

Rules of
Hong Kong Physiotherapists' Union

Trade Union No: 773

RULE 1 - NAME AND OFFICE

- Name 1.1 The name of the Union shall be
HONG KONG PHYSIOTHERAPISTS' UNION
(香港物理治療師協會) (in Chinese)
(hereinafter referred to as the Union).
- Address 1.2 (a) The registered office of the Union shall be at:
Suite D, 16/F, Ritz Plaza, 122 Austin Road, Tsim Sha Tsui, Kln.
九龍尖沙咀柯士甸道122號麗斯中心16樓D室 (in Chinese) or such
other place as may be decided upon by the Executive Committee.
- (b) The postal address of the Union shall be at:
H.K. G.P.O. Box 889
(香港中央郵箱889號) (in Chinese)
or such other place as may be decided upon by the Executive
Committee.

RULE 2 - OBJECTS

- Objects The objects of the Union shall be as follows :
- 2.1 To foster co-operation of physiotherapists working in different organizations.
- 2.2 To promote and to protect the professional status, and to safeguard the professional interests and rights of the Union members.
- 2.3 To regulate relations and to settle disputes between members and employers, between one member and another and between members and other employees by amicable and conciliatory means.
- 2.4 To be concerned with and to participate in the community affairs affecting the interests of the public and the members of the Union.
- 2.5 To promote legislation in the interests of professional advancement for the well-being of public health.
- 2.6 To maintain and improve the conditions of physiotherapy employment including the reasonable rates of wages, hours of work and other conditions of employment, and generally to protect the interests of members.
- 2.7 To negotiate wages, work rules, complaint procedures, rules governing hiring and firing, promotion of workers, workplace safety and policies.
- 2.8 To promote generally the material, cultural, social, educational and recreational welfare of the members.
- 2.9 To upkeep the standards of physiotherapy practice in various settings.

- 2.10 To organize educational activities or trainings which may be thought to be desirable for the promotion of the standards, benefits and rights of the physiotherapy profession.
- 2.11 To do all such other lawful things as are incidental or conducive to the attainment of any or all of the above objectives.
- 2.12 To be a non-profit making professional organization and operates for non-profit making purpose.

RULE 3 - MEMBERSHIP AND SUBSCRIPTIONS

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| Qualifications for membership | 3.1 Membership of the Union is open to all physiotherapists in Hong Kong who agree on the Union's objectives and are willing to be abided by the Union's Rules. There are four types of members, upon applicants' present status, to be applied and renewed. |
| Full Members | (a) Full Members (Voting Member)
Practicing physiotherapists in Hong Kong registered with the Hong Kong Physiotherapists Board are eligible to apply as Full Members. Full Members membership would cease if physiotherapists no longer registered with the Hong Kong Physiotherapists Board. Full Members have the right to convene and vote in General Meetings; and have right to be nominated and elected as members of Executive Committee of the Union; and are entitled to the benefits provided by the Union. |
| Life Members | (b) Life Members (Voting Member)
Full Members may become Life Members provided he has paid the designated one-off subscription. Life members are not required to pay the annual fee but shall be subject to other fees/contributions endorsed at general meetings. Life Members are entitled to the same rights, privileges and obligations as Full Members.

(c) Associate Members (Non-voting Member)
Physiotherapists who are not registered with Hong Kong Physiotherapists Board are eligible to apply for Associate Members. Associate Members do not have the right to convene and vote in General Meetings, nor the right to be nominated and elected as Executive Committee and President of the Union; but they may participate in the activities organized by the Union and entitled to the benefits provided by the Union.

(d) Honorary Members
Physiotherapists who met the requirements in Rule 3.1 and have significant contribution to the physiotherapy profession, subject to the decision of the Executive Committee, may be appointed as |

an Honorary Members. If an Honorary Member satisfies 3.1(a), he should be entitled to the rights of a Full Member.

