

CONSTITUTION

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THE CONSTITUTION

We the Civil Servants of St. Lucia in order to provide lot our common good and welfare, to act as a corporate body in the pursuit of Justice within our profession and generally to protect our interests, have agreed to organize ourselves into a Union. We do hereby establish these New Regulations and Code of Ethics to govern ourselves and to form, for legal and professional purposes, the Constitution of the St. Lucia Civil Service Association.

1. NAME AND OFFICE

- (a) This organization shall he known as the St. Lucia Civil Service Association hereinafter referred to as **THE UNION**;
- (b) The Registered Office of THE UNION shall he located at the Civil Service Association Building, Sans Soucis, Castries or in such other place as may be decided upon by the Biennial Convention.

2. OBJECTS

- (a) To unite all the Civil Servants and members of Statutory Boards, Local Authorities, Corporation, or Authorities and any other Government Agency of St. Lucia into a common Union;
- (b) To obtain and maintain just and proper wages, terms and conditions of employment and generally to protect the interest of members. To provide for members legal assistance and legal or other advice where necessary in connection with their employment;
- (c) To examine, promote and comment on any and all legislation and regulations affecting the Union and / or its members;
- (d) To promote and advance through the Civil Service the cause of social justice as enunciated in the Preamble (f) of the St. Lucia Constitution Order, 1978 No. 1901;
- (e) To create institutions with THE UNION that will improve and ensure the social, economic and cultural welfare of Civil Servants;
- (f) To establish, affiliate and maintain relations with other Organizations and Trade Unions locally, regionally and internationally, and especially, to seek to promote the Trade Union Movement;
- (g) To establish and carry on or participate in the business of printing or publishing of a general newspaper or newspapers or journals, books, pamphlets or publications or any other undertaking;

- (h) To regulate relations and to settle disputes between members and employer, between one member and another and between members and other workers by amicable agreements whenever possible;
And to do all such other things that are conducive and beneficial to the good and welfare of members.

3. MEMBERSHIP

- (a) Membership in THE UNION is open to all persons in St. Lucia employed in the Civil Service, including daily, weekly, fortnightly and monthly paid employees in Statutory Boards, Local Authorities, Corporations or Authorities and any other Government Agencies;
- (b) THE UNION shall consist of full and honorary members;
- (c) **Full Members:** Full members shall be persons employed in the Civil Service in Government or quasi-Government establishment. Statutory Board. Corporation, Authority or Local Council contributing and entitled to the benefits of the Union;
- (d) **Honorary Members:** On the recommendation of the Executive Council. Honorary members may be elected at the Biennial Conference of THE UNION. A simple majority of members present and voting shall be necessary to ensure election- Honorary members shall be allowed to participate fully in Union activities except that they shall be exempted from paying fees and shall not be entitled to vote at meetings or to hold office;
- (e) **Application for Membership:** Application for membership as full members shall be made by submitting the appropriate membership and subscription forms (in duplicate) together with two passport size photographs, directly or through any shop steward to the Secretary General who will place them before the Executive Council;
The National Executive Committee after consideration may accept or reject any such application;
The Executive Council may delegate one or more of its members to investigate the applicant;
- (f) No full member shall be entitled to hold Office until one year has elapsed after his being admitted to membership.

4. SUBSCRIPTION FEES

The subscription fee payable to THE UNION shall be determined by the Biennial Conference. All financial members shall be bound by the Conference decisions.

- (a) A member whose subscription is three months in arrears shall be deemed unfinancial. One whose subscription is six months in arrears shall within fourteen (14) days after receiving the notification, cease to be a member of the Union and his/her name shall be removed from the roll of members;

- (b) An unfinancial member shall not be permitted to vote at meetings of THE UNION at any level (Branch or General), nor shall he / she be eligible for election to any office before the expiration of six (6) months from the date of his/her re-admission to membership; However, he/she may attend meetings of THE UNION or Branch, but shall take no part in the discussion unless invited to do so by the Presiding Officer;
- (c) A person who ceased to be a member of THE UNION by reason of being suspended or expelled for arrears in subscription may, on payment of the arrears be readmitted upon such terms as the Executive Committee may decide. Members who resign from THE UNION on their own accord, may only be readmitted to membership at the discretion of the Executive Committee, provided that a special readmission fee to be determined by the Executive shall be levied on them, except in those cases where members resign to further their education or to travel overseas to join husbands, wives, relatives or to improve their economic status;
- (d) Any member who shall be found guilty of revealing any confidential business of THE UNION to employers, press or any other person not directly concerned with THE UNION, shall be fined, suspended, expelled or dealt with in such legal manner as the National Executive Committee shall decide. The Executive Committee shall have the power to suspend or expel a member who, in its opinion, has been guilty of conduct calculated to bring THE UNION into disrepute or who refused to comply with any rules of THE UNION, provided always that such member shall be given the opportunity of meeting the Committee set up to investigate charges of this nature as in rule 9 (b) of these regulations, to defend the charges brought against him. Such suspension or expulsions shall be ratified by the General Council.
- (e) If a member wishes to appeal a decision of the National Executive Committee as in Rule 9 (c), such right of appeal shall be exercised by notice in writing to the General Secretary of THE UNION, who shall within twenty-one (21) days of the date of receipt of the notice present this to the National General Meeting for its decision;
- (f) Members shall purchase their rule books at such price as may from time to time be fixed by the Executive Committee.

