- i) Any member acting in a manner against the interests of the Union and/or in contravention of any of these rules may be expelled from the Union or fined not exceeding \$50.00 by the Executive Council.
- ii) 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.
- iii) In every case the 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.

Rule 16 Resignation

- i) A member who wishes to resign from the Union shall give at least three calendar months' notice in writing to the General Secretary and shall pay all his subscriptions, contributions and levies if any up to the date on which his resignation takes effect. The Executive Council shall only consider the notice of resignation if the member concerned is a fully paid up member.
- ii) The effective date of resignation from the membership of the Union shall not be earlier than three calendar months from date of receipt by the General Secretary of the notification of resignation irrespective of the date on which the Executive Council approves such resignation or on the date when the members' arrears of subscriptions, contributions and levies are fully paid up whichever is later.

Rule 17 Re-admission to membership

- i) 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 the provisions of this Rule.
- ii) Any person whose membership has previously lapsed through arrears of subscriptions, contributions or levies or who has previously resigned from the

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

Union and seeks re-admission shall pay such outstanding arrears and Re-Admission Fee to be decided by the Executive Council.

Rule 18 Dispute

- i) 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.
- ii) 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.

SECTION III - BRANCHES

Rule 19 Formation of Branches

- (i) The Union shall be divided into Branches. The Executive Council shall determine the membership of each Branch.
- (ii) Branches, with a minimum membership of twelve 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.
- (iii) The Executive Council shall have power to make necessary arrangements if the membership of any Branch exceeds 500.
- (iv) A member shall be attached to such Branch of the Union as the Executive Council may direct.
- (v) The Executive Council shall be empowered to group together all Ordinary (General) members of this Union into one Branch to be called the General Branch which shall be administered by the Executive Council.
- (vi) The Executive Council may at its discretion delegate such of its functions and powers it deems necessary to any department of NTUC or anybody that the National Trades Union Congress may from time to time establish for administering the General Branch, including the processing of the Ordinary (General) members applications for membership, collection of membership subscriptions, fees or other levies and administering their welfare benefits

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

claims, and may at any time revoke the delegation of the same thereto.

- (vii) Unless otherwise provided all the other provisions in this constitution which provide for the formation and function of a branch committee shall not apply to the General Branch.
- (viii) The Executive Council may regulate and supervise the holdings of general meetings of members in branches at least once in four years to elect Branch committees and delegates to represent the branches and whenever required to consider collective agreements or industrial actions;
- (ix) The Executive Council shall make regulations to refine and govern the functions and powers of branches in accordance with the provisions of this Rule, provided that the regulations so made hereunder shall not take effect until duly registered with the Registrar of Trade Unions.

Rule 20 Branch Business and Powers

- i) Each Branch Committee shall meet at least once a month to transact its business. Special meetings may be summoned by the Branch Chairman, Branch and Powers Secretary, or Executive Council of the Union. The quorum for Branch Committee Meetings shall be more than half the total number of Committee members. The Branch Committee may at its absolute discretion invite any ordinary member to attend the Branch Committee Meeting as an Observer. The observer shall have no voting rights at the meeting and shall not form part of the quorum of the meeting. The number of observers shall be at the absolute discretion of the Executive Council. If a vacancy arises within the branch committee anytime after the Quadrennial General Meeting and before the next Quadrennial General Meeting, the committee may co-opt (with the approval of the Executive Council) any ordinary member of the branch to fill the vacancy until the next election of the Branch Committee.
- ii) Any member of the Branch Committee who absents himself without satisfactory excuse from three consecutive duly summoned meetings of the Branch Committee or any sub-committee hereof, shall be deemed to have vacated his seat. The proceedings of the Branch Committee shall not be invalidated by any vacancy in its numbers. The Executive Council shall have the final authority to decide whether to reinstate such members.
- iii) (a) All branches shall hold a Branch Quadrennial General Meeting of members in the months of April , May or June (that is, within three months after the close of each fourth financial year of the union) immediately before the Quadrennial Delegates Conference. If special circumstances warrant the postponement of a Quadrennial General meeting, prior approval must be obtained from the Executive Council. 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.

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

- (b) 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 will form the quorum and only the business of the Agenda shall be dealt with.
- iv) 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.
- v) The Minutes of the Branch Committee meetings and General Meetings shall be forwarded to the General Secretary.
- vi) 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.
- vii) The Branch Committee shall see that the Rules are properly observed.
- viii) The Branch Committee may appoint Branch Sub-committees as it may deem fit for the proper and efficient administration of the Branch.
- ix) The Branch Committee shall have powers to examine all records and documents kept in the Branch.
- x) The decision of the Branch Committee shall be binding on all members of the Branch.
- xi) 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.
- xii) A Branch may, in consultation and with the -approval of the Executive Council, enter into joint activity with other Branches for specific purposes.

Rule 21 Branch General Meeting Procedure

- i) A preliminary notice of the Branch Inaugural or Quadrennial General Meeting of members asking for motions for discussion and nomination of candidates for election to the branch committee shall be circulated to all members of the branch not less than 14 days before the date fixed for the meeting. All motions and nominations with the consent of the candidates shall be submitted by their respective proposers and seconders to reach the branch Secretary not later than 7 days before the date of the meeting. Provided that if the Executive Council decides that the election of a branch committee shall be by a department or section or group or locality , then

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

candidates from one department or section or group or locality may stand for election in and be proposed and seconded by members from the respective department or section or group only.