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| Admission procedures | 3.2 | An applicant for membership of the Union shall fill in an application form in the first instance. When the application is approved by the Executive Committee, he shall pay the fee and subscription, obtain a membership certificate and become a member of the Union. Any omission from or inaccuracy or misrepresentation in the particulars relating to the applicant shall render his admission voidable at the discretion of the Executive Committee. |
| Entrance fee and monthly/annual subscriptions | 3.3 | <p>(a) The subscription for Membership shall be:</p> <ul style="list-style-type: none">i. Full Members: HK\$500 per person per annum.ii. Life Members: HK\$5,000 per personiii. Associate Members: HK\$400 per person per annum <p>Honorary Members: Free (Invited by and subject to the decision of EC)</p> <p>or such amount as decided by the Executive Committee and approved in the General Meeting from time to time as the Union may deem fit and proper.</p> <p>(b) Subscriptions shall be payable on admission and thereafter due in the month of January every year.</p> <p>(c) Life Members and Honorary Members shall not be required to pay annual subscriptions but shall continue to, like any other members, pay other levies as may be decided by the Executive Committee.</p> |
| Alteration of fees | 3.4 | The General Meeting of the Union shall be the sole authority to alter any fees, subscriptions and contributions. |
| Members not in the trade | 3.5 | (a) Any member who has ceased to be employed/engaged as a physiotherapist and is employed/engaged permanently in a different occupation shall cease to be a member; |
| No refund of fees paid | | (b) When a person withdraws voluntarily from membership or is dismissed from the Union, all fees and subscriptions previously paid by him shall not be refunded. |
| Duties of members | 3.6 | (a) Unless otherwise approved by the Executive Committee, it shall be the duty of members to: <ul style="list-style-type: none">i. Comply with the Union Rules.ii. Pay the membership subscription accordinglyiii. Execute the voting right in the General Meetingiv. Promote the objectives and work of the Unionv. Be in good standing for the Union |
| Members breaking rules | | (b) All members must abide by the rules and decisions of the Union. Any member breaking the rules of the Union is liable to |

disciplinary action or expulsion by the Executive Committee (see Rule 7.8). Any member disciplined or expelled may appeal to the General Meeting.

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| Arrears of subscriptions or levies | 3.7 | A member who is more than 2 months in arrears of either fees, subscriptions, contributions or all other levies shall not be a qualified member. He shall not be entitled to benefits provided by the Union and shall not be entitled to vote on any matter of the Union. A member who is more than 4 months in arrears with such fees, subscriptions, contributions or levies shall cease to be a member, but he may be reinstated at the discretion of the Executive Committee on payment of all arrears. However, he can only enjoy the rights and benefits of the union 30 days after the Executive Committee has agreed to resume his membership. |
| Member's complaints | 3.8 | Any member who is not satisfied with the business of the Union, may lodge his complaint with the Executive Committee in writing. The Executive Committee shall not refuse to consider such complaint in any circumstances and shall summon the complainant to make an account of the matter. The Executive Committee shall give a reply in writing when it comes to a decision on whether or not to accept the complaint. The member may appeal to a General Meeting if he considers that the Executive Committee has no ground to turn down his complaint. |
| Student Affiliate | 3.9 | Full-time physiotherapy students currently enrolled in local entry level accredited physiotherapy program may join the Union as Student Affiliate. Student affiliates are not members of the Union but may participate in the activities organized by the Union and entitled to the benefits provided by the Union. The subscription for student affiliates shall be HK\$80 per person per annum. |

RULE 4 - CONSTITUTION AND GOVERNMENT

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

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| Date of Annual General Meeting of Members | 5.1 | The Annual General Meeting of Members shall be held between January and March every year. |
| Calling of Extraordinary General Meeting of Members | 5.2 | An Extraordinary General Meeting of Members may be called by the Executive Committee or at the request of not less than one-tenth of the total number of members of the Union. On receipt of a request from members, the Executive Committee shall arrange to call an Extraordinary General Meeting of Members within three weeks thereof. |

- Attendance and voting at General Meetings
- 5.3 (a) All members shall be entitled to attend the General Meeting of Members;
- (b) Only voting members shall be entitled to vote at the General Meeting of Members.
- Proxy voting
- (c) If a voting member cannot attend the General Meeting on account of work or other reasons, he may, subject to the following provisions, appoint a proxy to attend and vote for him for any specified agenda item(s) (except A.O.B. matters) in any General Meeting:
- i. The appointer shall issue and sign on the instrument appointing a proxy for specified agenda item. A proxy must be a voting member who is entitled to vote at that particular General Meeting;
 - ii. Each voting member can at most be appointed by 2 other voting member(s) as proxy in any one General Meeting;
 - iii. The instrument(s) appointing a proxy must be handed to the Secretary, or any other person(s) appointed by the Executive Committee, for verification before the meeting in exchange for a ballot solely for each specified agenda item of the General Meeting;
 - iv. An instrument appointing a proxy shall be in the following form or a form as near thereto as circumstances permit:

Proxy form

Proxy Form

Hong Kong Physiotherapists' Union

Being a voting member of the above-named Union, I hereby appoint _____, also being a voting member of the above-named Union, as my proxy to vote for me for agenda item(s) no. _____ on my behalf at the Annual/Extraordinary* General Meeting of the Association to be held on _____, and at any adjournment thereof.

