



**UNITED WORKERS OF  
PETROLEUM INDUSTRY**

**CONSTITUTION**

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Amended 31 July 2009

# CONSTITUTION

## SECTION 1 - NAME AND REGISTERED OFFICE

1. The Name of the Union shall be "The United Workers of Petroleum Industry" hereinafter referred to these Rules as "The Union".
2. Its Registered Office shall be at 37 Tessensohn Road Singapore 217658 or such other place as the Executive Council may decide.

## SECTION 2 - OBJECTS OF THE UNION

1. To secure the complete organisation of workers who are employed in petroleum, petro-chemical and allied industries in the Republic of Singapore.
2. To obtain and maintain just and proper terms and conditions of employment.
3. To protect and promote the interests and welfare of members.
4. To regulate the relationship between employer and employee, between members and other workers, and between one member and another and to endeavour to adjust any differences between them by amicable and conciliatory means.
5. To provide, if decided upon by a General Council Conference of the Union, such benefits as victimization pay or trade dispute pay.
6. To affiliate with and to further the work or purpose of any national or international organisations which seeks among other things, to promote trade unionism and or welfare of labour, subject to the relevant provisions to the Trade Unions Act governing the use of trade union funds and to become a member of the Singapore Labour Foundation.
7. To establish and operate, or participate in such enterprise or co-operative scheme set up by NTUC under any written law as the Executive Council may deem desirable for any purpose of the Union or the furtherance of the trade union movement.
8. And generally to do all that is necessary conducive or incidental to the attainment of any of the foregoing objects of the Union.

## SECTION 3 - MEMBERSHIP

1. (i) The membership of this Union shall consist of Ordinary members, Ordinary (General) Members and Associate Members.  
(ii) The ordinary membership of the Union is open to all workers who have attained the age of 16 years and who are employed in any petroleum, petro-chemical and allied industries in the Republic of Singapore.  
(iii) Ordinary (general) membership of this Union is open to all persons who are eligible to be ordinary members of the Union but who are unable to be represented for the time being by the Union vis-a-vis their

employers from whatever cause, provided that they are not members of any other registered trade union of employees.

(iv) In this Constitution, every reference to Ordinary Members shall include a reference to Ordinary (General) Members unless it is expressly otherwise stated or it is clearly not permitted by the context.

2. The associate membership of the Union shall be confined to the following persons :-

(i) the spouse and children of ordinary members all of whom shall be known as associate members (family); and

(ii) persons who have been ordinary members of this Union up to the date of their retirement all of whom shall be known as associate members (extraordinary).

Provided always that the persons concerned are ineligible for the ordinary membership or Ordinary (general) Membership of this or any other Union affiliated to the NTUC.

(iii) All associate members shall not be permitted or required to participate in any industrial matter or action and shall have no voice or vote in the management of the Union.

3. Application for membership shall be made in the prescribed form. If the Branch Committee recommends the application, the Branch Secretary shall forward it to the General Secretary who shall table it for the decision of the Executive Council at its next meeting. The Executive Council may at its discretion, approve or reject any application without assigning any reason therefore.

4. Every applicant, whose application has been approved by the Executive Council shall be registered by the General Secretary in the List of Membership of the Union and issued with a Membership Card.

5. (i) The Executive Council may appoint any person who has rendered, renders or is likely to render outstanding service to The Union or the Trade Union movement in Singapore to be a honorary member of the Union.

(ii) Honorary members shall be entitled to the ordinary privilege of membership, including the right to attend and participate at General Meeting of members of the Union but excluding the right to vote or take part in the management of the affairs of the Union other than as trustees thereof. They shall not be required to contribute to the funds of the Union.

#### **SECTION 4 - SUBSCRIPTION AND ARREARS**

1. The entrance fee, monthly and yearly subscription fees and levies for ordinary and Ordinary (general) Members shall be of such amount and at such rate as

the General Council or in the special circumstances of rule (9) of Section 4 hereof the Executive Council shall decide. The prevailing rates of entrance fee, subscription fee and, if any, levy shall upon their due adoption by this Union, be listed in the Schedule(s) hereto, provided that no fee or levy shall take effect before due registration with the Registrar of Trade Unions.

2. In addition to the 12 monthly subscriptions, ordinary members and Ordinary (general) Members shall pay a yearly subscription to NTUC at the same rate of monthly subscriptions payable by them under the Schedule(s) to Section 4 thereof if they receive Annual Wage Supplement or Bonus of not less than 1 month's wage for the purpose of paying the Union's Membership fee to the Singapore Labour Foundation in accordance to the terms of affiliation of the Union to the National Trades Union Congress. The yearly subscription shall be utilized to provide such benefits to union members which the NTUC Central Committee deems fit.
3. All associate members shall not be required to pay any entrance fee. The Executive Council may impose different rates of monthly/yearly subscriptions for associate members (family) and associate members (ex-ordinary). No fees or levy shall take effect before due registration with the Registrar of Trade Unions.
4.
  - (i) All monthly subscriptions and levies shall be payable or deductible on the first working day after the payday of each month.
  - (ii) Ordinary Members and Ordinary (general) Members shall pay their monthly and yearly membership subscriptions and other levies through GIRO or in such other manner as the Executive Council shall decide in its absolute discretion.
5. A member who is more than one month in arrears of monthly subscriptions shall receive a reminder to settle arrears.
6. A member whose monthly subscription or levy is more than two months in arrears shall not be entitled to benefits conferred to the Union members.
7. A member who allows his arrears to exceed three months shall be struck off the List of Membership.
8. The Executive Council shall have power to fix at its discretion a special entrance fee for persons whose membership has been struck off the register, or for person who fail to satisfy the Executive Council with reasons for any undue delay in applying for membership.
9. The Executive Council may increase the monthly or yearly subscriptions or impose levy for the purpose and to the extent of giving effect to any obligation of the Union under the terms of its affiliation to the National Trades Union Congress and such increase of levy shall be approved by the Delegates Conference.