5. GOVERNMENT AND ADMINISTRATION

Introduction

The Government and Administration of the Union is distributed in order of authority from the Biennial Convention at the top to Staff Representatives at the bottom. This hierarchy emphasizes that the most powerful voice of the Union is that of the members expressed at National General Meetings. The other representative groups of Government and Administration, from the level of the General Council, shall act on decisions taken by the members or take decisions pending ratification by members through their supreme authority.

The Government and Administration of the Union shall operate at the following levels: -

- I. Biennial Convention
2. National General Meetings
3. General Council
4. National Executive Committee
5. SECRETARIAT
6. Staff Representatives/shop Stewards

5. 1. THE GENERAL CONVENTION

- (a) The supreme authority of THE UNION shall be vested in the Biennial Convention which shall be held every two years during the month of January. The Biennial Convention shall be open to all members of THE UNION, but ONLY full members as under Rule 3 shall be permitted to vote and hold office;
- (b) A quorum for the Biennial Convention shall consist of not less than 51 % of financial members;
- (c) No business shall be transacted at the Biennial Convention unless a quorum of members is present at the time when the meeting proceeds to business;
- (d) If within one hour from the time appointed for the Biennial Convention a quorum of members is not present, the Biennial Convention shall stand adjourned to the same day, time and place two weeks from the date of the adjournment, and if at the adjourned convention a quorum of members is not present within half hour of the time appointed for the convention, the members present shall constitute a quorum;
- (e) Notice of Biennial Convention, together with the Conventions Agenda and procedure, shall be determined by the General Council. Notice shall be given at least thirty days prior to the Convention either by public advertisement or by the Union's Bulletin;
- (f) Without prejudice to other business, the Biennial Convention shall:
 - (i) receive reports from the National Executive Committee, Department/Ministry/Branch Chair persons or Branch Representatives;
 - (ii) review the work of the Union over the past two years;
 - (iii) consider resolutions and statements which shall be submitted to the National Executive for circulation at least six weeks before the Convention;

- (iv) elect the officers of the National Executive Committee, the election procedure shall be decided on by the General Council and circulated to the Branches at least 30 days before the Convention. At the same time the General Council shall name a Returning Officer. Voting of Officers at the Convention shall be by secret ballot;
- (v) receive and consider the Union's Financial Report and Balance Sheet;
- (vi) Receive, consider and adopt the Auditors Report.

5.2 NATIONAL GENERAL MEETINGS

- (a) Between Biennial Conventions, authority shall be vested in the Annual National General Meeting which shall take place at **least once a year**. The National General Meeting shall be opened to all members (i.e. full, honorary) but only full members shall be eligible to vote. Decisions shall be made on the basis of simple majority of votes;
- (b) An Extraordinary National General Meeting of the Union may be convened by the General Secretary in Consultation with the President or by the General Council or by written petition from no less than forty (40) financial members. In the case of a request for a meeting by petition matters to be considered shall be clearly indicated in the petition, which shall be submitted to the General Secretary. Such a meeting shall be held within twenty-one (21) days of receipt of the petition. Seven (7) days notice of Extraordinary National General Meeting shall be given either by public advertisement or by the Union's bulletin;
- (c) Notice of the Annual National General Meeting, as well as the agenda and procedure shall be determined by the National Executive committee. Thirty (30) days' notice of the Annual National General Conference shall be given either by public advertisement or by the Union's Bulletin;
- (d) The Annual National General Meeting shall:
 - (i) examine the execution and implementation of the Convention's programme;
 - (ii) examine reports including financial statements by the National Executive and Branch Executives;
 - (iii) consider new business;
 - (iv) make major decisions on the Trade Union's business.