- ii) A formal notice of meeting stating the time, date and place of the Inaugural or Quadrennial General Meeting of members and containing the agenda thereof shall be sent to all branch members not later than 3 days prior to the meeting.
- iii) The business of a Branch Inaugural or Quadrennial General Meeting of members shall include the election of Branch Committee and the discussion of any matter pertaining to the interest of the members of the branch. It shall not be competent to take up at the meeting any business which is not specified in the agenda, unless with the consent of two-thirds of the members present.
- iv) At all the meetings of the branch, the branch Chairman shall take 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.
- iv) 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 7 days before the date of meeting at which the same is to be discussed or consider , and the general nature of such business shall be mentioned in the notice calling the meeting
- (vi) 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 when the adjournment took place
- (vii) The Elected Branch Committee shall elect from among themselves a Branch Chairman, a Branch Secretary and Branch Treasurer in accordance with Rule 23 of the constitution

Rule 22 Voting at meetings

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

- a) Election of Branch Committee.
- b) Motions for amendments of the Constitution.
- c) Any other items that the Executive Council may direct.

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

Rule 23 Composition of Branch Committee

i) a) Each Branch with a membership of 250 and below, at its Quadrennial General Meeting, shall elect a Chairman, a Secretary, a Treasurer and not exceeding eight Committee Members after a branch committee has been elected first in accordance to Rule 21.

b) Each Branch with a membership between 251 and 500, at its Quadrennial General Meeting, shall elect a Chairman, a Secretary, a Treasurer and not exceeding twelve Committee Members to constitute the Branch Committee after a branch committee has been elected first in accordance to Rule 21.

c) Each Branch with a membership between 501 and 1000, at its Quadrennial General Meeting, shall elect a Chairman, a Secretary, a Treasurer and not exceeding sixteen Committee Members to constitute the Branch Committee after a branch committee has been elected first in accordance to Rule 21.

d) Each Branch with a membership above 1001, at its Quadrennial General Meeting, shall elect a Chairman, a Vice Chairman, a Secretary, a Treasurer and not exceeding 19 Committee Members to constitute the Branch Committee after a branch committee has been elected first in accordance to Rule 21.

Basis of representation

- ii) The number of members shall be computed according to the membership records as at March 31.
- iii) The names and relative particulars of the Branch Committee elected shall be notified immediately after the meeting to the General Secretary.

Eligibility to hold office

- iv) The Committee and Branch Officials shall have been members for not less than 6 months and be fully paid up at the time of appointment, unless otherwise decided by the Executive Council.
- v) Unless otherwise decided by the Executive Council candidates for office must be proposed and seconded by two fully paid up members and the candidates with most votes shall be elected to office.
- vi) if a vacancy arises amongst the members of the Branch Committee elected in the Quadrennial General Meeting, the Branch Committee may co-opt the delegate with the next highest number of votes in the last Quadrennial General Meeting or delegates or ordinary members whom in the opinion of the Branch Committee has the experience and ability to fill the vacancy until the next election of the Branch Committee. This co-option shall be subject to the approval of the Executive Council.

Rule 24 DUTIES OF BRANCH OFFICERS

Branch Chairman

- i) 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.

Branch Vice-Chairman

- ii) The Vice Chairman shall preside over meetings in the absence of the Chairman. He shall assist the Chairman in all his duties.

Branch Secretary

- iii) The Secretary shall keep the minutes of all Branch meetings; conduct the Branch correspondence, except those which are to be dealt with by the Treasurer 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. 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 Assistants may require.
- iv) 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.

Branch Assistant Secretary

- v) Branch Treasurer - The Branch Treasurer shall keep the accounts of the Branch and shall keep all the monies received by him on behalf of the Union; provided that all such monies received shall be remitted to the Union HQ not later than seven days after the collection thereof. The Branch Treasurer shall sign all notices, vouchers and receipts on behalf of the Branch. The Branch Treasurer shall prepare a statement of Accounts or whenever directed to do so by the Branch Committee or the Executive Council.

Honoraria

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

- vi) Honoraria may be paid to Union and Branch Officials in accordance with regulations issued by the Executive Council.

Rule 25 Staff Committee (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 interest 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.

Rule 26 Branch Funds

- i) The allocation of funds to individual Branches will be solely vested in the Executive Council whose decision shall be final.
- (ii) The Executive Council may at its discretion make an allocation from the funds of this union or make any other arrangement to defray the administrative expenses of the branches and/or to allow the branches to organize activities for their members provided that the branch committees duly account for all monies in each financial year and return all surplus monies at the end of each financial year
- (iii) The Executive Council may approve the setting up of Branch Benefit Schemes by branch committees out of additional contributions by members in the respective branches and/or contributions by employers and other persons and/or grants by the Executive Committee to supplement benefits payable to members under the Union Welfare Benefit Scheme.

Rule 27 Election of Delegates and Alternate Delegates to Conference

- i) Each Branch shall be entitled to representation at a convention of delegates on the basis of its paid up members as follows:-
 - a) For the first fifty (50) fully paid-up members or less - two delegates; and
 - b) Thereafter, for every one hundred (100) fully paid-up members in excess of 50 - one delegate but subject to a maximum of 19 delegates (excluding the first 2 delegates in para a).
 - c) For every Branch Committee 2 alternate delegates (or any other number as decided by the Executive Council from time to time).

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

Provided, however, that as to (b) the expression "one hundred" shall include any number which exceeds 60% of "one hundred".