10. Notwithstanding the provisions of Section 4.5, Section 4.6 and Section 4.7, an Ordinary (general) Member who fails to pay his membership subscriptions or other levies of any portion thereof within three months after the due date shall be deemed to have resigned from the membership of the Union with effect from the last day of such period of three months.

**UNITED WORKERS OF PETROLEUM INDUSTRY**

**SCHEDULE TO SECTION 4 RULE ( 1 )**

**PREVAILING RATES OF FEES/LEVIES FOR ORDINARY MEMBERS**

Entrance Fee	:	Nil
Monthly Membership Fee	:	\$9.00
Annual NTUC Levy	:	\$9.00

**PREVAILING RATES OF FEES/LEVIES FOR ORDINARY (GENERAL) MEMBERS**

Monthly Membership Fee	:	\$9.00
Annual NTUC Levy	:	\$9.00

## **SECTION 5 - RIGHTS AND DUTIES OF MEMBERS**

1. All ordinary members who are not disqualified by arrears of subscription or levy under section 4 and who are not suspended from the membership of the Union shall have the right to attend and vote at their respective branch meeting and at any General Meeting of the Members of the Union.
2. All ordinary members who are not more than three months in arrears and who are not suspended shall be entitled to attend and vote at their respective branch meetings and, if they are 21 years of age or more, be eligible for nomination and election or appointment to any office in the Union, including the Executive Council, the Branch Committee, the Liaison Committee and being a delegate, internal auditor and trustee of the Union.
3. All ordinary members shall have the right to inspect the account books of the Union and its List of Membership at all reasonable times provide 7 days' notice in writing is given to the General Secretary.
4. A member shall as soon as possible notify the General Secretary through his Branch Secretary of any change in his address or place of employment or such other personal particulars as are recorded by the Union. Every notice sent by the Union to the registered address of a member shall be deemed to have been duly sent to and received by the member.
5. It shall be the duty of each member to ensure the prompt and regular payment of his subscription and levies and to authorise, permit and facilitate the GIRO deductions of the same whenever required.
6. An ordinary member who has been expelled or suspended from membership, dismissed or suspended from office, debarred from holding office or fined or otherwise penalised in any way by the Executive Council shall have the right to appeal against the decision of the Executive Council to the next Triennial General Council Conference whose decision shall be final.
7. No ordinary member shall commence any proceedings in any court in respect of any disciplinary action by the Executive Council before a appeal has been made to and decided upon by the Triennial General Council Conference, provided that an ordinary member who has been expelled from the membership of the Union by the Executive Council and who is appealing against his expulsion shall be notified of the Triennial General Council Conference and be permitted to attend the Conference for the purpose of presenting his appeal.
8. It shall be the duty of a ordinary member to attend all General Meetings of the Union and Extraordinary General Meetings of his Branch of which he is notified and to which he is invited to attend.
9. Associate members shall be required to attend a General meeting of the Union of which they are notified and to which they are invited to attend. Associate members may attend a General Council Conference by invitation and may, with the permission of the Chair, speak at the Conference but shall have no right to vote or otherwise participate thereat. Any decision of the Executive Council to expel or otherwise discipline an associate member shall be final.

10. (i) Ordinary (general) Members shall not be eligible to hold any office in the Union or be represented by the Union in any matter vis-a-vis their respective employers.
- (ii) 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.
- (iii) An Ordinary (general) Member who fails to comply with paragraph (ii) hereof or who has furnished any false information pertaining to his employment at the time of application of membership or at any other time thereafter shall be deemed to have committed a misconduct rendering him liable to expulsion from the Union in accordance with this Constitution.
- (iv) An 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 the Ordinary (general) Members in the service of a particular employer are able to be represented by the Union vis-a-vis their employer.

## **SECTION 6 - CONSTITUTION AND GOVERNMENT**

1. The supreme authority of the Union shall be vested in the General Council of the Union.
2. Members of the Union shall be organised into Branches in accordance with Section 13.
3. The General Administration of the Branch shall be vested in a Branch Committee (Section 14) who shall be responsible to the Executive Council.

## **SECTION 7 - TRIENNIAL GENERAL COUNCIL CONFERENCE**

1. A General Council Conference of the Union shall be held once in three years. The Conference shall be held not later than the thirty-first day of the month of July. The exact time, date and place shall be decided by the Executive Council.
2. The participants in the General Council Conference shall consist of:-
  - (i) The serving members of the Executive Council; and
  - (ii) The delegates elected by the branches under section 16

Provided that the retiring members of the Executive Council may remain at the Conference after the newly elected members of the Executive Council have taken office but shall not have the right to vote or participate in the Conference unless they are otherwise entitled to as delegates of their respective branches.