5. 3. THE GENERAL COUNCIL

- (a) The General Council of the Union shall consist of members of the National Executive Committee, Branch Representatives, Co-ordinators of Standing Committees or their representatives. It is the highest body between National General Meetings;
- (b) The General Council shall meet every two months and at such other times as may be determined by the General Council or as may be considered necessary for the effective conduct of the Union's business by the National Executive Committee or General Secretary in consultation with the President. Any member of the General Council not attending three consecutive meetings to which he is summoned shall send a written explanation of his absence and if the Council is of the majority opinion that the explanation is not satisfactory, it may declare his office vacant and direct the Branch which he represents to elect a successor. Any member so affected shall have the right of appeal at the National General Meeting immediately following the decision. The ruling of the National General Meeting shall be final on the matter of an appeal.
- (c) The quorum for General Council Meeting shall be one more than half of the combined number, (Membership). Decisions shall be determined by voting on the basis of a simple majority;
- (d) The General Council shall have power to raise or borrow money on any of the properties or securities of the Union by way of mortgage or otherwise in such manner as General Council shall think fit.
- (e) The General Council shall:
 - (1) monitor the work of the National Executive Committee, Branch Executives and Standing Committee;
 - (ii) ensure that decisions of the Biennial Conventions and National General Meetings are implemented;
 - (iii) consider any other business relevant to the Union.

5. 4. THE NATIONAL EXECUTIVE COMMITTEE

- (a) The National Executive Committee shall consist of the President, Immediate Past President, 1st Vice President, 2nd Vice President, 3rd Vice President, the Treasurer, and Secretary who shall be elected at the Biennial Convention. The post of General Secretary shall be established by appointment. The General Secretary or his/her representative(s) shall be ex-officio of the National Executive Committee, with non-voting powers.
- (b) The term of office of the National Executive Committee shall be two years;
- (c) In the event of a vacancy arising on the National Executive Committee as a consequence of prolonged absence, death, resignation, illness or expulsion, the General Council shall have the

power to fill such a vacancy from among full members of the Union subject to ratification by the next National General Meeting;

- (d) The National Executive Committee shall meet not less than once a month and a quorum shall be not less than five of its members;
- (e) If any member of the National Executive Committee fails to attend three consecutive meetings to which he/she is summoned, without a reasonable excuse, his/her seat shall be declared vacant. An officer so affected shall have the right of appeal at the National General Meeting immediately following the declaration. The ruling of the National General Meeting shall be final;
- (f) The National Executive Committee shall have the power to appoint Committees between Biennial Conventions and co-opt members to committees to further any specific business interest of the Union under the authority of the National Executive Committee;
- (g) The National Executive Committee shall:
 - (i) ensure the implementation of decisions and programmes made at the Biennial Convention, National General Meetings and General Council;
 - (ii) monitor all developments in The Union;
 - (iii) report on its activities to the General Council;
 - (iv) take steps for the realization of the objectives of the Union;
- (h) Notwithstanding any provision otherwise in these regulations, the entire National Executive Committee or any of its members may be removed from office during the period between any two Biennial Conventions and a two-thirds (2 / 3) majority vote of those present and voting at an Extraordinary National General Meeting held for this purpose on the request of at least 20% of financial members. Such request accompanied by their signatures shall be made to the National Executive Committee or any of its members. The request shall be sent to the General Secretary. He/she shall, not later than fourteen (14) days after the receipt of the request issue notice for the holding of an Extraordinary General Meeting not later than twenty-one (21) days from the date of such notice. Provided, however, that such a meeting shall not fail within four (4) months prior to the holding of a Biennial Convention. If an Extraordinary National General Meeting removes the National Executive Committee it shall then immediately proceed to elect a new National Executive Committee.

5. 5. DEPARTMENT/MINISTRY/BRANCHES

- (a) THE UNION shall operate on the Branch! Department/Ministry system for the purpose of carrying out the objectives of the Union;
- (b) The number of Branches and the specific boundaries of Branches shall be decided at the Biennial Convention. Branches shall as far as possible cover specific Governmental Departments or Ministries, Statutory Bodies, Local Authorities, Corporation, Quasi-Government Institutions, or Authorities;