(* Please delete as appropriate.)

Signature: _____

Name (Block Letter): _____

Membership Number: _____

Date: _____

- Business of Annual General Meeting of Members
- 5.4 The business of the Annual General Meeting of Members shall be :
- (a) to confirm the minutes of the previous Annual General Meeting of Members and of any intervening Extraordinary General Meeting of Members;
 - (b) to consider reports from the Executive Committee and to plan policy and work for the future;

- (c) to consider and approve the statement of accounts for the previous financial year together with the report on the audit of accounts of the Union;
 - (d) to elect by secret ballot members of the Executive Committee;
 - (e) to appoint or elect an auditor or auditors;
 - (f) to consider any other business of the Union.
- Alteration of rules 5.5 The General Meeting shall be the sole authority to make alterations, amendments and additions to any of these rules, to rescind any of these rules and to make new rules provided that matters specified in the Schedule 2 to the Trade Unions Ordinance are adequately provided for.
- Notice and agenda of General Meeting 5.6 The Secretary, on the instructions of the Executive Committee, shall prepare the notice of the General Meeting and shall send it to members in such a manner, as the Executive Committee may decide. No less than 14 days notice shall be sent to every member. The Secretary, upon receiving the agenda items from members, shall prepare the agenda. If the General Meeting is called at the request of members, the Executive Committee shall fully consider members' proposed items of discussion and include them into the agenda whenever practicable. The Secretary shall send the agenda to members before 7 days of the meeting. The number of days is exclusive of the day of service of the notice/agenda and of the day of meeting.
- Business of Extraordinary General Meeting of Members 5.7 The business of the Extraordinary General Meeting of Members shall be confined to those matters specified in the agenda. Decisions reached at the Extraordinary General Meeting of Members shall have the same validity and authority as decisions reached at the Annual General Meeting of Members provided that, where any alteration of the rules of the Union is contemplated, such proposed alteration shall be specifically stated in the agenda of the meeting.
- Quorum for and decision of General Meeting 5.8 The quorum for any General Meeting shall be formed by not less than 30 or 20% of the total voting members, whichever is the less. The number of members appointing proxy shall be included in counting the quorum. With the exception of those matters regarding amalgamation with other trade unions and any other matters for which requisite votes are prescribed by the Trade Unions Ordinance or by the rules of the Union, all decisions of the General Meeting shall be valid if they are made by a majority of votes (including proxy votes) of all voting members present constituting a quorum.
- Adjourned General Meeting 5.9 If within one hour from the time appointed for a General Meeting, the number of voting members present in person and by proxy at the meeting is insufficient to constitute a quorum, the Executive Committee shall adjourn the meeting within 14 days. In case the meeting is convened at the request of members under Rule 5.2 and the number of voting members present in person or by proxy within one hour from the time appointed for the General Meeting is insufficient

to constitute a quorum, the meeting shall be called off and no adjournment shall be made.

Notice and agenda of Adjourned General Meeting 5.10 The Secretary shall send the notice for calling the adjourned meeting and agenda to each member at least 7 days prior to the meeting. At that meeting, a quorum shall be formed by whatever number of voting members present in person or by proxy. With the exception of those matters regarding amalgamation with other trade unions and any other matters for which requisite votes are prescribed by the Trade Unions Ordinance or by the rules of the Union, all decisions of the adjourned meeting shall be valid if they are made by a majority of votes (including proxy votes) of all voting members present at the meeting. These decisions shall be binding on all members. However, the notice for the adjourned meeting shall specify in detail the provision of this rule for the reference of all members.