3. A preliminary notice of the Triennial General Council Conference asking for motions for discussion, motions for constitutional amendment and nominations shall be sent to all branches by the General Secretary not later than 28 days before the date fixed for the Triennial General Council Conference.
4. All motions for discussion, motions for constitutional amendment and nominations, if any, shall be submitted by the branch delegates to reach the General Secretary not later than 21 days before the date fixed for the Conference.
5. The General Secretary shall then prepare and send to all delegates not later than 7 days before the date fixed for the Conference the final notice and agenda for the Conference together with the following :-
  - (i) Any motion for discussion;
  - (ii) Any motion for constitutional amendment;
  - (iii) The complete list of nominations together with their proposers and seconders.
6. The quorum for the Triennial General Council Conference shall be not less than one-third of the total number of delegates eligible to attend the Conference.
7. If after half an hour the time appointed for the Conference a quorum is not present, the Conference shall be adjourned to a date not exceeding 10 days after the date of the previous Conference as may be decided by those Delegates present. If at the adjourned Conference a quorum is not present after half an hour from the time fixed for the Conference,  
  
the Delegates present shall have power to proceed with the business of the Conference, but shall not have power to make any decision affecting the whole of the membership.

## **SECTION 8 - BUSINESS OF THE TRIENNIAL GENERAL COUNCIL CONFERENCE**

1. The business of the Triennial General Council Conference shall be to consider and decide questions of policy affecting industrial, social and general welfare of members; investment of the Union funds; to receive reports of the General Secretary, General Treasurer and the Executive Council; to elect the Executive Council, Internal Auditors and Trustees; to consider and decide on all matters included in the agenda and to receive the Ballot Scrutineer's report.

## **SECTION 9 - EXTRAORDINARY GENERAL COUNCIL CONFERENCE**

1. An Extraordinary General Council Conference shall be convened by the General Secretary :-

- (i) Whenever the Executive Council shall deem it desirable and necessary or
  - (ii) At the request in writing of 25 per cent of the total number of delegates and stating the purpose and reason for such a Conference or
  - (iii) At the request in writing of not fewer than 30 per cent of the total number of members whose contributions are fully paid up, stating the purpose and reason for such a Conference.
2. An Extraordinary General Council Conference properly requisitioned by delegates or members shall be convened by the General Secretary within 14 days of receipt of such a requisition.
3. Rules governing quorum and postponement of Triennial General Council Conference shall also apply to Extraordinary General Council Conference but with the proviso that if after half an hour from the time appointed for an adjourned Extraordinary General Council Conference requisitioned as in 1 above no quorum is present, the Conference shall be dissolved and no Extraordinary General Council Conference shall be requisitioned for the same purpose until after the lapse of at least 6 months from the date thereof.
4. Notice and agenda for a Extraordinary General Council Conference shall be forwarded to all Delegates at least 7 days before the date fixed for the Conference.

## **SECTION 10 - EXECUTIVE COUNCIL**

1. The government of the Union and the conduct of the business in the period between Triennial General Council Conference shall be vested in the Executive Council.
2. The Executive Council shall consist of at least 11 members and up to a maximum of twenty-seven members to be elected from among the delegates present at the Conference for a term of office of ordinarily three years and shall be constituted as follows :-
  - 1 President
  - 2 Vice-Presidents
  - 1 General Secretary
  - 2 Assistant General Secretaries
  - 1 General Treasurer
  - 2 Assistant General Treasurers and up to 18 Committee Members
3. The members of the Executive Council shall be elected in accordance with and subject to the conditions as stated below :-
  - (i) not more than three out of the twenty-seven members of the Executive Council in any one term of office thereof shall be delegates from the one and same branch of the Union.
  - (ii) Not more than two of the three principal office-bearers of the Executive Council, namely, the President, the General Secretary and the General Treasurer, shall in any one term of office, be delegates from the one and same branch of the Union.

(iii) Any one of the other six office bearers among the nineteen members of the Executive Council, namely, the two Vice-Presidents, the two Assistant General Secretaries and the two Assistant General Treasurers, may, in any one term of office be delegates from the same respective branches as the three principal office bearers, provided always that not more than a total of three office bearers shall be delegates from the one and same branch in any one term.

(iv) The delegates who do not represent the same branches as any of the nine office bearers shall have first claim to be the eighteen Committee Members. Up to three of the Committee Members may be so elected from among the delegates of one branch for the one and same term of office. Branch representation in the Executive Council shall be on the following basis :

25 to 74 members	- 1 Committee Member
75 to 149 members	- 2 Committee Members
150 or more members	- 3 Committee Members

4. The Executive Council shall do its best to attain the objects of the Union and shall protect its funds against extravagance and misappropriation.

5. The Executive Council shall at least meet once a month and more than half of its total members shall form a quorum.

6. Any member of the Executive Council absenting himself for three consecutive meetings shall be disqualified from sitting as a member thereof unless a satisfactory explanation in writing is forwarded to the Executive Council.

7. If a vacancy arises in the Executive Council before the due expiry of its term of office from whatever cause the Executive Council may in its absolute discretion:-

(i) In the case of a vacating officer-bearer, appoint one of its serving members or co-opt a delegate to fill the vacant office for its remaining term or leave the office vacant; or

(ii) In the case of a vacating Committee Member, co-opt a delegate to fill the vacant seat for its remaining term or leave the seat vacant. Subject always to the provisions of subsection 3 thereof.

8. The Executive Council shall give instructions to the General Secretary, other officers and paid staff for the conduct of the business of the Union. It may appoint such staff as it may consider necessary. It may suspend or dismiss any paid staff for neglect of duty, dishonesty, incompetence, refusal to carry out decisions of the Executive Council, or other reasons which it deems good and sufficient in the interest of the Union.