- ii) The delegates and alternate delegates shall be members of the Branch Committee and must include the Branch Chairman and Branch Secretary.

If there is no Branch Committee Member available, other ordinary members of the said branch at the date of the appointment can be elected as delegates or alternate delegates subject to approval by the Executive Council.

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.

- iii) The number of delegates representing a branch shall be computed by the Executive Council based on the number of Ordinary Members in the branch in accordance to Rule 27(i). The branch may elect and submit a new list of delegates/alternate delegates before the next Quadrennial Delegates Conference for the purposes of Special Delegates Conference.
- iv) The General Secretary shall inform all branches in writing of the number of delegates to be elected.
- v) The names of all Branch delegates and alternate delegates and founder/cadre members shall be registered with the General Secretary as soon as they are before a delegates conference.
- vi) Only branch delegates and alternate delegates and founder/cadre members whose names are registered with the General Secretary shall be entitled to attend, speak and vote as such at a Delegates Conference.
- vii) Delegateship shall cease with the cessation of Union Membership from any cause whatsoever.
- viii)) If a dispute arises over the election of delegates by a Branch Committee, the Executive Council shall decide on the matter and its decision thereon shall be final.

Rule 28 Closure of Branches

- i) A Branch may be dissolved by a resolution of the Executive Council if it continues for a period of six months with less than twelve 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.

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

- ii) Members of a dissolved Branch shall be transferred to another Branch.

SECTION IV - EXECUTIVE COUNCIL

Rule 29 Nomination to Executive Council

- i) Subject to Rule 30 (iv) and (v) nomination of candidates for the election of the Executive Council shall be made by the Branch Committee. The candidates shall be nominated from among the delegates who are also branch committee members 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.
- ii) Where, due to the withdrawal of candidate before election or to any other cause, there is an insufficiency of candidates to fill the number of seats in the section concerned, the Executive Council shall have power to call for fresh nominations from the Branches in such section, anything in these Rules and Standing Orders notwithstanding.

Rule 30 Composition of Executive Council

- i) The Management of the Union shall be vested in the Executive Council.
- ii) Not more than 3 persons are to be appointed pursuant to sub-paragraph (v) provided always that the majority of the members of Executive Council shall consist of persons to be elected under paragraph (iii).
- iii) Subject to the provisions of sub-paragraphs (iv) and (v) the Executive Council shall be elected by the Quadrennial Delegates Conference from among the candidates nominated by the Branches and shall be composed of 19 members (excluding the Executive Secretary/ Deputy Executive Secretary/Asst Executive Secretary who are appointed into the Executive Council) as follows:-

One - President
Up to Two- Vice President
One - General Secretary
Up to Two- Deputy General Secretary
Two - Assistant General Secretaries
One - General Treasurer
One - Assistant General Treasurer

The rest of the Members of the Executive Council, who do not hold any specific office in the Executive Council shall be known as Executive Council members.

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

Tenure of Office

- iv) The elected office bearers and members of the Executive Council shall serve the term of office until the next Quadrennial Delegates Conference and shall be eligible for re-election.

Nomination of Officers and employees

- v) In the case of officers or employees of the Union who in the opinion of the Executive Council have the ability and experience, the Executive Council may at any time appoint the officers or employees of the union to be a non-elected member of the Executive Council. The members of the Executive Council may nominate such officers or employees of the Union for election or appointment to the appropriate post or posts and such nominees need not be delegates nor be members of the Union. An appointed member of the retiring Executive Council, other than the Executive Secretary, Deputy Executive Secretary and Assistant Executive Secretary, may attend but shall not speak or vote at a Delegates Conference at which the new Executive Council is to be elected or take office. The term of office of the person who is appointed to be a non-elected member of the Executive Council other than the Executive Secretary, Deputy Executive Secretary and Assistant Executive Secretary shall be the same as that of an elected member of the Executive Council.

- v) The Executive Council may appoint an Executive Secretary, Deputy Executive Secretary and Assistant Executive Secretary from among the members of the Union or other person(s) provided always that a person who is not a founder or cadre member of the union shall not be appointed as the Executive Secretary, Deputy Executive Secretary and Assistant Executive Secretary of the union unless he is duly certified by the Secretary General of the National Trade Union Congress as being a fit and proper person for such appointment. The Executive Council shall include and empower such Executive Secretary, Deputy Executive Secretary and Assistant Executive Secretary if he is not an elected member of the Executive Council as one of the member of the Executive Council appointed under Rule 30 (ii) Council with the right to attend, speak and vote at Executive Council meetings and Delegates Conferences.

The Executive Secretary, Deputy Executive Secretary and Assistant Executive Secretary shall hold office until he is removed from office by the Executive Council with the prior approval of the Secretary General of the NTUC or he ceases to be certified by the Secretary General of the NTUC as being a fit and proper person for the appointment or he vacates office from any other cause. The Executive Secretary, Deputy Executive Secretary and Assistant Executive Secretary shall cease to be an appointed member of the Executive

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

Council upon ceasing to be Executive Secretary, Deputy Executive Secretary and Assistant Executive Secretary of the Union.