- (c) each Branch shall operate as a separate body, but shall be bound by the General Rules of THE UNION and the decisions of the Biennial Convention, National General Meeting, General Council and the National Executive;
- (d) Each Branch shall meet once in every two months at a time and place to be determined by the Branch Executive. Each Branch shall have an Annual General Meeting during which Branch Executive reports shall be given and the election of officers held. The authority of the Branch shall be vested in the Branch General Meeting. Members shall be given notice of the Branch General Meeting at least two weeks before its scheduled date. The Agenda for such meetings shall be prepared and circulated by the Branch Executive;
- (e) The Branch Executive shall comprise the Chairman. Secretary. Treasurer and any other officer(s) which the Branch General Body regards as necessary to conducting its business;
- (f) Each Branch shall have the power to draft its own Rules to govern its business, provided that these do NOT CONFLICT with the Regulations of THE UNION;
- (g) Branch General Meetings shall be open to all members of the Union but only full members of the Branch shall be eligible to vote or hold office;
- (h) The Branch Executive shall ensure full implementation of decisions made at the Branch General Meeting, National Executive, General Council. National General Meeting and Biennial Convention and shall co-opt any members of the general body of the Branch to assist in the Executive's work;
- (i) Decisions at the Branch Executive shall be On the basis of simple majority with the Branch Chairman having an original or casting vote;
- (j) The Branch Executive shall ensure that proper records are kept and shall submit detailed reports of accounts as well as official minutes of its Executive Meetings to the National Committee of the Union termly, or whenever required to do so by the National Executive Committee;
- (k) If a Branch ceases to function, the National Executive Committee shall take steps to reactivate it.

5.6. THE ADMINISTRATIVE SECRETARIAT

- (a) The Administrative Secretariat shall consist of the President, the General Secretary, the Treasurer of the National Executive Committee, and any other officer named by the National Executive Committee;
- (b) The Biennial Convention shall appoint officers of the Administrative Secretariat to be appointed as full time officials paid by the Union. The duties and conditions of appointment

of any full time official will be specified by the General Council;

- (c) The Administrative Secretariat shall direct the day to day operations of the Union and co ordinate the activities and programme of the St. Lucia Civil Service Union under supervision of the National Executive Committee;
- (d) The Administrative Secretariat shall be responsible for supervising the National Office and shall have Administrative Staff to be decided upon by the General Council and paid from the funds of the Union. The duties of the Administrative Staff shall be clearly outlined by the General Council:
- (e) The Administrative Secretariat shall be empowered to summon Extraordinary or Emergency meetings of the National Executive as needs arise.

5.7. STAFF REPRESENTATIVES/STEWARDS

- (a) The members of staff in each Department or Ministry shall elect a member of staff who shall be the Union's representative/steward in that institution;
- (b) It shall be the duty of the staff representative/ steward to inform the General Secretary of his/her appointment within two weeks of being elected;
- (c) It shall be the duty of the staff representative to act as liaison between his/her staff, his/her respective Department/Ministry, the General Council and the National Executive Committee; to carry out such additional duties as are from time to time determined by the National Executive Committee and to foster the objectives of St. Lucia Civil Service Association as laid down in Rule 2 of these Regulations;
- (d) Each staff representative must be a full member of The Union. Members shall hold office for one (I) year and shall be eligible for re-election by the members of staff;
- (e) A vacancy occurring during the term of office of a steward shall be filled by a representative / steward from the same Department or Ministry;
- (f) In the event that a representative steward is not elected within two months, the National Executive Committee shall have the power to appoint a member of staff of the Department or Ministry concerned to the post until such time that a meeting is convened to elect a person to the post;
- (g) The staff representatives/stewards may meet together to form a National Stewards Council whenever the Biennial Convention deems it necessary so to do. In the event that a National Stewards Council is formed, the Council shall:-
 - (i) elect a Chairman, a Secretary and other officers it may deem necessary for the proper management of its business;
 - (ii) discuss issues and problems arising in branches and present Memoranda to the National Executive Committee;

- (iii) elect another officer who shall be a member of the General Council together with Chairman;
- (iv) draft its own rules to govern its business provided that such rules are not INCONSISTENT with the regulations of THE UNION;
- (v) work under the general direction of the National Executive Committee.

6. DUTIES OF THE NATIONAL EXECUTIVE COMMITTEE

6.1. THE PRESIDENT

The President shall:

- (a) preside at all meetings of the Union at which he/she shall have both an original and casting vote;
- (b) sign the minutes of every meeting at which he/she presides at the time they are confirmed;
- (c) in conjunction with the National Secretariat superintend the general administration of the affairs of the Union according to the Regulations of the UNION;
- (d) convene all meetings through the General Secretary
- (e) in cases of emergency, authorize the expenditure of sums not exceeding two hundred dollars (\$200.00) from the funds of the Union, reporting the same to the National Executive Committee at its first meeting after the expenditure;
- (f) be responsible for all official releases of the Union to the public, press and to Members
- (g) act generally on behalf of the Union with the consent of the National Executive.

6.2: THE FIRST VICE PRESIDENT

The First Vice President shall:

- (a) act as President in the absence of the President and shall otherwise assist the President generally in his/her duties;
- (b) in the event of a vacancy arising in the office of the President assume the duties and authority of the President;
- (c) from time to time perform any other duty and hold any other office determined by the National Executive; have such powers and responsibilities as allocated to each Vice President

by the National Executive at the first meeting of the National Executive after the Biennial Convention, and/or any other duty assigned by the National Executive and General Council.