9. Subject to the approval of the General Council under section 17 and subject to any written or other law which may be applicable, the Executive Council shall have the power to buy or sell, lease, rent, charge, deal with or dispose of such movable or immovable property in the names of trustees as may be required for any purpose of the Union and accordingly instruct the trustees thereof.

10. The Executive Council shall have power to expel or suspend from membership, dismiss or suspend from office, debar from holding office, fine, or otherwise penalise in any manner, any member whose conduct is prejudicial to the interest or reputation of the Union or who has violated the Constitution or wilfully failed to comply with any resolution of the General Council Conference, Executive Council or relevant Branch Committee of the Union. The period of suspension and the amount of fine shall be determined by the Executive Council at its absolute discretion.
11. The Executive Council shall give instructions to the trustees regarding the investment of the funds of the Union.
12. The minutes of the Executive Council Meetings shall be recorded, and such minutes shall be confirmed at a subsequent meeting of the Council.
13. The Executive Council shall have power to interpret the rules and, when necessary, determine any point on which the rules are silent.

## **SECTION 11 - DUTIES OF OFFICE BEARERS**

### **1. THE PRESIDENT**

He shall preside at all Triennial and Extraordinary General Council Conference of the Union and Executive Council Meetings and shall be responsible for the proper conduct of business at all such meetings. He shall sign the minutes of each meeting at the time they are approved. It shall be his duty to superintend the general administration of the affairs of the Union and he shall endeavour to secure the observance of these rules by all concerned in conjunction with the General Secretary and the General Treasurer. He shall have a casting vote.

### **2. THE VICE PRESIDENTS**

One of them shall act for the President during his absence.

### **3. THE GENERAL SECRETARY**

He shall conduct the business of the Union in accordance with the rules and shall carry out the instructions of the General Council and the Executive Council. He shall attend to and be responsible for the records of the minutes of all Triennial and Extraordinary General Council Conference and Executive Council Meetings. He shall prepare or cause to be prepared an Annual Return in accordance with the Trade Unions Act and shall transmit the same to the Registrar of Trade Unions by the prescribed date and every member shall be entitled to receive a copy of the Annual Return with Certified Statements of Accounts without payment on application to the registered office of the Union.

He shall be responsible for the keeping of a List of Membership and for notifying the Registrar of Trade Unions within the prescribed date any alteration to Rules, change of Office Bearers, removal of the Union's registered office and name of Bank or Banks in which the funds of the Union are deposited. He shall be responsible for the signing of all vouchers.

4. THE ASSISTANT GENERAL SECRETARIES

They shall assist the General Secretary in the performance of his duties, except signing of cheques. One of them shall act for him during his absence.

5. THE GENERAL TREASURER

He shall be responsible for the keeping of financial books and monies of the Union. He shall prepare a financial statement for each monthly meeting of the Executive Council and for the General Council Conference of the Union. He shall be responsible for the preparation of Statement of Receipts and Expenditure and Statement of Assets and Liabilities with a Statutory Declaration for the submission of Annual Returns to the Registrar of Trade Unions He shall have power to retain in his hands for current expenses of the Union a sum of money not exceeding \$500.00 (Dollars Five Hundred Only) but excluding monies allocated to branches for their respective expenses under Rule 3, Section 13. Any sum exceeding \$500.00 must be deposited in the name of the Union in banking account approved by the Executive Council. No expenditure exceeding \$500.00 (Dollars Five Hundred Only) in respect of the same item or transaction at any one time shall be paid out by the General Treasurer without the prior sanction of the Executive Council.

6. THE ASSISTANT GENERAL TREASURERS

They shall assist the General Treasurer in the performance of his duties, except signing of cheques. One of them shall act for him during his absence.

7. MEMBERS OF THE EXECUTIVE COUNCIL

They shall attend meetings of the Executive Council and generally assist the Executive Council in the consideration and decision of questions brought up for discussion.

8. FULL TIME PAID STAFF

They shall carry out all instructions of the Executive Council, given through the General Secretary or his designees.

**SECTION 12 - AUDITORS AND TRUSTEES**

1. The Union shall elect by Secret Ballot in accordance with Section 18, two Internal Auditors whose duties shall be to audit and certify the Accounts of the Union at least once a month. They shall not be members of the Executive Council.

2. The Annual Accounts of the Union must be audited and certified by a Certified Accountant and or other fit and proper persons approved by the Registrar of Trade Unions. The Auditors shall have free access to all books and documents necessary for their work as Auditors.

3. The Auditor's Report shall be presented to the General Council Conference. A

copy of this Report shall be conspicuously placed at the Headquarters of the Union.

4. For the purpose of this Rule the financial year of the Union shall end on 31st March of each year.
5. The Executive Council shall appoint three persons as Trustees of the Union, provided that a person who is not a Singapore Citizen or who is concurrently holding the Office of President, General Secretary or General Treasurer, or any other similar positions shall not be appointed as Trustees without the prior approval in writing of the Minister.
6. The three Trustees for the time being shall have vested in them all the real and personal estate whatever belonging to the Union, and they shall deal with it in such a way as the Executive Council may direct.
7. A Trustee may be removed from office by the Executive Council on the grounds of ill health, unsoundness of mind, removal from the country or that he is unable or unsuitable for the performance of his duties.
8. The Executive Council may fill any vacancy in the rank of Trustees whenever it arises.

