

The University of Hong Kong Staff Association

H K U S A

(Registered pursuant to Section 5 of the Trade Unions Ordinance, Chapter 332)

(with Registration No. 1159)

Rules

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Constitution

RULE 1 - NAME AND OFFICE

- Name 1.1 The name of the Union shall be
(Full Name): **The University of Hong Kong Staff Association**
(Simplified Name): **HKUSA**
(香港大學職員協會) (in Chinese)
(hereinafter referred to as “the Association”).
- Address 1.2 The registered office and postal address of the Association shall be
at The University of Hong Kong, Room 401, Chong Yuet Ming
Amenities Centre, Pokfulam Road, Hong Kong
(香港薄扶林道香港大學莊月明文娛中心401室)(in Chinese)

RULE 2 – OBJECTS

- Objects The objects of the Association shall be as follows :
- 2.1 To secure the complete organisation in the Association of all employees specified in Rule 3.1 (a);
- 2.2 To seek improvements in the working conditions and conditions of employment of its members;
- 2.3 To express the views of its members to the University of Hong Kong (the “University”);
- 2.4 To promote the general welfare of its members;
- 2.5 To establish a channel for communication between the Association and its members and the University;
- 2.6 To obtain and maintain just and reasonable rates of wages, hours of work and other conditions of employment, and generally to protect the interests of members;
- 2.7 To regulate relations and to settle disputes between members and the University, between one member and another, and between members and other employees of the University by amicable and conciliatory means;
- 2.8 To promote a spirit of mutual respect and understanding between the Association and the University and to secure the establishment of recognised and permanent machinery for negotiation with the University;

- 2.9 To provide for members and in certain circumstances their families any or all of the following benefits and such others as the General Meeting may decide:-
- (a) monetary assistance for sickness, accident, disablement, distress, unemployment, maternity and retirement;
 - (b) death gratuities and funeral expenses;
 - (c) education expenses;
 - (d) victimisation and trade dispute benefits;
 - (e) legal advice and legal assistance in connection with the employment of members;
- 2.10 To promote generally the material, cultural, social, educational and recreational welfare of the members and their families in any lawful manner by the provision of educational facilities, clinics and other undertakings which the General Meeting may from time to time decide;
- 2.11 To further the work or purpose of any lawful organisation whose objects are to promote the interests of labour, trade unionism or trade unionists;
- 2.12 To establish, carry on or participate in the business of printing or publishing newspaper, journals, books, pamphlets or other publications which may be thought desirable for the promotion of the interests of the Association and its members;
- 2.13 To organise educational activities and professional training concerning occupational safety, labour law, sense of trade unionism for the protection of the members;
- 2.14 To promote legislation in the interests of the members and labour movement;
- 2.15 To be concerned with and to participate in the community affairs affecting the interests of the members; and
- 2.16 To do all such other lawful things as are incidental or conducive to the attainment of any or all of the above objects.

RULE 3 - MEMBERSHIP AND SUBSCRIPTIONS

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| Full Member | 3.1 | <p>(a) All persons employed by the University or by any wholly-owned institutes or companies of the University shall be eligible for Full Membership of the Association.</p> <p>(b) Every Full Member is a voting member as defined in the Trade Unions Ordinance, Chapter 332 (the “Ordinance”) and shall have one vote and is entitled to vote for any purposes under the rules of the Association.</p> |
| Honorary Member | 3.2 | <p>(a) Any Full Member who retires from the University or any wholly-owned institutes or companies of the University referred to in Rule 3.1(a) on account of age or ill-health (but not on any other grounds) shall be eligible for Honorary Membership of the Association subject to the decision of the Executive Committee.</p> <p>(b) A Honorary Member may participate in the benefits provided by the Association but he is not entitled to vote at any General Meeting of the Association and shall not be an officer of the Executive Committee of the Association.</p> |
| Associate of the Association | 3.3 | <p>(a) Any person who was a Retired Member of the Non-Academic Staff Association The University of Hong Kong shall be eligible to become an Associate of the Association.</p> <p>(b) Any person who was formerly employed by the University or by any wholly-owned institutes or companies of the University shall be eligible to become an Associate of the Association.</p> <p>(c) The spouse and dependant children of a Full Member or a Honorary Member shall be eligible to become an Associate of the Association.</p> <p>(d) An Associate is not entitled to vote at any General Meeting of the Association and shall not be an officer of the Executive Committee of the Association.</p> |
| Cessation of Membership | 3.4 | <p>(a) The membership of a Full Member shall cease on the day when his employment with the University terminates. Any of his spouse or dependent children being an Associate of the Association should also cease to be an Associate on the same day.</p> <p>(b) When an Honorary Member cease to be a member of the Association, any of his spouse or dependent children being an Associate of the Association should also cease to be an Associate on the same day.</p> |