- vii) In the event of death, incapacity, resignation or for reason that a member of the Executive Council is no longer a delegate of the Branch, he shall be deemed to vacate his position in the Executive Council. The vacancy shall be filled in accordance to rules 31 (iv) to 31 (vi).
- viii) Not more than five ordinary members shall be elected to the Executive Council from any branch of the Union provided that this restriction shall not apply so long as there is insufficient number of branches for this purpose

Rule 31 Executive Council Meeting

- i) The regular meetings of the Executive shall be held monthly, more than half the members Council of the Executive Council constituting a quorum. A special meeting may be called by the General Secretary or at the request of any ten members of the Executive Council. In case of extreme urgency the General Secretary may submit business to the Executive Council by circular letter or e-mail addressed to all members of the Council. The decision on such business shall be recorded in the minutes and confirmed at the next meeting. The Executive Council may at its absolute discretion invite any branch official to attend the Executive Council Meeting as an Observer. The observer shall have no voting rights at the meeting and shall not form part of the quorum of the meeting.
- ii) 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.

Vacation of office due to absence from meetings

- iii) Any member of the Executive Council in his current term of office absents without satisfactory excuse from two consecutive duly summoned meetings of the Executive Council, or any sub-committee thereof, shall be deemed to have vacated his seat. The proceedings of the Executive Council shall not be invalidated by any vacancy in its number.
- (iv) if a vacancy arises amongst the members of the Executive Council elected in the Quadrennial Delegates Conference, the Executive Council may co-opt the delegate with the next largest number of votes in the last Quadrennial Delegates Conference or delegates or branch officials whom in the opinion of the Executive Council has The experience and ability to fill the vacancy until the next election of the Executive Council.
- (v) A co-opted member of the Executive Council shall not be

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

deemed to assume any specific post held by the member he replaces unless the Executive Council so agrees

- (vi) If a co-opted member is given the seat and not the specific office of the vacating member, the Executive Council shall elect from among its members a successor to the specific office of the vacating member.

Rule 32 Functions and Powers of the Executive Council

- i) 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.
- ii) 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.
- iii) The Executive Council shall supply, free of charge, forms of application for membership and the necessary return forms and books regarding Branch accounts and a reasonable supply of printed stationery for each Branch, or for the use of the Union.
- iv) 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.
- v) 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.
- vi) 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.
- vii) The Executive Council shall be empowered to remove from office any officer or to expel any member who in its opinion have been guilty of injuring or attempting to injure the Union or of acting contrary to its interests.
- viii) 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

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

necessary and if dissatisfied with same may take whatever action which it may deem necessary in the interests of the Union.

- ix) 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.
- x) 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 interests.
- xi) 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 other bodies as may be deemed necessary in the interests of the members.
- xii) The Executive Council shall have power to set up Sub-committees for special purposes and to draw Standing Orders for the same if necessary.
- xiii) The Executive Council on the joint advice of the General Secretary, General Treasurer and Deputy General Secretary shall appoint such functional officers who shall be known as Assistant Secretaries 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 meeting without the powers to vote.
- xiv) The decision of the Executive Council shall be binding on all members of the Union.

SECTION V - CONFERENCES

Rule 33

The supreme authority of the Union shall be vested in the Quadrennial Delegates Conference which shall be held once in 4 years, provided that, in exceptional circumstances as expressly stated in these rules, the Council of Advisors may exercise the authority of a Convention of Delegates for the purposes of the stated provisions. 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 and not later than six months after the close of every fourth financial year.

Rule 34 Representation at Conference

- i) Every Branch which is not in arrears in respect of any dues or levies shall be entitled to be at represented at a Delegates Conference whether Quadrennial or Special by one or more delegates elected in accordance with the provisions

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

of Rule 27 hereof.

- ii) 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 unless the branch elects and submit a new list of delegates/alternate delegates before the next Quadrennial Delegates Conference.
- iii) 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.
- iv) One-third of the delegates shall constitute a quorum at the Quadrennial or Special Delegates Conference.
- v) 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.

Rule 35 Business of the Quadrennial Delegates Conference

The following shall be of the Business of 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 Honorary members.
- e) To deal with motions submitted by the Executive Council and Branches.
(Updated on 25/11/96)

Rule 36 Special Delegates Conference

- i) The Executive Council or the Council of Advisors 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 at least seven days before the Conference.
- ii) Representation and voting shall be in accordance with the Rules relating to the Quadrennial Delegates Conference.
- iii) The decisions of a Special Delegates Conference shall be binding on all

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

members of the Union unless revoked at a succeeding Quadrennial Delegates Conference.

Rule 37 Voting at Delegates Conference

- i) Voting at the Quadrennial Delegates Conference shall be by show of hands except for items in Rule 38 Delegates 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.
- ii) Scrutineers shall be appointed by the Executive Council. The majority decision of the Scrutineers shall be final.
- iii) In case of dispute over the result of any voting by show of hands, the Chairman 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.
- iv) The Chairman shall announce the result of the vote, which will determine the issue.

Rule 38 Ballot Rule

Voting shall be by secret ballot in the following cases:-

- i) In the case of an industrial dispute leading to a strike.
- ii) When the expenses exceeding \$50,000 are involved for any one item.
- iii) For the election of the members of the Executive Council.
- iv) Amendment to the Rules and Constitution.
- v) Dissolution.
- vi) Or any other matters affecting the members generally.