### **SECTION 13 - BRANCHES**

1. The Executive Council may :-
  - (i) Organise the Ordinary Membership into Branches to facilitate the representation and administration of members;
  - (ii) Constitute any number of Branches on the basis of occupation or place of work or such other basis as may be expedient and necessary;
  - (iii) Regulate and supervise the conduct of the business and affairs of Branches by such committee as the Executive Council may establish;
  - (iv) Supervise the holding of general meetings of members in Branches at least once in three years to elect Branch Committee and delegates to represent the Branches and whenever required to consider collective agreements or industrial actions;
  - (v) Dissolve, reorganise or manage existing Branches to facilitate representation or administration of members or impose discipline upon members; and
  - (vi) The Executive Council shall be empowered to establish a General Branch and assign all Ordinary (general) Members of this Union to this branch which shall be directly administered by the Executive Council. The Executive Council may delegate such functions and powers it deems fit at its discretion to any department of the NTUC or any body that the NTUC 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

subscription fees or other levies and administering their welfare benefit claims, and may at any time revoke the delegation thereto.

2. The general administration of a Branch shall be in the hands of the Branch Committee.
3. The expenses of each Branch shall form part of the Union's expenses. Each Branch shall be empowered to operate and imprest its own Cash Account which will be used to meet the expenses of the Branch on a reimbursement basis as per the following limits:-
  - (i) A Branch with up to 7 Committee Members shall be permitted to operate and imprest a Cash Account of up to a maximum of \$150.
  - (ii) A Branch with more than 7 and up to 13 Committee Members shall be permitted to operate and imprest a Cash Account of up to a maximum of \$300.
4. In the event of the dissolution of any Branch, the fund in the hands of the Branch Committee or standing to the credit of the Branch and all records and properties shall be handed over to the General Secretary.

#### **SECTION 14 - BRANCH COMMITTEE**

1. Subject to the authority of the Executive Council, the Branch Committee shall conduct the affairs of the Branch.
2. (a) Subject to Section 13.1 the Branch Committee shall be elected at the Branch Triennial General Meeting for a term of office of ordinarily three years unless an earlier election is required to be held from any cause whatsoever, in which case the Branch Committee shall be elected at a Branch Extraordinary General Meeting for the remaining term of office subject to Rule 2(i) of Section 15.
  - (b) If a branch has more than 100 ordinary members, the Branch Committee shall consist of the following :-
    - (i) a Branch Chairman
    - (ii) a Branch Vice Chairman
    - (iii) a Branch Secretary
    - (iv) a Branch Assistant Secretary
    - (v) a Branch Treasurer
    - (vi) a Branch Assistant Treasurer
    - (vii) Branch Committee Members
  - (c) If a Branch has not more than 100 ordinary members, the Branch Committee shall consist of the following :-
    - (i) a Branch Chairman
    - (ii) a Branch Secretary

- (iii) a Branch Treasurer
- (iv) Branch Committee Members

3. The Executive Council of the Union may on the recommendation of the Branch Committee increase the number of Committee Members. The size of the Branch Committee shall be as follows :

1 to 10 members - 1	96 to 120 members - 8
11 to 19 members - 2	121 to 140 members - 9
20 to 29 members - 3	141 to 160 members - 10
30 to 39 members - 4	161 to 180 members - 11
40 to 55 members - 5	181 to 199 members - 12
56 to 75 members - 6	200 and above - 13
76 to 95 members - 7	

4. The Branch Committee shall have such duties and powers as may be approved from time to time by the Executive Council and the duties of the Branch Committee shall include the implementation and enforcement of decisions of the General Council and the Executive Council.

5. THE BRANCH SECRETARY SHALL maintain records of Branch activities AND SUBMIT MONTHLY REPORT TO THE EXECUTIVE COUNCIL AT ITS MONTHLY MEETING.

6. The Branch Treasurer, the Branch Assistant Treasurer and collectors appointed from time to time by the Branch Committee shall be responsible for collecting monthly subscription and levies from members in respect of whom the GIRO deduction is not successful. All monies so collected shall be handed over to the Branch Treasurer for immediate payment into the current banking account of the Union. The Branch Treasurer shall then send a statement showing details of money collected together with copies of subscription receipts and pay-in-slips to the General Treasurer.

7. Whatever monies allocated by the General Council to the Branch for its expenses shall be spent in accordance with the decision of the Branch Committee.

8. The Treasurer of the Branch shall maintain records of all Branch Expenditures and submit Monthly Statements of Account to the General Treasurer of the Union.

9. (i) The Branch Committee shall meet at least once a month and more than one half of its total number shall form a quorum.

(ii) Subject to Section 13.1, if a Branch Committee Member vacates office from any cause whatsoever before the due expiry of his term of office, the Branch Committee may either co-opt a Branch member to fill the vacancy until the next Branch Triennial General Meeting or leave the vacancy unfilled, provided that if more than one-half of the originally elected Branch Committee Members vacate office from any cause whatsoever, whether severally or jointly and whether simultaneously or otherwise, a Branch extraordinary General Meeting shall be held to



elect a Branch Committee to hold office for the remaining term until the next Branch Triennial General Meeting, subject to Rule 2(i) of Section 15.

10. LIAISON COMMITTEES

Each Branch Committee at its discretion may establish liaison Committees at work sites in order to assist the Branch Committee in all its activities.