		(c) Any person being an Associate of the Association by virtue of being a dependent child of a Full Member or a Honorary Member shall, upon ceasing to be a dependant child, cease to be an Associate at the end of current financial year.
Resignation of Membership	3.5	Any member may resign his membership in writing to the Secretary of the Association.
Admission procedures	3.6	An applicant for membership shall submit an application in the prescribed form of the Association. Upon the approval of the application by the Executive Committee, the applicant shall pay the fee and subscription and obtain a membership certificate. The applicant's membership commence from the issuance of the membership certificate. Any omission from or inaccuracy or misrepresentation in the particulars relating to the applicant shall render his admission voidable at the discretion of the Executive Committee.
Entrance fee and annual subscriptions	3.7	<p>(a) The entrance fee to the Association shall be \$ 20 per person payable on admission. The annual subscription shall be \$ 50 per person, which shall be payable on admission and thereafter due in the month of January every year</p> <p>(b) An Honorary Member shall not be required to pay Entrance fee and annual subscriptions. But he shall continue to pay any other levies as may be decided by the Executive Committee from time to time.</p> <p>(c) All entrance fees and annual subscriptions shall be paid by auto-deduction from the Full Members' salary by the Finance and Enterprises Office of the University at the commencement of each year, unless written notice of resignation of membership is received by the Secretary of the Association before the 31st day of December of the preceding year.</p>
Alteration of fees	3.8	The General Meeting of the Association shall be the sole authority to alter any fees, subscriptions and contributions.
No refund of fees paid	3.9	When a person withdraws voluntarily from membership or is dismissed from the Association, all fees and subscriptions previously paid by him shall not be refunded.
Members breaking rules	3.10	All members must abide by the rules and decisions of the Association. Any member breaking the rules of the Association is liable to disciplinary action or expulsion by the Executive Committee (see Rule 7.8). Any member disciplined or expelled may appeal to the General Meeting.

Arrears of subscriptions or levies	3.11	A member who is more than one month in arrears of either fees, subscriptions, contributions or all other levies shall not be a qualified member. He shall not be entitled to benefits provided by the Association and shall not be entitled to vote on any matter of the Association. A member who is more than six months in arrears with such fees, subscriptions, contributions or levies shall cease to be a member, but he may be reinstated at the discretion of the Executive Committee on payment of all arrears. However, he can only enjoy the rights and benefits of the Association seven days after the Executive Committee has agreed to resume his membership.
Member's complaints	3.12	Any member who is not satisfied with the business of the Association, may lodge his complaint with the Executive Committee in writing. The Executive Committee shall not refuse to consider such complaint in any circumstances and shall summon the complainant to make an account of the matter. The Executive Committee shall give a reply in writing when it comes to a decision on whether or not to accept the complaint. The member may appeal to a General Meeting if he considers that the Executive Committee has no ground to turn down his complaint.

RULE 4-CONSTITUTION AND GOVERNMENT

Machinery of Government	4	The supreme authority of the Association shall be vested in the General Meeting and subject to this authority the Association shall be governed by the Executive Committee.
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RULE 5-ANNUAL GENERAL MEETING AND EXTRAORDINARY GENERAL MEETING

Date of Annual General Meeting	5.1	The Annual General Meeting shall be convened by the Executive Committee and shall be held in the month of February or March every year.
Calling of Extraordinary General Meeting	5.2	An Extraordinary General Meeting may be convened by the Executive Committee or at the request of not less than Five percent (5%) of the total number of Full Members of the Association. Upon the receipt of a request from members, the Executive Committee shall within 14 days from the date of receipt resolve to convene an Extraordinary General Meeting which shall be held within one month.
Attendance and voting at General	5.3	(a) All members shall be entitled to attend the General Meeting ;