Rule 39 Amendments of Rules

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

SECTION VI - NATIONAL OFFICERS

Rule 40 Council of Advisors

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

- i) The Council of Advisors shall comprise such persons as shall be appointed by and from among the Founder Members and Cadre Members on the recommendation of the Secretary General of NTUC.
- ii) The Council of Advisors shall be responsible for convening and holding a Delegates Conference if the Executive Council fails from any cause whatsoever to convene and hold Quadrennial or a Special Delegates Conference in accordance with these rules.
- iii) The Council of Advisors shall have the power to require the Executive Council to appear before a Delegates Conference to explain or justify any of its acts or omissions which the Council of Advisors is satisfied are prejudicial to the interests of the union.
- iv) The Council of Advisors shall have power to suspend the Executive Council for up to 30 days when a Delegates Conference is being convened to determine the acts or omissions of the Executive Council under (iii) hereof.
- v) Upon the removal of the Executive Council by a Delegates Conference, the Council of Advisors shall arrange for a new Executive Council to be elected as soon as possible and, pending the election of a new Executive Council, as well as during the suspension of the Executive Council, the Council of Advisors may conduct the business and affairs of the Union, provided that the Council of Advisors may so conduct for a period not exceeding 6 months.
- vi) For the purpose of paragraph (iii) hereof, any contravention of these Rules or any non-compliance with a Resolution of a Delegates Conference or any attempt to disaffiliate or any act or omission likely to cause this Union to be disqualified from the National Trade Union Congress and/ or the Singapore Labour Foundation or any failure to discipline any officer or member or employee who is found to have acted or omitted to act in such manner as to render this union liable to be disaffiliated from the National Trade Union Congress and/or the Singapore Labour Foundation so long as the general membership of the Union has not decided to decide to disaffiliate shall be deemed to be an act or omission prejudicial to the interest of the union.
- vii) The quorum for a meeting of the Council of Advisors shall be one half of its members. Other than the quorum, the Council of Advisors may regulate the conduct of its proceedings, including the disciplining of its members.
- viii) Membership of the Council of Advisors shall cease upon:
 - a) Cessation of Founder or Cadre membership from whatsoever cause;
or
 - b) Removal from the Council of Advisors by the Secretary General of

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

NTUC; or

c) Resignation duly accepted by the Secretary General of NTUC

Rule 41 Key Office Bearers

i) The key Office Bearers of the Union shall be as follows:-

President
Vice President
General Secretary
Deputy General Secretary
Two (2) Assistant General Secretaries
Executive Secretary
General Treasurer
Assistant General Treasurer

ii) The Executive Council shall have powers to fix the salaries or allowances of the Key Office Bearers.

Rule 42 Duties of Key Office Bearers

President

i) The President shall preside at all Executive Council Meetings and Quadrennial Delegates Conferences and Special Delegates Conferences.

Vice-President

ii) a) The Vice-President shall act in place of the President in his absence.

b) The Vice-President shall assist the President at all times.

General Secretary

iii) a) To deal with all general matters and to keep General the membership informed.

b) To convene and attend Executive Council Meetings; Quadrennial Delegates and Special Delegates Conferences.

c) To prepare and to present to Quadrennial Delegates Conference a Triennial Report of the work of the Union.

d) To keep the Union well in touch with the Trade Union Movement.

e) To keep such records as may be specified by law and any other records that are required by the Executive Council.

f) To collate statistical and general information for the purposes of the

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

Union.

- g) 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.
- h) To prepare the Agenda and maintain the Minutes of Executive Council meetings and of Conferences.
- i) 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.
- j) To authorise all items of sundry expenditure provided however that no one item of expenditure so authorised shall exceed the sum of \$1,000/- (dollars one thousand only).

Deputy General Secretary

- iv)
 - a) to assist the General Secretary in the carrying out of the duties of the office.
 - b) in the absence of the General Secretary, to act for the General Secretary.

Assistant General Secretaries

- v) 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 Secretary, such duties in regard to the business of the Union as they may from time to time be required.

Executive Secretary

- vi) The Executive Secretary shall have such powers, duties and functions as are conferred by these rules upon the General Secretary. Subject to any express limitation to the contrary by the Executive Council when making the appointment, every reference in these rules to the General Secretary shall include also a reference to the Executive Secretary. Without prejudice to the foregoing generality, the Executive Secretary's powers, duties and functions shall include accountability to the Executive Council for his/her performance, responsibility for signing or overseeing the signing of vouchers, signing of cheques jointly with the other principal office-bearers and acting for the General Secretary. The Deputy and/or Assistant Executive Secretary, if any, shall assist the Executive Secretary in the performance of his duties.

General Treasurer

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

- vii) a) 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 \$2,000/- and that any cash in excess of the stipulated amount is banked at the first opportunity the bank is open for business.
- b) To keep all accounts and pay all expenses of the Union as are authorised by the Quadrennial Delegates Conference and the Executive Council and/or the Council of Advisors.
- c) To present a financial statement to the Executive Council monthly, 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.
- d) 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.
- e) To submit all accounts to the General Auditors for monthly audit and to the Union's External Auditor for annual audit.
- f) To keep a General Register showing the names and relevant particulars of all members.
- g) To ensure that all monies due to the Union are promptly collected.

Assistant General Treasurer

- viii) 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 Secretary such duties in regard to the business of the Union as they may from time to time be required.

SECTION VII - FINANCE

Rule 43 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 due to, or other property of the Union.

Rule 44 Levies

- i) 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.
- ii) If any member fails to pay a levy within two months of its imposition, the

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

amount shall be treated as arrears of subscriptions.

- iii) A Branch may not collect any subscription or levy other than the normal subscriptions without the prior sanction of the Executive Council in writing.
- iv) 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 seven (7) days thereof.