11. The size of each Liaison Committee shall be determined by the Branch Committee. Each Liaison Committee shall have a Chairman who shall be responsible for convening meetings and keeping records.
12. Liaison Committee may be elected by members respective of the work sites.
13. Liaison Committees shall have only those duties and responsibilities conferred upon them in writing by the respective Branch Committee and shall at all times work under the instructions issued by the Branch Committee.

**SECTION 15 - BRANCH GENERAL MEETING**

1. The Triennial General Meeting of a Branch shall be held during the period, January to May, inclusive of both months in the same calendar year as the Triennial General Council Conference. The time, date and place of meeting shall be fixed by the Branch Committee. However, if the Branch Triennial General Meeting is to be held after May 31 but not later than six weeks before the Triennial General Council Conference, approval has to be sought from the Executive Council which will decide on the time, date and place of meeting
2. An Extraordinary General Meeting of a Branch shall be convened and held in the following circumstances -
  - (i) When the majority of the elected Branch Committee members vacate office before the due expiry of their term of office from whatsoever cause, thereby necessitating the election of a new Branch Committee, provided that if the Branch Triennial General Meeting has to be held not later than six months therefrom, the Executive Council may empower the serving Branch Committee Members to co-opt such Branch members as are necessary to fill the vacancies and to continue to hold office or, if there are no serving Branch Committee Members, appoint from among the Branch members an adhoc Committee to administer the Branch until a new Branch Committee is elected at the Branch Triennial General Meeting.
  - (ii) When the Branch Committee decides to do so for any purpose it deems fit; or
  - (iii) One fifth of the Branch membership or 30 Branch members whichever is higher request in writing for a meeting and stating the purpose of the meeting.
3. One-fifth of the total members of the Branch who are not disqualified under Rule 7 of Section 4 shall form the quorum at the Triennial General Meeting of the Branch.

4. If after an hour from the time appointed for the meeting a quorum is not present, the meeting shall be adjourned to a date not exceeding 14 days after the date of the previous meeting as may be decided by those members present.
5. If at an adjourned meeting a quorum is not present after an hour from the time fixed for the meeting, the members present shall have power to proceed with the business of the meeting BUT SHALL NOT HAVE POWER TO MAKE ANY DECISION AFFECTING THE WHOLE OF THE MEMBERSHIP OF THE BRANCH.
6. Rules governing quorum and postponement of Triennial General Meetings shall apply also to Extraordinary General Meetings but with the proviso that if after half an hour from the time appointed for an adjourned Extraordinary General Meeting requisitioned by members no quorum is present, the meeting shall be dissolved and no Extraordinary General Meeting shall be requisitioned for the same purpose until after the lapse of at least six months from the date thereof.
- 7
  - (i) A preliminary notice of the Triennial Branch General Meeting asking for motions for discussion and nominations shall be sent by Branch Secretary not later than 21 days before the date fixed for the Triennial Branch General Meeting.
  - (ii) All motions for discussion and nominations, if any, shall be submitted by the branch members to reach the Branch Secretary not later than 14 days before the date fixed for the Triennial Branch General Meeting.
  - (iv) The Branch Secretary shall then prepare and send to all members not later than 5 days before the date fixed for the Triennial General Meeting and Extra Ordinary General Meeting the final notice and agenda for the meeting.

#### **SECTION 16 - ELECTION OF DELEGATES TO GENERAL COUNCIL**

1. Each Branch at its Triennial General Meeting shall elect Delegates on the following basis:-
  - (i) Up to and for the first 400 paid up members, 1 Delegate for every 25 members or part thereof provide the part is 20 or more.
  - (ii) From 401 and up to 1,000 paid members, 1 Delegate for every 50 members or part thereof provided the part is 40 or more.
  - (iii) Above 1,000 paid up members, 1 Delegate for every 100 members or part thereof provided the part is 80 or more.

THE RATIO OF DELEGATES TO MEMBERSHIP SHALL BE REVIEWED FROM TIME TO TIME.

2. The Branch Chairman, the Branch Secretary and the Branch Treasurer shall be Delegates. IF A BRANCH IS ENTITLED TO LESS THAN 3 DELEGATES,

THE BRANCH CHAIRMAN SHALL PRECEDE THE BRANCH SECRETARY, THE BRANCH SECRETARY SHALL PRECEDE THE BRANCH TREASURER, BEING A DELEGATE IN THAT ORDER OF PRECEDENCE.

3. If a branch is entitled to more than 3 Delegates, the Branch Committee shall elect all the remaining Delegates from amongst the members of the Branch Committee.
4. If the number of Delegates the Branch is entitled to have exceeds the total number of members for the Branch Committee, the remaining delegates shall be elected from among the ordinary members of the Branch.