Meetings		(b) Only Full Members shall be entitled to vote at the General Meeting.
Business of Annual General Meeting of Members	5.4	<p>The business of the Annual General Meeting shall be :</p> <p>(a) to pass the minutes of the previous Annual General Meeting s and of any intervening Extraordinary General Meeting;</p> <p>(b) to consider reports from the Executive Committee and to plan policy and work for the future;</p> <p>(c) to consider and approve the statement of accounts for the previous financial year together with the report on the audit of accounts of the Association;</p> <p>(d) to elect by secret ballot officer of the Executive Committee;</p> <p>(e) to appoint or elect an auditor or auditors;</p> <p>(f) to consider any other business of the Association.</p>
Alteration of rules	5.5	The General Meeting shall be the sole authority to make alterations, amendments and additions to any of these rules, to rescind any of these rules and to make new rules provided that matters specified in the Schedule 2 to the Ordinance are adequately provided for.
Notice and agenda of General Meeting	5.6	The Secretary, on the instructions of the Executive Committee, shall prepare the notice and the agenda of the General Meeting and shall send them to all members of the Association in such a manner as the Executive Committee may decide. The notice and the agenda shall be sent to the members not less than 14 days from the date fixed for such meeting. The number of days is exclusive of the day of service of the notice and agenda, and of the day of meeting.
Business of Extraordinary General Meeting	5.7	The business of the Extraordinary General Meeting shall be confined to those matters specified in the agenda. Resolutions/decisions made at the Extraordinary General Meeting shall have the same validity and authority as the resolutions/decisions made at the Annual General Meeting provided that, where any alteration of the rules of the Association is contemplated, such proposed alteration shall be specifically stated in the agenda of the meeting.
Quorum for and decision of General Meeting	5.8	<p>The quorum for General Meeting shall be as follows :-</p> <p>(a) In the case of an Annual General Meeting, FIVE percent (5%) of total number of Full Members or Thirty Full Members of the Association, whichever is the less;</p>

(b) In the case of an Extraordinary General Meeting, not less than FIVE percent (5%) of the total number of Full Members of the Association.

With the exception of those matters regarding amalgamation with other trade unions and any other matters for which requisite votes are prescribed by the Ordinance or by the rules of the Association, all resolutions/decisions of the General Meeting shall be valid if they are made by a majority of votes of all Full Members present constituting a quorum.

Adjourned General Meeting	5.9	If within 30 minutes from the time appointed for a General Meeting, the number of Full Members present at the meeting is insufficient to constitute a quorum, the Executive Committee shall adjourn the meeting to a date within one month. In case the meeting is convened at the request of members under Rule 5.2 and the number of Full Members present within 30 minutes from the time appointed for the General Meeting is insufficient to constitute a quorum, the meeting shall be called off and no adjournment shall be made.
Notice and agenda of the Adjourned General Meeting	5.10	The Secretary shall send the notice for convening the adjourned meeting and agenda to each members not less than 14 days prior to to the date fixed for such meeting. At that meeting, a quorum shall be formed by whatever number of Full Members present. With the exception of those matters regarding amalgamation with other trade unions and any other matters for which requisite votes are prescribed by the Ordinance or by the rules of the Association, all resolutions/decisions of the adjourned meeting shall be valid as if they are made by a majority of all Full Members present at the meeting. These resolutions/decisions shall be binding on all members. However, the notice for the adjourned meeting shall specify in detail the provision of this rule for the reference of all members.

RULE 6-ELECTIONS AND SECRET BALLOT

Secret ballot held under the authority of Executive Committee	6.1	All elections or other matters for decision by secret ballot at the General Meeting shall be held under the authority of the Executive Committee.
Matters to be decided by secret ballot	6.2	All decisions in respect of the following items shall be taken by secret ballot: (a) election of officers and office-holders of the Executive Committee;

- (b) change in the name of the Association;
- (c) amalgamation of the Association with any other trade union;
- (d) federation of the Association with any other trade union or trade union federation;
- (e) being or becoming a member of an organisation which is established in a foreign country;
- (f) establishing an electoral fund or resolution on payment expenses referred to in section 33A(1) of the Ordinance when no electoral fund has been established;
- (g) dissolution of the Association.

Issue of ballot forms	6.3	The Secretary appointed by the Executive Committee for the purpose of election or voting work shall be responsible for issuing ballot forms and shall issue them only to Full Members.
Manner of balloting	6.4	All ballot forms must not be signed by the voters who mark or inscribe them and must be placed in the sealed ballot box provided by the Executive Committee. The Executive Committee may appoint Full Members to supervise and safeguard the ballot box.
Returning Officers to count and check votes	6.5	Returning Officers shall be elected at the General Meeting from among the Full Members. They shall be responsible to the Executive Committee for collecting the ballot box and counting and checking the votes.