Rule 45 Banking

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

Rule 46 Expenditure

- i) 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. No expenditure exceeding \$50,000/- (dollars Fifty thousand only) shall be incurred by the Executive Council save in the following circumstances:
 - (a) the prior approval, through secret ballot, of a Delegates' Conference has been obtained for such expenditure; or
 - (b) the expenditure is for the purpose of conferring a benefit in cash or in kind on every member of the Union, provided that the amount does not exceed \$30 per member in any one financial year; or
 - (c) the expenditure is for the purpose of organizing the dinner and dance, other social or recreational activities for the members of the union provided that the total expenditure shall not exceed \$100 per head for food and drinks.
- ii) 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 purpose and furtherance of that special fund and shall not in any circumstances be utilised for any other purposes.

Rule 47 Signing of Cheques

All cheques or withdrawal orders on the funds of the Union deposited in a bank or banks must be signed by the following three officers;-

1. The President (or in his absence the Vice-President)

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

2. The General Secretary
3. The General Treasurer

Provided that for cheques or withdrawal orders in excess of \$1,000/-, the signature of the Executive Secretary shall also be required.

4. In the absence of the General Secretary, the General Treasurer or the Executive Secretary the Executive Council shall appoint one of its members to sign in place of the absent officer.

Rule 48 Application, Investment and Safe Custody of Funds

- (i) The general funds of the Union which are not required for current expenses shall, as directed by the Executive Council in consultation with such specialised agency of the National Trades Union congress as specified under subparagraph (iii) hereof, be invested by the Trustees for the time being in investments in respect of which the law permits trust money to be applied, including shares in co-operative enterprises sponsored by the National Trades Union Congress and/or its affiliated unions or interest-earning deposits in bank or finance companies or such undertaking, enterprise or scheme, the promoter or proprietor of which is the Singapore Labour Foundation or a company formed by or related to the Singapore Labour Foundation, as the Minister may approve. The trustees for the time being shall have vested in them all the real and personal property of this Union and they shall deal with it in such way as the Executive Council, or if the management of the property of this Union has been duly delegated to a specialised agency of the National Trades Union Congress, such specialised agency may direct.
- (ii) All investments of the Union shall be held in the name of the Trustees for the time being.
- (iii) If a specialised agency of the National Trades Union Congress has been duly delegated with the responsibility for investment on behalf of Union, such agency shall advise the Executive Council on investment.
- (iv) The Executive Council's (upon recommendation by any committee appointed by the Executive Council) approval is required for any single transaction of investment (excluding fixed deposits) above the sum of S\$50,000 but below the sum of S\$300,000.
- (v) Prior approval, through secret ballot, of a Delegates' Conference is required for any single transaction of investment (excluding fixed deposits) above the sum of S\$300,000.

Rule 49 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.

Rule 50 Trustees

- i) The Executive Council shall appoint three persons, who shall hold office at the pleasure of the Union to be the trustees of the Union, provided that a person who is not a Singapore Citizen or who is concurrently holding the office of the President, the General Secretary, or the General Treasurer or any other similar position shall not be appointed as trustees without the prior approval in writing of the Minister.
- ii) The Trustees shall not sell, withdraw, or transfer any of the invested capital of the Union without the consent and authority of the Executive Council. Such consent and authority must be given in writing on behalf of the Executive Council by the General Secretary and the General Treasurer, who shall affix to it the Union Stamp.
- iii) The Trustees shall attend the Quadrennial Delegates Conference. They shall also attend the Executive Council Meetings when summoned by the General Secretary.
- iv) They shall hold all deeds, documents of title and securities for money of the Union, and they may take such measures for the safe custody and preservation thereof, at the expense of the Union, as they shall think fit. They shall be responsible for the safe custody of all such deeds, documents and securities as are placed in their hands or under their control, shall produce them for inspection when required by a resolution of the Executive Council or Quadrennial Delegates Conference, and shall produce them when required either by the General Auditors or External Auditor.
- v) They shall, from time to time, as required by the Executive Council and upon the authority of a resolution of that Council (which shall be a complete discharge from all liability on the part of the Trustees complying therewith):- Pay over to the Executive Council, from the Funds applicable thereto, such sums as may be required to meet management expenses.
- vi) A Trustee shall not invest any part of the funds of the Union upon the security of his own property or otherwise than in accordance with law.
- vii) A Trustee may be removed from office by the Executive Council on the

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

grounds of ill health, unsoundness of mind, absence from the country or that he is unable to perform or is unsuitable for the performance of the duties of a trustee.

The Executive Council may fill any vacancy in the rank of Trustees whenever it arises.

Rule 51 General Auditors

- i) Two general Auditors shall be appointed by the Executive Council from among the members of the union. No members of the Executive Council shall be eligible to act as General Auditors. The term of office of the general auditors shall be the same as that of an elected member of the Executive Council. Any vacancy arising thereof shall be filled from among the members of the union by the Executive Council in its absolute discretion.
- ii) 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.
- iii) 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.

Rule 52 External Auditors

- i) The Union shall at the first meeting of the Executive Council appoint a certified Public Accountant to be an External Auditor of the accounts of the Union provided that the same Certified Public Accountant is not so appointed for any continuous period of five years.
- ii) 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.
- iii) 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.
- iv) The External Auditor may be called by the Executive Council to conduct a

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

thorough examination of the accounts at any time during the course of the year in addition to the annual check of accounts.

- v) The Executive Council shall be empowered to pay such expenses as may be incurred by employing the services of an External Auditor.