RULE 6 - ELECTIONS AND SECRET BALLOT

Secret ballot held under the authority of Executive Committee or Sub-Committee 6.1 All elections or other matters for decision by secret ballot at the General Meeting shall be held under the authority of the Executive Committee or a Sub-Committee appointed specifically for the purpose by the Executive Committee.

Matters to be decided by secret ballot 6.2 All decisions in respect of the following items shall be taken by secret ballot:

- (a) election of members and office-holders of the Executive Committee;
- (b) change in the name of the Union;
- (c) amalgamation of the Union with any other trade union;
- (d) federation of the Union with any other trade union or trade union federation;
- (e) being or becoming a member of an organisation established in a foreign country;
- (f) resolution on payment of electoral expenses referred to in section 33A(1) of the Trade Unions Ordinance when no electoral fund has been established;
- (g) dissolution of the Union.

Issue of ballot forms 6.3 The Secretary or Sub-Committee appointed by the Executive Committee for the purpose of election or voting work shall be responsible for issuing ballot forms and shall issue them only to voting members.

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| Manner of balloting | 6.4 | All ballot forms must not be signed by the voters who mark or inscribe them and must be placed in the sealed ballot box provided by the Executive Committee. The Executive Committee or the Sub-Committee may appoint voting members to supervise and safeguard the ballot box. |
| Scrutineers to count and check votes | 6.5 | Scrutineers shall be elected at the General Meeting from among the voting members. They shall be responsible to the Executive Committee or the Sub-Committee for collecting the ballot box and counting and checking the votes. |

RULE 7 - EXECUTIVE COMMITTEE

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| Government of union vested in Executive Committee | 7.1 | The government of the Union and the conduct of its business shall be vested in the Executive Committee. Only voting members of the Union are eligible to be members of the Executive Committee. |
| Composition of Executive Committee | 7.2 | The Executive Committee shall consist of not less than 5 members. They shall be elected by secret ballot by union members at the Annual General Meeting. The elected members of the Executive Committee shall within 14 days after the Annual General Meeting elect among themselves by secret ballot a President, a Vice-President, a Secretary and a Financial Secretary and other posts which the Executive Committee may appoint for reasons deemed good and appropriate in the interests of the Union. All members of the Executive Committee shall serve for a term of 2 year(s) and shall be eligible for re-election. A list of all the members of the Executive Committee and their office titles shall be displayed at the registered office of the Union. |
| Meeting and quorum of Executive Committee | 7.3 | The Executive Committee shall meet at least once every 3 months. Over half of the total number of members of the Committee shall form a quorum. With the exception of amalgamation with other trade unions and any other matters for which requisite votes are prescribed by the Trade Unions Ordinance or by the Rules of the Union, all decisions of the Executive Committee shall be valid if they are made by a majority of votes of all those members of the Committee present constituting a quorum. |
| Vacancies in the Executive Committee | 7.4 | In the event of death, resignation or dismissal of any member of the Executive Committee between two Annual General Meetings or when, during such period, any member of the Executive Committee is unavoidably absent from Hong Kong and such absence is likely to be permanent or unduly prolonged, the vacancy shall be filled by the candidate who secured the next highest number of votes at the last election. In the absence of such candidate, the Executive Committee shall within one month after the vacancy has arisen convene an Extraordinary General Meeting to elect a replacement. If the Executive Committee Member vacating office is concurrently an office-holder, the vacant office shall be filled from among all the Executive Committee Members by secret ballot. Any replacement |

member or office-holder will serve the rest of the term of the vacating member or office-holder, as the case may be.