6.3: THE SECOND VICE PRESIDENT

The Second Vice President shall:

- (a) act as President or 1st Vice President in their absence and shall otherwise assist them generally;
- (b) in the event that the offices of both President and 1st Vice President become vacant, assume the duties and authority of the President;
- (c) from time to time perform any other duty and hold any other office determined by the National Executive; have such powers and responsibilities as allocated to each Vice President by the National Executive at the first meeting of the National Executive after the Biennial Convention, and/or any other duty assigned by the National Executive and General Council.

6.4: THE THIRD VICE PRESIDENT

The Third Vice President shall:

- (a) act as President 1st or 2nd Vice President in their absence and shall otherwise assist them generally;
- (b) in the event that the offices of 1st Vice President and 2nd Vice President become vacant, assume the duties and authority of the President or Vice President;
- (c) from time to time perform any other duty and hold any other office determined by the National Executive; have such powers and responsibilities as allocated to each Vice President by the National Executive at the first meeting of the National Executive after the Biennial Convention, and/or any other duty assigned by the National Executive and General Council.

6.5 THE SECRETARY

The Secretary shall:

- (a) carry out the instructions of the National Executive Committee, direct all correspondence to the attention of the National Executive;
- (c) prepare, present and preserve proper, accurate and up-to-date records of minutes and main activities of the National Executive Committee;
- (c) be responsible for the preparation of all National Executive Committee reports to General Meetings; Biennial Convention and General Council meeting, in consultation with the General Secretary and the President;
- (d) forward to the General Council members a copy of the confirmed conclusions of each business meeting of the General Council within two (2) weeks of their confirmation;
- (e) be responsible as part of the Administrative Secretariat for the management of the Union's business;
- (f) prepare the agenda for the National Executive Meetings in consultation with the President and ensure its timely circulation;
- (g) perform such other duties as defined by the National Executive ,the General Council.

6.6: THE NATIONAL TREASURER

The National Treasurer shall:

- (a) be responsible for the management of the expenses and income of the Union. He/she shall prepare and submit to the National Executive Committee for consideration an annual Draft Budget by no later than November 30th of each year;
- (b) establish and maintain a satisfactory system of control of the Union's accounting records, cash holdings, receipts, remittances, bonds, securities, and other assets as are provided by the Articles;
- (c) be responsible for all monies paid to The Union and shall ensure that such monies are deposited within 48 hours ;
- (d) ensure that proper accounts of receipts and expenditure supported by documentary evidence, and shall submit same for audit when requested by the National Executive Committee;

- (e) submit a report at each regular meeting of the National Executive Committee or at such other times as the National Executive Committee may decide;
- (e) at least one month before the fixed date for the Biennial Convention of The Union present to the National Executive a report for the preceding two years, an income and expenditure account and Balance Sheet as at the end of such period;
- (f) also ensure the preparation and presentation of an audited statement of Account to the Annual General Conference which shall outline income and expenditure for the completed year;
- (g) in conjunction with the President or Secretary and one Trustee sign all cheques on behalf of The Union;
- (h) perform from time to time all duties assigned to him/her by the National Executive Committee. General Council or a Higher Level of the Union.

7: STANDING SUB-COMMITTEES OF THE EXECUTIVE

The Executive Committee at its first meeting after the Annual General Meeting shall appoint the following sub-committees:

- (a) Whitley Committee
- (b) Grievance Committee;
- (e) Shop Stewards Committee;
- (d) Publicity Committee;
- (e) Finance Committee;
- (f) Committee of Management (CS.A. Centre);
- (g) Such other Committee, etc.

The Executive shall also at its first meeting appoint representatives to serve on various Government Committees, which shall include among them

- (a) Training Committee;
- (b) Travelling and Subsistence Committee;
- (c) Maternity Committee;
- (d) Housing Committee;
- (e) (C.I.R.P.S.) Committee on Industrial Relations in the Public Service;
- (f) Staffing and Structure Committee;
- (g) Honorarium Committee.

8. WHITLEY COMMITTEE

- (a) The Staff side of the Whitley Committee shall comprise the President, the Secretary of the Union and two other members of the Executive Committee and shall:-
- (1) present and support the claims of the Union in all matters discussed at the Whitley Council;
 - (2) consider and report on all matters affecting the operation of Whitleyism the Civil Service;
 - (3) make monthly reports to the Executive;
 - (4) have no power to initiate discussion on any matter at Whitley Council meeting without the express direction of the Executive;
 - (5) have no power to accept or reject any matter which affects the rights, interest or welfare of members of the Association without the express direction of the Executive.