SECTION VIII - MUTUAL AID WELFARE SCHEMES

Rule 53.1 Objects

Pursuant to the objects of the Constitution, in particular Rules 3 (v) and (viii), the Mutual Aid Welfare Schemes (hereinafter referred to as the Schemes) are established herein for the purpose of affording some financial protection and reliefs to Ordinary members and dependants of Ordinary members, subject to Rule 7(vi), with the aim that these Schemes shall eventually:

- i) develop into a comprehensive and coordinated cover for all contingencies which, without fault on his part cause the member temporary or permanent loss of earnings;
- ii) extend so as to give protection to dependants of a member in the measure of their need for it;
- iii) assure such benefits to the member or his dependants that though moderate in amount are sufficient to offset the sudden loss of earnings; and
- iv) develop in such a manner that these Schemes may be made applicable to all members on the principle of solidarity between rich and poor, male and female and the robust and the delicate.

Rule 53.2 Establishment of Schemes

The Schemes above referred to shall consist of the HSEU Mutual Aid Scheme (hereinafter referred to as Scheme III). With the provision of the NTUC Gift Insurance Scheme (previously known as the SLF Gift Plus) for all members as a union benefit, Scheme I and II and the HSEU Ordinary (General) Members Benefits Scheme have ceased to operate. Scheme III is not applicable to NUH branch members.

Rule 53.3 Establishment of Funds for Schemes

- i) There shall be established one Fund in respect of Scheme III;
- ii) The Executive Council shall from time to time transfer to the Funds such sums of monies as it deems necessary;
- iii) The Fund shall be maintained in a separate account, in a bank or banks

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

approved by the Executive Council;

- iv) Where the reserves in the Fund exceeds the estimated operational needs of Scheme III, the balance therefrom shall be invested on the advice of the Finance Committee of the Union.

Rule 53.4 Committee of Management

- i) Each Executive Council shall at its first meeting elect a Committee of Management hereinafter referred to as (the Committee) to manage the operation of the said Scheme III;
- ii) The Committee shall consist of not less than five persons;
- iii) The functions, duties and powers of the Committee shall be as follows:-
 - a) to meet not less than once a month to process and consider all claims under the Scheme III;
 - b) to maintain proper records of its activities including Claims Registers, Nominee Registers, Investment Registers and such other records and registers necessary and proper in the conduct of its activities;
 - c) to invest funds as advised by the Finance Committee of the Union;
 - d) to prepare quarterly reports of its activities and investments for the Executive Council's consideration;
 - e) to prepare and submit reports of claims and disputes which require the decision of the Executive Council;
 - f) to prepare vouchers for payment by the General Treasurer;
 - g) to take all necessary steps to inform members of the objects and operation of the Scheme III and to plan such action as is necessary to realise the aforesaid objects;
 - h) to review periodically the operation of the Scheme III in the light of investment reserves and to make appropriate recommendations thereupon to the Executive Council for the revision and/or extension of benefits and/or introduction of new Schemes;
 - i) to study and make recommendations thereupon to the Executive Council from the study of other feasible schemes in keeping with the objects as stated in Rule 53(1) above.

Rule 53.5

- i) Any disputes on the interpretation or application of these rules shall be referred by the Committee to the Executive Council whose decision

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

shall be final.

- ii) The Executive Council may at its discretion, refer the dispute to the Public Trustee for advice.

SECTION IX - TRADE DISPUTE

Rule 54 Procedure on Trade Disputes

- i) 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;

Rules Governing Strike Action

- ii) Should any section or body of members of the Union desire steps to be taken for an advance of wages Governing or improved condition of employment, the Branch Strike Action 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 the 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.

Executive Council to decide on strike action

- iii) 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;
- iv) 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;
- v) If under exceptional circumstances, section or sections act contrary to the Rule 54(ii)(c) above, full information should at once be forwarded to the Executive

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

Council, which shall immediately investigate the justification or otherwise of the action. The decision of the Executive Council shall be final and binding.

Rule 55 Victimization

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.

SECTION X - STANDING ORDERS OF CONFERENCE

Rule 56 General Provisions

The Executive Council may appoint a committee for the purposes of supervising the organization, rules and drafting the standing orders for any delegates conference. 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 one month before the Quadrennial Delegates Conference.

SECTION XI - PROCEDURE FOR CONDUCTING A SECRET BALLOT

Rule 57 Procedure for conducting a Secret Ballot at a meeting

- i) The Executive Council or the Branch Committee shall fix the date, the time and the place for voting and the General Secretary or the Branch Secretary shall take steps to secure that every member/delegate who is entitled to vote is meeting 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;
- ii) 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 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

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

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. Ballot papers as in Specimen A2 shall be distributed by the Tellers for each post.

- iii) 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.;
- iv) The conduct and counting of any secret ballot shall be in the charge of at least three Scrutineers (one of whom shall be appointed the Chief Scrutineer), at least two of whom shall be present throughout. Such Scrutineers who shall not be members of the Executive Council in the case of elections to the Executive Council or the Branch Committee, in the case of election to Branch Committee shall be appointed by the Executive Council or at the Quadrennial or Special Branch General Meeting;
- v) No person shall be present in the room or portion of a room as the case may be during the vote except the Scrutineers and the members who are actually voting;
- vi) Each voter on presenting himself for the purpose of voting shall forthwith produce to one of the Scrutineers if required, satisfactory evidence of his membership of his name or number which shall be forthwith checked off by such Scrutineers in the membership list compiled for the purpose and he shall be handed a ballot paper. The Scrutineers 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;
- vii) 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;
- viii) At the conclusion of voting, all ballot papers which have not been used for voting shall be destroyed by the Scrutineers. The Scrutineers shall then open the ballot-box and count the votes. The Scrutineers 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";
- ix) After all the votes have been counted, the Scrutineers 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 countersigned 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

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

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;

- x) One signed copy of the Scrutineers 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 a least six months which may be inspected by any member who desires to do so;
- xi) 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.