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| Protection of funds by Executive Committee | 7.5 | The Executive Committee shall pursue the objects of the Union and shall protect its funds against extravagance or misappropriation. It may give instructions as to the investment of the funds of the Union subject to Rule 9.4. |
| Paid staff and Sub-Committees | 7.6 | The Executive Committee shall give instructions to the Secretary and other office-holders for the conduct of the affairs of the Union. It may appoint paid staff and may dismiss them for reasons deemed good and sufficient in the interests of the Union. It may appoint Sub-Committees to carry out the routine or special work of the Union and may dissolve them. |
| Suspension or dismissal of officers | 7.7 | The Executive Committee may suspend or dismiss any member of the Executive Committee for neglect of duty, dishonesty, incompetence, refusal to carry out the decisions of the General Meetings or of the Executive Committee, or for any other reason deemed good and sufficient in the interests of the Union. Any member of the Executive Committee suspended or dismissed may appeal to a General Meeting. |
| Discipline and expulsion of members | 7.8 | The Executive Committee may give a warning to, or discipline or expel from the Union any member who is proved to its satisfaction to have been guilty of conduct prejudicial to the interests of the Union. Any member warned, disciplined or expelled may appeal to a General Meeting. |
| Decisions of Executive Committee | 7.9 | Subject to Rule 7.3 and the overriding authority of the General Meeting, all decisions of the Executive Committee shall be binding on all members of the Union. |
| Interpretation of rules | 7.10 | The Executive Committee shall interpret the rules, determine any points which the rules do not adequately cover, and propose alterations to the General Meeting for approval. |
| Power to establish branches | 7.11 | With the approval of the General Meeting, the Executive Committee may establish branches of the Union. (Specific rules governing branch affairs shall be made before a branch is established). |
| Handing over of duties and documents | 7.12 | Whenever there is a change of members or office-holders in the Executive Committee, arrangements for handing/taking over of duties and documents shall be made within one month of the change. A certificate to this effect shall be signed by the out-going and the incoming members of the Executive Committee for the record of the Executive Committee. |

RULE 8 - OFFICE HOLDERS OF THE UNION

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| Duties of the President | 8.1 | (a) The President shall preside at all General Meetings and Executive Committee Meetings and shall be responsible for the proper conduct of business of such meetings. He shall sign the minutes |
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of each meeting after they are approved. In case the numbers of votes for and against an item are equal, the President can deliver a casting vote.

- (b) With the assistance of the Secretary and the Financial Secretary, he shall superintend the general administration of the Union and shall ensure the observance of the Union rules by all members;
- (c) He is empowered to countersign every document of the Union to which the common seal of the Union is affixed as provided under Rule 19.2, in conjunction with a member of the Executive Committee or a voting member appointed by the Executive Committee;
- (d) He may, in conjunction with the Financial Secretary, sign cheques or cash withdrawal forms on behalf of the Union;
- (e) He shall, in conjunction with the Secretary, furnish to the Registrar of Trade Unions before 31 March in each year a return showing the names of the members of the Executive Committee and membership of the Union on 31 December in the preceding year.

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

Duties of the Secretary 8.3

- (a) The Secretary shall conduct the business of the Union in accordance with the rules and shall carry out the instructions of the General Meetings and of the Executive Committee;
- (b) He shall keep the common seal of the Union in safe custody;
- (c) He shall keep a register of all members;
- (d) He shall attend all meetings of the Union and shall record the proceedings of the meetings;
- (e) He shall prepare the Annual Report of the Union for submission to the Annual General Meeting and any other reports necessary for Extraordinary General Meetings;
- (f) He may, in conjunction with the President, countersign any document of the Union to which the common seal of the Union is affixed as provided under Rules 19.2.
- (g) He may, in conjunction with the Financial Secretary, sign cheques or cash withdrawal forms on behalf of the Union.
- (h) He shall, in conjunction with the President, furnish to the Registrar of Trade Unions before 31 March in each year a return showing the names of the members of the Executive Committee

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

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| Duties of the Financial Secretary | 8.4 | <p>(a) The Financial Secretary shall be responsible for the safety of all moneys and the safeguarding of all investments belonging to the Union and shall keep full and accurate books and accounts with respect to all transactions conducted in the name of the Union and maintain proper records of the Union's assets and liabilities. He shall establish and maintain a satisfactory system of control of accounting and transactions records. He shall prepare a financial statement for each meeting of the Executive Committee and shall, as soon after the close of each financial year as possible, prepare an annual statement of accounts to be audited by the auditor for presentation to the Annual General Meeting of Members. He shall forward the auditor's report together with the audited annual statement of accounts to the Registrar of Trade Unions within three months after the closing of the financial year;</p> <p>(b) He may, in conjunction with the President, countersign any document of the Union to which the common seal of the Union is affixed as provided under Rules 19.2.</p> <p>(c) He shall give free of charge to every member upon request an audited annual statement of accounts of all the receipts and expenditures and of the assets and liabilities of the Union;</p> <p>(d) He may, in conjunction with the President or the Secretary, sign cheques or cash withdrawal forms on behalf of the Union;</p> <p>(e) He shall not keep cash in excess of \$5,000, and shall deposit all other sums of money in a bank account opened in the name of the Union and appointed by the Executive Committee.</p> |
| Compensation to officers | 8.5 | <p>Any member of the Executive Committee whose duties call for full-time services for the Union may be compensated for loss of hours of work or wages as may be decided by the Executive Committee.</p> |
| Financial Security | 8.6 | <p>Any member of the Executive Committee whose duties involve financial responsibility shall provide such security as the Executive Committee may require.</p> |
| Honorary Advisors | 8.7 | <p>The General Meeting may appoint Honorary Advisors who are familiar with the business of the Union and are enthusiastic about labour and community affairs (or any other criteria specified by the Union). Honorary Advisor(s) should serve for a term of 2 years and shall be eligible for re-appointment.</p> <p>(a) Upon invitation of the Executive Committee, Honorary Advisor(s) can attend meetings of the Union and give opinions where appropriate. However, Honorary Advisor(s) shall not interfere in the administration and affairs of the Union and shall not have the right to vote.</p> |