9. THE GRIEVANCE COMMITTEE

- (a) The Grievance Committee shall make recommendations on all grievances to the Executive Committee for its consideration;
- (b) A complaint by a member shall be submitted in writing to the Secretary who shall forward the same to the Grievance Committee. The complaint shall be investigated by the Committee who shall forward to the Executive its findings, and recommendations. The Executive shall then act upon its information;
- (c) Reports from the Grievance Committee to the Executive shall be in writing.

10. THE PUBLICITY COMMITTEE

The Publicity Committee shall have control of the issuing of bulletins, the publication of magazines and the making of releases to the press, and of other forms of publicity.

11. THE FINANCE COMMITTEE

It shall be the duty of the Finance Committee to provide ways and means of increasing the Union's finances and shall also supervise the work of the Treasurer and ensure that the

account books are in order.

The Finance Committee shall submit to the Executive quarterly reports on the financial position of the Union.

12. ELECTION OF THE EXECUTIVE COMMITTEE, TRUSTEE AND AUDITORS

- (a) The election of members of the Executive Committee together with the election of three (3) Trustees and an Auditor shall take place at the Annual General Meeting. The trustees shall be full members of the Union
- (b) Outgoing Officers, Delegates, Trustees and the Auditor shall be eligible for re-election
- (c) The Treasurer shall submit to the Executive the Financial Statements at least 21 days before the date fixed for the Annual General Meeting;
- (d) Voting at the election of officers, delegates, trustees and auditors shall be by secret ballot except otherwise decided by majority opinion.

13. DUTIES OF TRUSTEES

- (a) The Trustees shall have vested in them all the real and personal property whatever belonging to the Union and they shall deal with it in such a manner as the Executive Committee may direct
- (b) All monies paid out or withdrawn from the Union's funds must be supported by the signatures of at least one trustee, the treasurer and either the signature of the President or Secretary
- (c) In the event of death, resignation or removal of a trustee, the Executive shall appoint a person to fill the vacancy created thereby and such person shall remain in office until the next Annual General Meeting.

14. LEVIES

- (a) The Executive Committee shall have the power to declare levies, in addition to the contribution, if and when it deems necessary;
- (b) If any member fails to pay a levy within three months of its declaration, the default shall be treated in the same manner as arrears of subscription.

15. MEMBERSHIP CARDS

Every financial member of the Union shall be furnished with a membership card, which shall be used **inter alia** to permit him entry at meetings. If such financial member is not in possession of his/her card and can be vouched for by either the Secretary or Treasurer or Steward, he shall be allowed to enter the meeting.

16. SUBSCRIPTION CARDS

A subscription card shall be held by the Union in name of each financial member. Every member shall have a right to inspect his/her personal subscription card at any time during working hours. However such subscription cards shall be held by the Union for Trade Union and Industrial Relations purposes only.

17. AMENDMENT OF RULES

- (a) The rules of the Union may be amended or repealed by resolution at any General or Special General Meeting of the Union. Notice of any such proposed amendment or repeal must be served on the Secretary together with a copy of the exact text of the proposed amendment at least 21 days before the meeting at which it is proposed to amend or repeal to every member of the Executive or copies to each of the following:
 - (i) Ministries,
 - (ii) Departments
 - (iii) Divisions;
 - (iv) Sub-collectors offices, Government Stations and Offices in the out-districts;
 - (v) News media where possible;
- (b) No such resolution shall be deemed to have passed unless it is carried by a majority of at least two-thirds of the financial members of the Union present and voting thereon;
- (c) Any alterations of the rules of the Union shall be notified to the Registrar of Trade Unions.

18. DELIVERY OF BOOKS, ETC.

Executive members who retire or resign or who are dismissed from office or who are about to leave the State shall deliver to the Secretary or their successors all monies, papers, books and other property of the Union one week after their retirement, resignation or dismissal.

19. EDUCATIONAL WORK

The Union may undertake the education of its members in a general manner through classes, meetings, monthly bulletins or the use of any media decided upon by the Executive

Committee. It shall make a specialty of Trade Union Education by assisting members whenever possible to gain knowledge of all aspects of Trade Unionism.

20. OUT-DTSTRICTS

A delegation from the Executive Committee shall visit periodically the members of the Union who are stationed in the out-districts, and all representation made on those visits are to be recorded and dealt with accordingly.

