

Constitution of

-
1. Name of the Union :- The name of this Union shall be
herein- after referred to as "the Union"
 2. The Registered Office :- The registered office and place of meeting for the business of the Union shall be.....
or at such other place as may be decided by the Executive Committee.
 3. Objects :-
 - (a.) To secure the complete organization in the Union of all workers employed in
 - (b.) To watch, promote, safeguard and further the interests, rights and privileges of its members.
 - (c.) To ameliorate the economic conditions of its members.
 - (d.) To provide for the members any or all of the following benefits :-
 - (i.) Relief in victimization or trade disputes and such other aid in connection with their employment.
 - (ii.) Legal assistance and legal advice where necessary in connection with their employment.
 - (e.) To regulate relations between employer and employee, between the Union and other trade unions and between members of the Union and their employers or between one member and other members.
 - (f.) To represent members in trade disputes.
 4. List of members :- The Secretary shall be responsible for the maintenance of an up to date list of members.
 5. Inspection of Books :- The list of members and account books shall be made available for inspection by members or any person interested in the funds of the union provided.....
notice in writing is given to the Secretary/joint Secretariats.
 6. Meetings :-
 - (a.) The Annual General Meeting of the Union shall be held as soon as possible after the close of the financial year. i.e., 01st April to 31st March, but not later than the 15th, June. The quorum for this meeting shall be.....
..... of the total membership.

(b.) The Hon. Secretary/Joint Secretaries shall give at least..... notice of the annual general meeting to all the members.

(c.) Resolutions for discussion at the annual general meeting, notices of motions for the amendment of rules and nominations for officers shall be sent by the members to the Hon. Secretary/Joint Secretaries within..... from the notice of the meeting.

(d.) The Secretary/Joint Secretaries shall be consultation with the Executive committee. Prepare and agenda for the annual general meeting, including resolutions, etc., referred to at (C) above and make it available to the members at least..... before the annual general meeting.

7. **Special General Meeting** :- A special General Meeting shall be held at the written request of the president or on a occasion of the Executive Committee or on a written requisition signed by not less than.....members giving..... notice to the Secretary/Joint Secretaries. The Secretary/Joint Secretaries shall convene a special general meeting giving the objects for such within..... of such request, decision or requisition. No other matters shall be discussed at this meeting. The quorum for any special general meeting shall be the same as for the annual general meeting.

8. **Executive Committee Meeting** :- The Executive Committee shall meet at least once a month, or as often as occasion demands. The quorum shall be.....

9. **Minute** :- The Secretary/Joint Secretaries shall be responsible for recording the minutes of all meeting and to have them read and confirmed at the next such meeting.

10. **Voting** :- Voting at all meetings of the Union shall be by the show of hands expect where secret ballot is demanded by a majority of the members present at the particular meeting.

11. **Membership** :-

(a.) (i.) All persons (Staff Officers/Non-Staff Officers) over 16 years of age employed

(ii.) In addition, two (2) outsiders may be elected to by members at an Annual General Meeting of the Union. One of them to be the President or the Secretary of the Union, and the other to be a member.

(b.) There shall be no honorary or temporary members.

(c.) All candidates for membership shall make application on the form prescribed by the Executive Committee, which shall have the power to refuse admission of any candidate without any reason being assigned for such rejection.

(d.) The Executive Committee shall have the power to suspend from the Union any member who is proved to have been guilty of breaches of this constitution, but such suspension shall be reported to the very next general meeting for ratification or for any further action.

12. Dues and Levies :-

- (a.) All members shall pay an enrollment fee of Rs. and a monthly subscription of Rs. subject to alteration by the Annual or Special General Meetings.
- (b.) The Committee shall have the power to call for special contributions as and when necessary.
- (c.) Receipts shall be issued by the Treasurer for all payments made to the Union.

13. Fines and Forfeitures :-

- (a.) No fines shall be imposed on the members.
- (b.) All members who have transgressed any of the rules of this Union and who are in arrears of subscription for ever..... shall forfeit membership and cease to enjoy any or all the rights and privileges for which the Union stands.

14. Rules :-

Addition to, deletion of or alterations to any of these rules shall be effected only at a general meeting of the Union, on a resolution passed by two thirds of the members present and eligible to vote. With regard to a change of name, however consent could be obtained by referendum or in writing or in such other manner as may be decided by the members at a General or Executive Committee Meeting.

15. Executive Committee :-

- (a.) The Executive Committee shall consist of a President.....
 Vice president, General secretary/.....
 Joint Secretaries
 Assistant Secretaries.....Secretary,
 Treasurer..., Assistant Treasurers.....
 and.....Committee members at the Annual General Meeting (Provided that not less than one half of the total number of officers are members of the Union from among the members of the Union

(b.) No person under 21 years of age shall be elected to the Executive.