#### **SECTION 17 - APPLICATION, INVESTMENT AND SAFE CUSTODY OF FUNDS**

1. The funds of the Union may only be expended for the following objects :-
  - (i) The payment of salaries, allowances and expenses of officers and employees of Union.
  - (ii) The payment of expenses for the administration of the Union including audit of the Accounts of the Union.
  - (iii) The cost of any legal proceedings to which, the Union or any member thereof is a party, when such proceedings are undertaken for the purpose of securing or protecting any rights of the Union as such or any rights arising out of the relations of any member with his employer.
  - (iv) The conduct of trade dispute on behalf of the Union or any member thereof.
  - (v) The compensation of members for loss arising out of trade disputes.
  - (vi) Allowance to members or their dependents shall be in accordance with the UWPI Membership Benefit Scheme provided they have been members for one completed year and are not disqualified under Rule 5 of Section 4.
  - (vii) The payment of affiliation fees including membership fees and other contributions to the Singapore Labour Foundation.
  - (viii) Payment of essential transport expenses, cost of board and lodging and the amount of actual wages lost by representatives of the Union for the purpose of attending any joint consultative committee formed to facilitate negotiation with a view to securing collective agreements or for the purpose of establishment or maintenance of any lawful Trade Union Co-ordinating or Advisory Bodies.
  - (ix) Any other object which by notification in the Gazette the Minister may declare to be an object for which such funds may be expended.
2. The general funds of the Union which are not required for current expenses and the special funds, if any, which are not required for their respective

purposes shall be invested by the Executive Council in the name of the trustees of the Union for the time being in investments authorised by law for the investment of trust money, interest earning deposits in banks or finance companies, shares of co-operative societies established by any registered trade union, 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 for purposes of section 49(1)(b) of the Trade Unions Act and in such real property as the Executive Council may think fit.

3. (a) No expenditure exceeding \$75,000.00 (Dollars Seventy-Five Thousand Only) in respect of the one and same item or transaction shall be incurred by the Executive Council without the prior sanction of the General Council.
  - (b) No expenditure exceeding \$1,000.00 (Dollars One Thousand Only) in respect of the one and same item or transaction shall be incurred by the General Secretary or any other officer without the prior sanction of the Executive Council.
4. All cheques or withdrawal orders on the funds of the Union deposited in the Bank must be signed by the following three officers :-
    - (i) The President (or in his absence, one of the Vice Presidents);
    - (ii) The General Secretary
    - (iii) The General Treasurer

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

#### **SECTION 18 - SECRET BALLOT**

1. (a) Unless otherwise laid down in this Constitution or required under the Trade Unions Act, a decision on any matter shall be taken according to a simple majority of votes recorded thereon at a General Council Conference or Executive Council meeting or at a Branch General Meeting.
- (b) Voting shall be by secret ballot in respect of the following matters :-
  - (i) Election of Executive Council members, delegates and Branch Committee and Liaison Committee;
  - (ii) Election of Internal Auditors;
  - (iii) Election of Trustees;
  - (iv) Imposition of levies;
  - (v) Dissolution of the Union;
  - (vi) Amendment of the Constitution; and

- (vii) Any other matters affecting the members of the Union generally.
- (c) Voting shall also be by secret ballot in respect of the following matters but the decision thereon shall be taken according to the special majority of votes required to be recorded thereof as stated in each and every instance :-
  - (i) Industrial action including strikes within the meaning of the Trade Unions Act (the absolute majority of the members who are so affected and who are entitled to vote at the date thereof); and
  - (ii) Change of name of Union (two thirds of the total ordinary membership of the Union entitled to vote at the date thereof).

### **SECTION 19 - LEVIES**

1. The Executive Council may, after a secret ballot vote by the General Council as laid down in Section 18, impose a levy upon members of the Union and all members shall be required to pay such levy.
2. Any members who fails to pay a levy, within three months of its imposition, the amount shall be treated as arrears of Union Subscription as laid down in Rule 5 of section 4.

### **SECTION 20 - TRADE DISPUTES**

1. Should any trade dispute arise, the members concerned shall make the same known to the Branch Secretary who shall immediately report the same to the Branch Committee but in no case shall a cessation of work be threatened or take place without the sanction of the Executive Council The Branch Secretary shall report all major trade disputes to the Executive Council.
2. Should any section of the members of the Union request steps to be taken for an advance in wage or improvement of conditions of employment, they shall instruct the Branch Secretary to report that claim to the Executive Council who shall determine what action shall be taken.
3. No strike action shall be taken without the approval of the majority of the members of the Branch or Branches concerned first being obtained by a secret ballot vote in accordance with Section 18. A DECISION OF A BRANCH TO STRIKE MUST BE ENDORSED BY THE GENERAL COUNCIL CONFERENCE.

### **SECTION 21- DISSOLUTION**

1. The Union shall not be dissolved except with the consent of the majority of the members of the Union obtained by secret ballot vote carried out in accordance with Rule 1(b) of Section 18.
2. Notice of dissolution must be given within 14 days of dissolution to the Registrar of Trade Unions in the Prescribed form to be signed by the General Secretary and 7 members of the Union.
3. In the event of the Union being dissolved as provided above, all debts and liabilities legally incurred on behalf of the Union shall be fully discharged and the remaining funds divided amongst the members in proportion to their years of membership or be disposed of according to the decision of the majority of the members in accordance with Section 18.

## **SECTION 22 - MEMBERSHIP BENEFIT SCHEMES**

The Executive Council is empowered to establish such Membership Benefits Scheme(s) as it deems necessary, to be funded by contributions or donations of members and associates and/or donations by employers and/or grants by the Union, and other persons in order to confer benefits in monetary payment or other assistance as the Executive Council may deem necessary and expedient to members and their dependents on such terms and under such conditions as the Executive Council shall decide in its absolute discretion.

The Welfare Benefits Schemes shall be governed by such Regulations as are adopted by the Executive Committee and approved by the Registrar of Trade Unions.

## **SECTION 23 – AMENDMENTS TO CONSTITUTIONS**

1. These Rules may be altered, amended or revised by Secret Ballot Vote carried out in accordance with Section 18.
2. Every alteration to these Rules shall take effect from the date of Registration by the Registrar of Trade Unions.