21. PROCEDURE FOR DISCIPLINARY ACTION

The following procedure is to be followed before any member is suspended, fined or expelled:

- (a) When a member is alleged to have committed an offence, allegedly calculated to bring the Union into disrepute, the charge shall be put in writing by the General Secretary and served on the member together with a notice of the date, time and place at which the charge is to be heard by the Executive, the notice required to be given in such case shall be at least 14 days;
- (b) a member who is required to answer to any disciplinary charge may do so either by himself or with any other person he/she choose to do so on his/her behalf;
- (c) The Executive Committee reserves the right to proceed to act in the absence of a member, who having been accused and notified in accordance with Rule 20 (a) and does not give a reasonable excuse for the absence;
- (d) The professional conduct of all members of The Union shall be guided by a Code of Ethics endorsed by the Biennial Convention;
- (e) The National Executive Committee is empowered to set a special committee comprised of five (5) full members of the Union to deal with complaints of unprofessional conduct or of non-compliance with the Rules of The Union. The Committee shall investigate the alleged offence and shall make recommendations to the National Executive Committee;
- If) Any member so disciplined shall have the right to appeal the decision of the National Executive Committee at the National General Meeting following the decision. The ruling of the National General Meeting shall he final.

22, PENALTIES

The following penalties shall he imposed by the Executive Committee and shall apply in relation to the following offences:

- (a) refusing to sign **bona fide** documents to which signature is required Fine not less than

\$1000;

- (b) neglect of duty, refusal to implement decisions of the Union — Fine not less than \$10.00;
- (e) dishonesty, failing to render proper accounts of Union's funds Fine, suspension or expulsion depending on the gravity of the case.

23. CIVIL SERVICE UNION WEEK

One week in October of each year shall be designated "Civil Service Week," provided that the Executive may, in the event of unavoidable exigencies, appoint another time.

The members of the Union shall during the said week engage in cultural, sporting, social, education and such other activities either by themselves or in conjunction with other organizations or individuals as the Executive may decide.

24. DISSOLUTION

- (a) The Union shall not be dissolved except by vote of five-sixths or more of the Financial Members present at a Special General Meeting called for the purpose;
- (b) After the dissolution of the Union whatever monies which are held by the Union shall be used to meet any outstanding liabilities. Should there be a balance after such liabilities are met, that balance shall be paid out to various charitable, medical and reform institutions, decided upon by the Executive before dissolution;
- (c) All property and equipment belonging to the Union at the time of dissolution shall first be offered up for sale to members at a General Meeting and if they are unable to purchase the same shall be sold at Public Auction and the proceeds shall go To institutions mentioned at 24 (b);
- (d) The Registrar of the Trade Unions shall be informed of the dissolution.

25. STANDTNG ORDERS

- (a) At meetings each member shall present to the person duly authorized by the Executive Committee his or her membership card;
- (b) The president shall take the chair and formally open the business of the meeting;

- (c) Each member on addressing the chair shall rise and be limited in speaking to ten minutes on each subject. A member shall not speak except in reference to a resolution or amendment, nor shall he speak twice on one subject, unless he be the mover of the original proposition, when he has the right of reply. The Chairman and Secretary are exempted from this order. Asking or answering a question by permission of the chair shall not be considered speeches neither shall they be speeches;
- (d) In the event of a proposition to “proceed to the next business” being moved and seconded it shall, after the proposer of the original resolution has been heard, be put to the vote. If agreed to, all other propositions on the subject then under discussion and voted on, it shall not again be introduced during the meeting;
- (e) No proposal or amendment shall be discussed unless it is seconded, except the proposals of the Executive Committee, which shall be taken as having been moved and seconded. No second amendment or rider shall be voted on until the first amendment is disposed of;
- (f) The ruling of the Chairman on all matters shall be strictly obeyed. No member shall leave the meeting except he first asks and obtains the Chairman’s consent;
- (g) An agenda of the business of the meeting shall be given to each member. This agenda shall be adhered to until its completion unless a proposition to suspend the standing orders be made and carried out by a majority of two-thirds of those present “A majority of two-thirds” shall be construed to mean “two-thirds” voting in favour of the measure;
- (h) A majority of the members present may suspend and exclude from the meeting any member who is insubordinate or who improperly conducts himself. A member so dealt with may be reinstated on tendering an apology acceptable to the meeting;
- (i) The business of the meetings shall be conducted in accordance with Parliamentary procedure.