RULE 7- EXECUTIVE COMMITTEE

Government of the Association vested in Executive Committee	7.1	The government of the Association and the conduct of its business shall be vested in the Executive Committee. The Executive Committee shall be elected biennially at the Annual General Meeting and shall take up office on the first day of the month following the election.
Composition of Executive Committee	7.2	(a) The Executive Committee shall consist of not less than 12 and not more than 15 members . The organization of the Executive Committee shall consist of one President, two Vice-Presidents, one Secretary, one Assistant Secretary, one Treasurer, one Editor, one Welfare Secretary, one Assistant Welfare Secretary and 3 – 6 Ordinary Executive Committee Officers . All officers of the Executive Committee shall serve for a term of 2 years and shall be eligible for re-election. A

list of all the officers of the Executive Committee and their office titles shall be displayed at the registered office of the Association.

- (b) All officers of the Executive Committee shall be Full Members of the Association and shall be fully paid up with all fees and subscriptions, and everyone of them shall not hold any office in any executive committee or equivalent body of any other staff associations or unions of the University.

Meeting and quorum of Executive Committee	7.3	The Executive Committee shall meet at least once a month. Over half of the total number of officers of the Committee shall form a quorum. With the exception of amalgamation with other trade unions and any other matters for which requisite votes are prescribed by the Ordinance or by this Rules of the Association all decisions of the Executive Committee shall be valid if they are made by a majority of votes of all those officers of the Committee present constituting a quorum.
Vacancies in the Executive Committee	7.4	In the event of death, resignation or dismissal of any officer of the Executive Committee between two Annual General Meetings or when, during such period, any officer of the Executive Committee is unavoidably absent from Hong Kong and such absence is likely to be permanent or unduly prolonged, the vacancy shall be filled by the candidate who secured the next highest number of votes at the last election. In the absence of such candidate, the Executive Committee shall within one month after the vacancy has arisen convene an Extraordinary General Meeting to elect a replacement. If the officer of the Executive Committee vacating office is concurrently an office-holder, the vacant office shall be filled from among all the officers of the Executive Committee by secret ballot. Any replacement officer or office-holder will serve the rest of the term of the vacating member or office-holder, as the case may be.
Protection of funds by Executive Committee	7.5	The Executive Committee shall pursue the objects of the Association and shall protect its funds against extravagance or misappropriation. It may give instructions as to the investment of the funds of the Association subject to Rule 9.4.
Paid staff and Sub-Committees	7.6	The Executive Committee shall give instructions to the Secretary and other office-holders for the conduct of the affairs of the Association. It may appoint paid staff and may dismiss them for reasons deems good and sufficient in the interests of the Association.
Suspension or dismissal of officers	7.7	The Executive Committee may, subject to the approval of not less than two-third of the officers of the Executive Committee, suspend or dismiss any officer of the Executive Committee for neglect of

duty, dishonesty, incompetence, refusal to carry out the decisions of the General Meetings or of the Executive Committee, or for any other reason deems good and sufficient in the interests of the Association. Any officer of the Executive Committee suspended or dismissed may appeal to a General Meeting.

Discipline and expulsion of members	7.8	The Executive Committee may give a warning to, or discipline or expel from the Association any member who is proved to its satisfaction to have been guilty of conduct prejudicial to the interests of the Association. Any member warned, disciplined or expelled may appeal to a General Meeting.
Decisions of Executive Committee	7.9	Subject to Rule 7.3 and the overriding authority of the General Meeting, all decisions of the Executive Committee shall be binding on all members of the Association.
Interpretation of Rules	7.10	The Executive Committee shall interpret the rules, determine any points which the rules do not adequately cover, and propose alterations to the General Meeting for approval.
Power to establish branches	7.11	With the approval of the General Meeting, the Executive Committee may establish branches of the Association. (Specific rules governing branch affairs shall be made before a branch is established).
Handing over of duties and documents	7.12	Whenever there is a change of officers or office-holders in the Executive Committee, arrangements for handing/taking over of duties and documents shall be made within one month of the change. A certificate to this effect shall be signed by the out-going and the in-coming officers of the Executive Committee for the record of the Executive Committee.