# **UNITED WORKERS OF PETROLEUM INDUSTRY**

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**UWPI MEMBERSHIP BENEFIT  
SCHEME ( UWPI MBS )**

**UNITED WORKERS OF PETROLEUM INDUSTRY**

## **UWPI MEMBERSHIP BENEFIT SCHEME (UWPI MBS)**

In exercising the powers under section 22 of the Constitution of the United Workers of Petroleum Industry (UWPI), the Executive Council hereby establishes the UWPI Membership Benefit Scheme and adopts these regulations to govern the operation of the Scheme.

### **1. TITLE OF SCHEME**

This Scheme shall be known as "The UWPI Membership Benefit Scheme" (hereinafter called "the Scheme")

### **2. OBJECT**

The object of the Scheme is to confer on the ordinary members of the Union, Direct Service General Branch and their dependants such benefits in monetary payments or other assistance as the Executive Council shall decide from time to time.

### **3. FUNDING**

The benefits under this Scheme shall be financed out of the funds of the Union, and/or by contributions or donation by members, and/or by donations from employers and other donors.

### **4. ELIGIBILITY**

Subject to a member not being in arrears of his subscriptions or levy or any other Union dues for more than three (3) months at the date of the occurrence of the qualifying event as specified in paragraph (5) hereof, every ordinary member shall be entitled to the benefits payable under the Scheme unless a contrary intention is expressly shown hereinafter; provided always that the amount of outstanding arrears in subscription or levy up to the date of payment of benefits shall be deducted from the benefits so payable irrespective of the date on which the membership shall be deemed to have ceased.

### **5. QUALIFYING EVENT**

5.1 The benefits of the Scheme shall be payable on a member's death or cessation membership from any cause other than expulsion from the Union or resignation from the Union without a corresponding termination of employment or cessation of employment through dismissal or resignation in avoidance of dismissal unless the Executive Council expressly disputes the dismissal.

5.2 Where a person has obtained as a member any benefits payable under this Scheme, he shall not be entitled to receive as a member any further benefits under this Scheme.

5.3 For the purpose of computing the length of membership,



- 5.3 (i) Where the cessation of membership is by reason of termination of employment, the cessation of membership shall be deemed to be with effect from the date of the termination
- 5.3 (ii) Where a person has previously ceased to be a member of a Union for any reason whatsoever and later rejoins the Union, his membership shall be deemed to commence from the date of his re-admission into the Union.
- 5.3 (iii) Where on the occurrence of the qualifying event a member is in arrears of subscriptions, levy or any other Union dues for three months or less, his membership shall be deemed to cease with effect from the last day of the month for which all Union dues has been fully paid.
- 5.3 Where a member is in arrears of his subscriptions or levy for more than three months but has not been struck off from the register of the Union and pays his arrears after being informed or receiving due notice of his termination of employment, the Executive Council shall have discretion to determine whether any benefit payable under the Scheme shall be paid to such member.
- 5.4 The eligibility of the claim is limited to a period of not more than one year of the cessation of membership.

## **6. DEATH GRANT**

- 6.1 Benefits payable on the death of an ordinary member shall be paid to his/her nominee or, in the absence of such nominee, legal representative.
- 6.2 Where the nominee has died or cannot be contacted for any reason whatsoever and where no legal representative has been appointed, the benefits payable under the Scheme in respect of a deceased member shall be paid to the next-of-kin of the deceased member.
- 6.3 The receipt signed by such nominee or any other authorised person shall be conclusive evidence of the payment of all the benefits under the Scheme payable in respect of the deceased member.

## **7. DEATH OF DEPENDANTS**

In an event of death of dependants of a member, an amount of \$50 will be given on production of a certified copy of a death certificate and other documents that established the relationship between the dependant and the member. For the purpose of understanding, the term dependant shall be referred to his or her parents and children of the member. The Union will pay for the death of his/her spouse based on the SLF Gift Plus.

## **8. MARRIAGE BENEFIT**

Every member who contract his/her first legal marriage shall be entitled to a payment of \$50 or gift or gift voucher amounting to \$50 on production of a copy of a marriage certificate or any other documentary proof approved by the Executive Council.

**9. BIRTH OF CHILD**

A sum of \$50 or gift or gift voucher amounting to \$50 will be given to member on the occasion of birth of his/her child on the production of documentary proof.

**10. SCHOLARSHIP**

<u>EDUCATION LEVEL</u>	<u>AMOUNT</u>
PSLE	\$60
'O' LEVEL	\$120
'A' LEVEL	\$180

**11. HOSPITALISATION BENEFIT**

A member who is hospitalized shall receive a fruit and/or floral basket costing about \$70 from the Union. The member or his/her representative should inform the Union, if he or she is hospitalized.

**12. WITHDRAWAL/AMENDMENT OF SCHEME**

The Executive Council shall have the power to revoke the Scheme or alter, amend, add or to subtract from the conditions hereof.

**13. INTERPRETATION OF SCHEME**

13.1 The Executive Council shall have power to interpret the provisions of this Scheme in the event of any dispute and the decision of the Council shall be final. For the purpose of interpretation, the English version of this Scheme shall be the official version.

13.2 For the avoidance of all doubts, the expression: 'member' or 'members' shall mean 'ordinary member' or 'ordinary members', as the case may be, unless it is expressly otherwise stated in the Scheme.