Rule 58 Procedure for conducting a Secret Ballot by post

- i) 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;
- ii) 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 can in any way identify the member voting ;
- iii) There shall be sent with every ballot paper an envelope on which shall be printed "Ballot Paper, the Scrutineers, Healthcare Services Employees' Union, 31 Third Hospital Avenue, #01-03, Bowyer Block C, Singapore General Hospital, Singapore 168753" The identification number of the member shall be printed on the envelope;
- iv) 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;
- v) 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 (iii) 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;
- vi) 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

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

unopened, as and when received, in a locked receptacle, and so retain them until the time fixed for the counting of the votes;

Functions of Scrutineers

- vii) The Executive Council shall appoint at least three members of the Union who are not members of the Executive Council to be Scrutineers (one of whom shall be appointed as the Chief Scrutineer). At the date and time appointed for the counting of the votes, the Scrutineers 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 (v) hereof to ensure that no unauthorised ballot papers have been cast and that the provisions of Rule (vi) 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 Scrutineers 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";
- viii) After all the votes have been counted, the Scrutineers 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 the General Secretary. One signed copy of the Scrutineers' 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;
- ix) 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.

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

SPECIMEN A1

HEALTHCARE SERVICES EMPLOYEES' UNION

BALLOT FORM

ELECTION OF *BRANCH COMMITTEE/ EXECUTIVE COUNCIL

* FOR _____ STAFF BRANCH

_____ *QUADRENNIAL GENERAL MEETING / QUADRENNIAL DELEGATES' CONFERENCE _____

Note:

1. You are entitled to record _____ votes by placing a cross thus 'X' in the space provided against the name of the candidate for whom you wish to vote, using the box provided.
2. Please note that NO MARK OTHER THAN 'X' must appear on the ballot paper, otherwise the vote will be rejected as spoilt.
3. You must cast not more than _____ votes in this ballot paper, otherwise the ballot paper will be rejected as spoilt and your votes will not be taken into account.
4. After having recorded the votes, fold the ballot paper at least in half and drop it into the ballot box provided in the voting room

Name of Nominee 1	
-------------------	--

Name of Nominee 2	
-------------------	--

Name of Nominee 3	
-------------------	--

Name of Nominee 4	
-------------------	--

Name of Nominee 5	
-------------------	--

Name of Nominee 6	
-------------------	--

Name of Nominee 7	
-------------------	--

Name of Nominee 8	
-------------------	--

Name of Nominee 9	
-------------------	--

Name of Nominee 10	
--------------------	--

Name of Nominee 11	
--------------------	--

Name of Nominee 12	
--------------------	--

Union Seal

General Secretary's Signature
Healthcare Services Employees' Union

* Delete which is not applicable

Healthcare Services Employees' Union

31, Third Hospital Avenue, #01-03,
Bowyer Block C
Singapore General Hospital,
Singapore 168753

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
Healthcare Services Employees' Union

Healthcare Services Employees' Union

31, Third Hospital Avenue, #01-03,
Bowyer Block C
Singapore General Hospital,
Singapore 168753

POSTAL 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 _____
_____19

VOTE HERE

FOR	
AGAINST	

UNION SEAL

General Secretary's Signature
Healthcare Services Employees' Union

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

SPECIMEN C

TRADE UNIONS ACT (Cap 333)
Return of Result of Secret Ballot (Section 39)

Name of Trade Union: **Healthcare Services Employees' Union**

Registered Office: 31, Third Hospital Avenue, #01-03,
Bowyer Block C
Singapore General Hospital,
Singapore 168753

Resolution _____

We certify that a secret ballot under the above Act was duly taken on the above resolution in accordance with the Rules of the Union on _____ 19____

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+

Date: _____

Signature of General Secretary

Scrutineers:-

	Name in Block Letters	Signature
1.	_____	_____
2.	_____	_____
3.	_____	_____

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.

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

SPECIMEN D

TRADE UNIONS ACT (Cap. 333)
Return of Result of Secret Ballot (Section 39)

Name of Trade Union: HEALTHCARE SERVICES EMPLOYEES' UNION

Branch: _____

Registered Office: 31, Third Hospital Avenue, #01-03,
Bowyer Block C
Singapore General Hospital,
Singapore 168753

"ELECTION OF EXECUTIVE COUNCIL/BRANCH COMMITTEE"

We certify that a secret ballot under the above Act was duly taken on the Election of the *Executive Council/Branch Committee of the _____ Branch of the Healthcare Services Employees' Union in accordance with the Rules of the Union on _____

The results were as follows:-

Number of Members eligible to vote _____
Number of Members attending the meeting _____
Number of ballot papers issued _____
Number of ballot papers cast _____

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

* All members of the Committee were returned unopposed and unanimously elected. Hence no Secret Balloting was conducted.

Date: _____

Signature of General Secretary

Scrutineers:-

Name in Block Letters	Signature
1. _____	_____
2. _____	_____
3. _____	_____

NOTE: Results of Ballot to be attached.

HEALTHCARE SERVICES EMPLOYEES' UNION CONSTITUTION

* Delete which, is not applicable.

GENERAL SECRETARY HCSSU