RULE 8 – OFFICE HOLDERS OF THE ASSOCIATION

Duties of the President	8.1	<p>(a) The President shall preside at all General Meetings and Executive Committee Meetings and shall be responsible for the proper conduct of business of such meetings. He shall sign the minutes of each meeting after they are approved. In case the numbers of votes for and against an item are equal, the President can deliver a casting vote.</p> <p>(b) With the assistance of the Secretary and the Treasurer, he shall superintend the general administration of the Association and shall ensure the observance of the Association rules by all members;</p> <p>(c) He is empowered to countersign every document of the</p>
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Association to which the common seal of the Association is affixed as provided under Rule 19.2, in conjunction with an officer of the Executive Committee or a Full Member appointed by the Executive Committee;

- (d) He may, in conjunction with the Secretary or the Treasurer, sign cheques or cash withdrawal forms on behalf of the Association;
- (e) He shall, in conjunction with the Secretary, furnish to the Registrar of Trade Unions before 31 March in each year a return showing the names of the officers of the Executive Committee and membership of the Association on 31 December in the preceding year.

Duties of the Vice-Presidents 8.2 The Vice-Presidents shall carry out their duties as defined by the Executive Committee. In the absence of the President, one of them shall deputise, as decided by the Executive Committee, until the President returns or until the vacancy is filled in accordance with the provision of Rule 7.4.

Duties of the Secretary 8.3 (a) The Secretary shall conduct the business of the Association in accordance with the rules and shall carry out the instructions of the General Meetings and of the Executive Committee;

(b) He shall keep the common seal of the Association in safe custody;

(c) He shall keep a register of all members;

(d) He shall attend all meetings of the Association and shall record the proceedings of the meetings;

(e) He shall prepare the Annual Report of the Association for submission to the Annual General Meeting and any other reports necessary for Extraordinary General Meetings;

(f) He is empowered to countersign every document of the Association to which the common seal of the Association is affixed as provided under Rule 19.2 in conjunction with an officer of the Executive Committee or a Full Member appointed by the Executive Committee;

(g) He may, in conjunction with the President or the Treasurer, sign cheques or cash withdrawal forms on behalf of the Association.

(h) He shall, in conjunction with the President, furnish to the Registrar of Trade Unions before 31 March in each year a return showing the names of the officers of the Executive Committee

and membership of the Association on 31 December in the preceding year.

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| Duties of the Assistant Secretary | 8.4 | The Assistant Secretary shall carry out his duties as defined by the Executive Committee. In the absence of the Secretary he shall deputise until the Secretary returns or until the vacancy is filled in accordance with the provision of Rule 7.4. |
| Duties of the Treasurer | 8.5 | <p>(a) The Treasurer shall be responsible for the safety of all moneys and the safeguarding of all investments belonging to the Association and shall keep full and accurate books and accounts with respect to all transactions conducted in the name of the Association and maintain proper records of the Association's assets and liabilities. He shall establish and maintain a satisfactory system of control of accounting and transactions records. He shall prepare a financial statement for each meeting of the Executive Committee and shall, as soon after the close of each financial year as possible, prepare an annual statement of accounts to be audited by the auditor for presentation to the Annual General Meeting. He shall forward the auditor's report together with the audited annual statement of accounts to the Registrar of Trade Unions within three months after the closing of the financial year;</p> <p>(b) He is empowered to countersign every document of the Association to which the common seal of the Association is affixed as provided under Rule 19.2 in conjunction with an officer of the Executive Committee appointed by the Executive Committee or a Full Member appointed by the Executive Committee;</p> <p>(c) He shall give free of charge to every member upon request an audited annual statement of accounts of all the receipts and expenditures and of the assets and liabilities of the Association;</p> <p>(d) He may, in conjunction with the President or the Secretary, sign cheques or cash withdrawal forms on behalf of the Association;</p> <p>(e) He shall not keep cash in excess of \$1,000 and shall deposit all other sums of money in a bank account opened in the name of the Association and appointed by the Executive Committee.</p> |
| Duties of the Editor | 8.6 | <p>(a) The Editor shall be responsible to the Executive Committee for the production of a regular Association Newsletter;</p> <p>(b) He shall be responsible for the distribution of the Association Newsletter and any other official circulars of the Association to all Full Members;</p> |