26. FINANCE AND AUDIT

- (a) One of the objects of the St Lucia Civil Service Association shall be to raise funds by means of an entry contribution levied on each member, a monthly subscription, fund raising activities, donation and gifts, and interest on investments (if any) and levies on members when occasion demands that such a levy be imposed and loans (if necessary). Such funds shall be used for the purpose of:
 - (i) meeting expenses towards management;
 - (ii) providing legal assistance to members when the need arises and the National Executive Committee is satisfied that the appeal for assistance is justified;
 - (iii) assisting members when in distress;
 - (iv) assisting members (if the fund is available) when out on STRIKE;
 - (v) assisting members who may wish to pursue further studies;
 - (vi) providing scholarships for the Sons and daughters and wards of financial members;
 - (vii) paying salaries to permanently employed officers (when this is introduced);

- (b) Members monthly subscriptions shall be paid by means of the Check-off system. All monies collected on behalf of The Union for whatever purpose, shall be lodged in the Bank by the Treasurer. The Treasurer shall carry out periodical checks at the Treasury or such other department to ascertain that deductions are made and that subscriptions are taken from all Members who have requested that such be done from their salaries. All other subscriptions shall be paid to the Treasurer who shall act in accordance with 6.6 (b);
- (c) The monies collected shall be divided into: -
- (i) Management or General Fund;
 - (ii) Industrial Action Fund;
 - (iii) Widows and Orphans Fund;
 - (iv) Special Fund;
 - (v) Property and Building Fund and any other Fund which the National Executive Committee may deem necessary;
 - (vi) Scholarship Fund;
- (i) **MANAGEMENT OR GENERAL FUND** — The General or Management Fund shall be applied to the business (i.e. administration~ of the Union to secure its proper functioning. Details of expenditure shall he set forth in the Budget prepared by the Treasurer in consultation with the National Executive Committee at the commencement of every financial year of The Union;
 - (ii) **INDUSTRIAL ACTION FUND**— A portion of the monthly subscription of each member shall be placed in this fund, together with any contribution which will accrue from fund raising activities, donations o gifts which shall be made to the fund.
A separate Bank Account shall be kept for this Fund;
 - (iii) **WIDOWS AND ORPHANS FUND**- A small portion of each member’s subscription shall be credited to this fund. The National Executive Committee may from time to time raise funds to supplement the contribution of members. This fund shall be for the sole use and benefits of the Widows and Orphans of Widowers and Orphans of deceased members;
 - (iv) **(SPECIAL FUND)** —. The Special Fund shall consist of gifts, requests, grants, donations, loans and other funds marked for special purposes. This shall form part of the budget but shall be kept in a separate account:
- (d) A true account shall be kept of the Assets and Liabilities of The Union and all sums of money received and expended. The books of accounts shall be secured in a place as the National Executive Committee may deem fit and shall be at all times open for inspection by its financial members on application to the General Secretary and on giving not less than fourteen (14) days notice. Such inspection shall be carried out with due regards to the security of the property of the Union and to the expedition of its business provided that, in any case,

satisfactory reasons are given for the said inspection;

- (e) In order to avoid unnecessary delay in carrying out the financial affairs of The Union, the General Secretary should be permitted to keep petty cash. This amount shall from time to time be reviewed by the National Executive Committee as the need arises. Before the petty cash can be replenished, the Treasurer shall have to be satisfied that the amount handed to the General Secretary can be accounted for (i.e. by hills. etc.). In order to do so effectively the General Secretary shall keep a 'Petty Account Book with entries of all receipts and expenditure and bills kept safely for the scrutiny of the examiners of accounts;
- (f) A small committee of at least three (3) members shall be appointed to carry out quarterly auditing (i.e. internally) and submit in writing a report to the National Executive Committee. The Auditors shall be selected at the Annual Convention each year and if a vacancy occurs during the year this shall be filled from the National Executive Committee;
- (g) All monies received on behalf of The Union must be handed over to the Treasurer within seventy-two (72) hours. On no account should any person spend monies in his/her/ their possession without the permission of the Trustees;
- (h) All payments and disbursements made by cheques shall be duly stamped with the Union's stamp and signed by the Treasurer, the President or Secretary and one of the Trustees;
- (i) The Treasurer shall prepare and submit all books of account of the Union and all documents pertaining thereto for auditing by a 'Public Auditor' who shall prepare a full 'Balance Sheet' to be presented at each annual Convention and/or Biennial convention whichever shall be first. The Auditor may be required to attend the Convention to explain the accounts or his Report to the members. The Balance Sheet shall be circulated to all Executive Members and Department/Ministry Representatives at least seven (7) days before its presentation at the Annual convention;
- (j) The Treasurer shall keep on hand a sum of money to meet the day to day expenses incurred by any Departments/Ministries on behalf of the Union. The amount shall be decided by the National Executive Committee in accordance with the Petty Cash Regulations.

27. PROCESS OF AFFILIATION

THE UNION may affiliate itself to any other organization. Such affiliation shall be decided upon by a majority vote at the Biennial Convention.