16. Responsibilities of Officers :-

- (a.) Every Secretary, Joint Secretaries of the Union who resigns is expelled, relinquishes or is suspended from office shall within 7 days of so giving up office handover to the incoming Secretary or the President of the Union, all minutes books and documents of the Union in his possession.
- (b.) The Secretary/Joint Secretaries of the Union shall be responsible in particular for the discharge of all legal duties devolving on him/her under the Trade Unions Ordinance. In terms of section 50(1) and (2) the annual returns of the Union should be submitted to the registrar of Trade Unions within the prescribed period (As a consequence of neglect to do so the registration of the Union becomes liable to cancellation).
- (c.) Every Treasurer of this Union and every other officer there of who is responsible for the accounts of the Union or for the collection, disbursement, custody or control of the funds or monies thereof, shall upon resigning or vacating his office and at least once in every year at such time as may be specified by the rules of the Union and at any other times at which he may be required to do so by a resolution of the members of the Union or by the rules thereof render to the Union and its member as provided for in Section 49 of the Trade Unions ordinance, a just and true account of all monies received and paid by him during the period which has elapsed since the date of his assuming office.

17. Auditor :-

An auditor approved by the Registrar shall be elected by the Executive Committee for the purpose of the audit of the accounts of the Union as laid down under regulation 20 of the regulations framed under the ordinance, and such audit shall be duly completed before the Annual General Meeting.

18. Trustees :-

At least three trustees from among the officers or members of the Union shall be elected by the Executive Committee. All property, movable and immovable shall be vested in the Trustees for the time being and they shall deal with it in the manner directed by the Executive Committee.

19. Removal from office :-

No elected officer, auditor or trustee shall be removed from office except on a resolution passed by at least two thirds of the members present at a General Meeting, but the Executive Committee shall have the power to suspend any such person and bring his case for further action or ratification to a General Meeting. The Executive Committee shall fill in any vacancy that may arise between two general meetings.

20. Funds :-

- (a) The General funds of the Union shall be utilized only in furtherance of the objects in rule 3 above, and shall not be applied directly or indirectly in payment of any fines imposed on any person by sentence or order of a Court of Justice.
- (b) The funds of the Union shall, subject to (d) below, be deposited in a bank to be decided by the Executive Committee in the name of the Trustees under the signatures of the Treasurer and President or Secretary/Joint Secretary. No sooner a Bank account is opened the Registrar of Trade Unions shall be informed of the name of the bank and the number of the account.
- (c) Withdrawals from the Bank shall be under the signatures of the Treasurer and President or Secretary/Joint Secretary.
- (d) The Treasurer shall be no time keep in hand more than Rs. of the membership fees or other receipts and shall forthwith deposit any excess in the Bank in the Name of the Trustees.

21. Dissolutions :-

The Union shall be dissolved and the funds thereof, after meeting all debts and liabilities legally incurred on behalf of the Union, disposed of as decided by a resolution passed by two thirds of the members present and eligible to vote at special general meeting convened for the purpose. The Registrar of Trade Unions shall be duly notified in the appropriate form within 14 days of dissolution and the certificate of registration of the Union shall be returned to him by the Secretary/Joint Secretaries together with the notice of dissolution. If the registration of the Union is cancelled by the Registrar of Trade Unions, the Secretary/Joint Secretaries of the Union shall summon the membership for the purpose of informing them such cancellation and consequent dissolution of the Union. If the action under Section 16(1) of the Trade Unions Ordinance is taken, the Union shall be dissolved and the funds thereof, after meeting all debts and liabilities legally incurred on behalf of the Union, disposed of as decided by a resolution adopted by an ordinary majority. The certificate of registration of the Union shall be returned by the Secretary/Joint Secretaries of the Union to the Registrar of Trade Unions within 14 days of the meeting.

22. Restrictions :-

- (a.) The Union shall not have a Patron/ If the Union decides to have a patron, such patron shall be a member of the Union. \$\$
- (b.) This Union shall not be affiliated to or amalgamated or federated with any other trade union whether of Public Servants or otherwise. \$
- (c.) This Union shall not have any political objects or political funds within the meaning of Section 47 of the Trade Unions Ordinance. \$\$

.....
Signature of the Secretary
Joint Secretaries

Date :
(Date of adoption of the Rules)

- + Applicable to public service trade union.

++ Public Service trade unions could include this in their constitution if they so desired.

+ = Does not apply to Unions or Public Servants.

\$ Applicable to all Unions or Public Servants.

\$\$ Applicable to all Unions or Staff officers in the Public Service.