		(c) He shall be authorized to engage such staff as may be necessary in carrying out his duties;
		(d) He shall be provided with funding approved by the Executive Committee for stationery and clerical assistance in order to carry out his duties.
Duties of the Welfare Secretary	8.7	(a) The Welfare Secretary shall be responsible to the Executive Committee for matters relating to the welfare service of the Association. (b) He shall be responsible for overseeing matters related to welfare services to members. He is also responsible for seeking opportunities for enhancing welfare services to members. (c) He shall be authorized to engage such staff as may be necessary in carry out his duties; (d) He shall be provided with funding approved by the Executive Committee for stationery and clerical assistance in order to carry out his duties.
Duties of the Assistant Welfare Secretary	8.8	The Assistant Welfare Secretary shall carry out his duties as defined by the Executive Committee. In the absence of the Welfare Secretary he shall deputise until the Welfare Secretary returns or until the vacancy is filled in accordance with the provisions of Rule 7.4.
Compensation to officers	8.9	Any officer of the Executive Committee whose duties call for full-time services for the Association may be compensated for loss of hours of work or wages as may be decided by the Executive Committee.
Financial Security	8.10	Any officer of the Executive Committee whose duties involve financial responsibility shall provide such security as the Executive Committee may require.

RULE 9 - USE OF FUNDS

Composition of funds	9.1	The Association shall have General Fund.
Use of the General Fund	9.2	The General Fund may be used with the authority of the Executive Committee only for the following purposes : (a) the payment to officers of the Executive Committee and paid

staff of the Association of salaries, allowances and expenses in dealing with the affairs of the Association;

- (b) the payment of expenses for the administration of the Association, including audit of the accounts of the funds of the Association;
- (c) the prosecution or defense of any legal proceeding to which the Association or any member is a party when such prosecution or defense is undertaken for the purpose of securing or protecting any rights of the Association as such or any rights arising out of the relations of any member with his employer;
- (d) the conduct of trade disputes on behalf of the Association or any member;
- (e) the compensation of members for loss arising out of trade disputes;
- (f) the payment of subscriptions, fees, contributions or donations to other registered trade unions or other lawful associations or combinations established within Hong Kong;
- (g) the payment of fines imposed on the Association for any offence of which it is convicted under the Ordinance or any other ordinances;
- (h) subject to the approval of a General Meeting, the payment for any other lawful purposes as permitted by the Ordinance.

Establishment and use of Welfare Fund	9.3	The General Meeting may authorise the Executive Committee to establish a Welfare Fund which shall be administered by the Executive Committee or by a Sub-Committee appointed by the Executive Committee. The Fund shall be opened to all Full Members and give benefits to Full Members and/or their families for the purposes set out in Rule 2.9 (a), (b) and (c). It may also be used for payment of expenses incurred in the promotion of recreational, cultural and social pursuits in the interests of Full Members. It must not be used for General Fund purposes. (Specific rules shall be made before a Welfare Fund is created).
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Investment of Funds	9.4	(a) The funds of the Association, which are not required for current expenses may be invested in bonds, securities or property and in such manner as may be determined by the Full Members at a General Meeting;
		(b) The Executive Committee may, subject to the approval of a General Meeting, acquire or sell any property of the

Association.

RULE 10 - FINANCIAL YEAR

Financial year 10 The financial year of the Association shall commence on the 1st day of January each year and terminate on the 31st day of December of the same year.

RULE 11 – LEVIES

Imposition of 11 The Executive Committee may, for the purpose of providing further levy benefits for members or of operating a special project, impose a levy upon all members. If members object to payment of such levy they may refer the matter to a General Meeting. Before a decision is reached at the General Meeting, members shall be required to pay the levy within the time limit specified in the notice. Any arrears of levy shall be treated as arrears of subscription under Rule 3.11.

RULE 12 – AUDITORS

Auditors need 12.1 One or more auditors, who need not be members of the Association, not be members shall be appointed or elected at the General Meeting. His appointment is subject to the approval of the Registrar of Trade Unions. He shall serve for a term of two years and be eligible for re-appointment or re-election.

Vacancy of 12.2 In the event of an auditor vacating his office between two Annual auditor General Meetings, the Executive Committee shall have the power to appoint a suitable person to fill the vacancy until the next General Meeting. The appointment will be referred to the next General Meeting for ratification. On obtaining the ratification, the appointed person can continue to serve the remaining term of the out-going auditor, if any.

Audit of 12.3 The auditor shall audit all the accounts of the Association, including accounts those of the General Fund and the Welfare Fund (if any), and any subsidiary accounts, as soon as possible after the close of each financial year and at other times when necessary. He shall examine all books and accounts of the Association, certify as to their accuracy or otherwise and make a report to the Annual General Meeting.