- (b) If an Honorary Advisor is a voting member of the Union, he shall enjoy all the rights (including voting right at General Meetings) of a voting member.
- (c) The General Meeting may dismiss Honorary Advisors for reasons deemed good and sufficient in the interests of the Union.

RULE 9 - USE OF FUNDS

Composition of funds	9.1	The Union shall have General Fund.
Use of the General Fund	9.2	<p>The General Fund may be used with the authority of the Executive Committee only for the following purposes :</p> <ul style="list-style-type: none"> (a) the payment to members of the Executive Committee and paid staff of the Union of salaries, allowances and expenses in dealing with the affairs of the Union; (b) the payment of expenses for the administration of the Union, including audit of the accounts of the funds of the Union; (c) the prosecution or defence of any legal proceeding to which the Union or any member is a party when such prosecution or defence is 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; (d) the conduct of trade disputes on behalf of the Union or any member; (e) the payment of subscriptions, fees, contributions or donations to other registered trade unions or other lawful associations or combinations established within Hong Kong; (f) the payment of fines imposed on the Union for any offence of which it is convicted under the Trade Unions Ordinance or any other ordinances; (g) subject to the approval of a General Meeting, the payment for any other lawful purposes as permitted by the Trade Unions Ordinance. (h) both the qualified members and executive members are not allowed to receive or keep any monetary benefits which allocated from the General Fund for personal interest.
Creation and use of Welfare Fund	9.3	The General Meeting may authorise the Executive Committee to establish a Welfare Fund which shall be administered by the Executive Committee or by a Sub-Committee appointed by the Executive Committee. The Fund shall be open to all qualified members and give benefits to qualified members and/or their families for the purposes set out in Rule 2.5 (a), (b) and (c). It may also be used for

payment of expenses incurred in the promotion of recreational, cultural and social pursuits in the interests of qualified members. It must not be used for General Fund purposes. (Specific rules shall be made before a Welfare Fund is created).

- Investment of Funds 9.4 (a) The funds of the Union, which are not required for current expenses may be invested in bonds, securities or property and in such manner as may be determined by the voting members at a General Meeting;
- (b) The Executive Committee may, subject to the approval of a General Meeting, acquire or sell any property of the Union.
- Auditory report on use of fund 9.5 The caption funding should be used according to the original funding proposal with the endorsement of the related working group. An auditory report should be compiled.

RULE 10 - FINANCIAL YEAR

- Financial year 10 The financial year of the Union shall commence on the **1st day of first day of January** each year and terminate on the **last day of December** of the same year.

RULE 11 - LEVIES

- Imposition of levy 11 The Executive Committee may, for the purpose of providing further benefits for members or of operating a special project, impose a levy upon all members. If members object to payment of such levy they may refer the matter to a General Meeting. Before a decision is reached at the General Meeting, members shall be required to pay the levy within the time limit specified in the notice. Any arrears of levy shall be treated as arrears of subscription under Rule 3.7.

RULE 12 - AUDITORS

- Auditors need not be members 12.1 One or more auditors, who need not be members of the Union, shall be appointed or elected at the Annual General Meeting. His appointment is subject to the approval of the Registrar of Trade Unions. He shall serve for a term of **2 years** and be eligible for re-appointment or re-election.
- Vacancy of auditor 12.2 In the event of an auditor vacating his office between two Annual General Meetings, the Executive Committee shall have the power to appoint a suitable person to fill the vacancy until the next General Meeting. The appointment will be referred to the next General Meeting for covering approval. On obtaining the approval, the appointed person can continue to serve the remaining term of the outgoing auditor, if any.

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| Audit of accounts | 12.3 | The auditor shall audit all the accounts of the Union, including those of the General Fund and the Welfare Fund (if any), and any subsidiary accounts, as soon as possible after the close of each financial year and at other times when necessary. He shall examine all books and accounts of the Union, certify as to their correctness or otherwise and make a report to the Annual General Meeting. |
| Display of Auditor's Report | 12.4 | A copy of auditor's report shall be conspicuously displayed at the registered office of the Union. |

RULE 13 - INSPECTION OF BOOKS

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| Inspection of books | 13 | Any member of the Executive Committee, member or his authorised agent shall be allowed to inspect the Union's account books, original copy of registered rules and register of members. An application to this effect must be made in advance to the Secretary or the Financial Secretary, who shall be allowed reasonable time to make the necessary documents available. |
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RULE 14 - TRADE DISPUTES

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| Industrial action | 14 | In no case shall a stoppage of work take place or be threatened to take place in the name of the Union without the sanction of the General Meeting. |
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RULE 15 - LEGAL ADVICE OR ASSISTANCE

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| Legal advice or assistance | 15 | The Executive Committee shall have power to procure legal advice or assistance for any qualified member on any matter connected with the prosecution or defence undertaken for the purpose of securing or protecting any rights arising out of the relations of the member with his employer, provided that the Executive Committee is satisfied that the case merits legal advice or assistance. |
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RULE 16 - EDUCATIONAL WORK

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| Education of members | 16.1 | The Union may further the object of educating its members through meetings, classes or a periodical bulletin reporting the activities of the Union. It may publish literature and take such other action as will promote professional, industrial, cultural and social knowledge of its members. |
| 16.2 | | The Union may conduct education program which the Executive Committee believes will promote Union's objectives. |

RULE 17 - RULE BOOK

- Rules to be printed and made available 17.1 A printed copy of the registered rules of the Union shall be given free of charge to every person accepted into membership of the Union.
- 17.2 A copy of these registered rules shall be readily available at the registered office of the Union for perusal by any members.

RULE 18 - DISSOLUTION OR WINDING-UP OF THE UNION

- Cancellation of registration of the Union 18.1 The registration of the Union may be cancelled by voluntary dissolution, or upon a request by the Union or by decision of the Registrar of Trade Unions in accordance with the Trade Unions Ordinance.
- Voluntary dissolution 18.2 (a) The Union can be dissolved only with the consent of not less than two-thirds of the total number of voting members obtained by secret ballot at a General Meeting. When the Union is dissolved, the Secretary shall notify the Registrar of Trade Unions to this effect within 14 days thereof;
- Disposal of assets and funds (b) In the event of the Union being dissolved or the registration of the Union has been cancelled on whatever grounds, any surplus assets and funds remaining after the satisfaction of its debts and liabilities shall be disposed of in such manner as decided at a General Meeting. Such decision however should exclude any surplus assets or funds be paid to or distributed amongst the qualified members or Executive Committee members.

RULE 19 - COMMON SEAL AND CONTRACT

- Common seal 19.1 The Union shall have a common seal which shall be in the safe custody of the Secretary, and it shall only be used by the authority of the Executive Committee.
- Contract 19.2 Any contract or instrument made by the Executive Committee on behalf of the Union to which the common seal of the Union is affixed shall be signed by a member of the Executive Committee or a voting member appointed by the Executive Committee for this purpose and countersigned by the President, the Financial Secretary or the Secretary.

RULE 20 - DEFINITIONS

- Definitions 20 In these rules, unless the context otherwise requires :
- “General Meeting” includes Annual General Meeting of Members and Extraordinary General Meeting of Members.
- “members of the Executive Committee” means all persons who constitute the Executive Committee.

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

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

“qualified member” means any member either voting or non-voting who is not in arrears of subscriptions, if any, by virtue of Rule 3.7.

“registered” means registered under the Trade Unions Ordinance.

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

----- The End -----