Display of 12.4 A copy of auditor’s report shall be conspicuously displayed at the Auditor’s Report registered office of the Association.

RULE 13 - INSPECTION OF BOOKS

Inspection of books 13 Any officer of the Executive Committee, member or his authorized agent, shall be allowed to inspect the Association's account books, original copy of registered rules and register of members. An application to this effect must be made in writing and in advance to the Secretary or the Treasurer, who shall be allowed reasonable time to make the necessary documents available.

RULE 14 - TRADE DISPUTES

Industrial action 14 In no case shall a stoppage of work take place or be threatened to take place in the name of the Association without the sanction of the General Meeting.

RULE 15 - LEGAL ADVICE OR ASSISTANCE

Legal advice or assistance 15 In pursuance of the object in Rule 2.9(e) the Executive Committee shall have power to procure legal advice or assistance for any qualified member on any matter connected with the prosecution or defence undertaken for the purpose of securing or protecting any rights arising out of the relations of the member with his employer, provided that the Executive Committee is satisfied that the case merits legal advice or assistance.

RULE 16 - EDUCATIONAL WORK

Education of members 16 The Association may further the object of educating its members through meetings, classes or a periodical bulletin reporting the activities of the Association. It may publish literature and take such other action as will promote professional, industrial, cultural and social knowledge of its members.

RULE 17 - RULE BOOK

Rules to be printed and made available 17.1 A printed copy of the registered rules of the Association shall be given free of charge to every person accepted into membership of the Association.

17.2 A copy of these registered rules shall be readily available at the registered office of the Association for perusal by any members.

RULE 18 - DISSOLUTION OR WINDING-UP OF THE ASSOCIATION

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| Cancellation of registration of the Association | 18.1 | The registration of the Association may be cancelled by voluntary dissolution or upon a request by the Association or by decision of the Registrar of Trade Unions in accordance with the Ordinance. |
| Voluntary dissolution | 18.2 | The Association can be dissolved only with the consent of not less than two-third of the total number of Full Members obtained by secret ballot at a General Meeting. When the Association is dissolved, the Secretary shall notify the Registrar of Trade Unions to this effect within 14 days thereof; |
| Disposal of assets and funds | 18.3 | In the event of the Association being dissolved or the registration of the Association has been cancelled on whatever grounds, any surplus assets and funds remaining after the satisfaction of its debts and liabilities shall be disposed of in such manner as decided at a General Meeting. |

RULE 19 - COMMON SEAL AND CONTRACT

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| Common seal | 19.1 | The Association shall have a common seal which shall be in the safe custody of the Secretary, and it shall only be used by the authority of the Executive Committee. |
| Contract | 19.2 | Any contract or instrument made by the Executive Committee on behalf of the Association to which the common seal of the Association is affixed shall be signed by an officer of the Executive Committee or a Full Member appointed by the Executive Committee for this purpose and countersigned by the President, the Treasurer or the Secretary. |

RULE 20 – AMENDMENT OF RULES & CONSTITUTION

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| Amendment of Constitution | 20.1 | The Rules & Constitution may be amended by resolution passed at a General Meeting by not less than two-third of the Full Members present at such General Meeting. |
| | 20.2 | Written notice of any proposed amendment to the Rules & Constitution shall be sent to all Full Members not less than 14 days before the date fixed for such General Meeting. |
| | 20.3 | Not later than one month after registration of such amendment by the Registry of Trade Unions, the Secretary shall send to every Full Member a copy of relevant resolution passed at such meeting and/or a copy of the Rules & Constitution in its amended form. |

RULE 21 - DEFINITIONS

Definitions

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In these rules, unless the context otherwise requires :

“General Meeting” includes Annual General Meeting of Members and Extraordinary General Meeting of Members.

“officers of the Executive Committee” means all persons who constitute the Executive Committee.

“office-holder” means any officer of the Executive Committee who concurrently holds a designated office in the Executive Committee.

“original copy of registered rules” means the copy of rules that bears the certificate of registration issued by the Registry of Trade Unions.

“qualified member” means any member either voting or non-voting who is not in arrears of subscriptions, if any, by virtue of Rule 3.11.

“registered” means registered under the Ordinance.

“voting member” means any member of the Association entitled to vote for any purposes under the rules of the Association.

The End

Registered on 16 June 2008

Revised on Jan 2010