

## Constitution of

### National Water Supply & Drainage Board Engineers' Union.

1. Name of the Union:

The name of this union shall be Water Supply & Drainage Board Engineers' Union. Hereinafter referred to as "the Union".

2. The Registered Office:

The registered office and place of meeting for the business of the union shall be "The Recreation Room. Water supply & Drainage Board. P.O. Box 14, Galle Road, Ratmalana" or at such other place as may be decided by the Executive Committee.

3. Objects:

- a) To secure the complete organization in the union of all workers employed in the capacity of Engineers of National Water supply & Drainage Board
- b) To watch, promote, safeguard and further the interests, rights and privileges of its members.
- c) To ameliorate the economic conditions of its members.
- d) To provide for the members any or all of the following benefits:-
  - i. Relief in victimization trade disputes and such other aid in connection  
With their employment.
  - ii. Legal assistance and legal advice where necessary in connection with their employment.
- e) To regulate relations between employer and employee, between the union and other trade unions and between members of the union and their employers or between one member and other members.
- f) To represent members in trade disputes.

4. List of members:

The secretary shall be responsible for the maintenance of an up to date list of members.

5. Inspection of books:

The list of members and account books shall be made available for inspection by member or any person interested in the funds of the union provided fourteen days (14) notice in writing is given to the secretary.

6. Meeting:

- a) The Annual General Meeting of the Union shall be held as soon as possible after the close of the financial year i. e 01<sup>st</sup> April to 31<sup>st</sup> March but not later than the 15<sup>th</sup> June. The quorum for this meeting shall be one third (1/3<sup>rd</sup>) of the total membership.
- b) The Hon secretary shall give at least one -month notice of the annual general meeting to all the members.
- c) Resolutions for discussion at the annual general meeting, notices of motions for the amendment of rules and nominations for officers shall be sent by the members to the Hon Secretary within 14 days form the notice of the meeting.
- d) The Secretary shall be consultation with the Executive committee, prepare an agenda for the annual general meeting including resolution, etc., referred to at (c) above and make it available to the members at least seven days (07) before the annual general meeting.

7. Special General Meeting:

A Special General Meeting shall be held at the written request of the president or on a occasion of the Executive committee or on a written requisition signed by not less than 1/3 members giving written notice to the secretary. The secretary shall convene a special general meeting giving the objects for such within 14 days of such request, decision or requisition. No other matters shall be discussed at this meeting. The quorum for any special general meeting shall be the same as for the annual general meeting.

## 8. Executive committee Meeting:

The Executive committee shall meet at least once a month, or as often as Occasion demands. The quorum shall be more than ½ year member of Executive Committee.

## 9. Minutes:

The secretary shall be responsible for recording the minutes of all meeting and to have them read and confirmed at the next such meeting.

## 10. Voting:

Voting at all meeting of the union shall be by the show of hands except where secret ballot is demanded by a majority of the members present at the particular meeting.

## 11. Membership:

- a) All persons over 16 years of age employed in the capacity of Engineer who held permanent, temporary or seconded appointments as Engineer in the National Water supply & Drainage Board shall be eligible for membership.
- b) There shall be no honorary or temporary members.
- c) All candidates for membership shall made application on the form prescribed by the Executive committee, which shall have the power to refuse admission of any candidate without any reason being assigned for such rejection.
- d) The Executive Committee shall have the power to suspend form the union any member who is proved to have been guilty of breaches of this constitution, but such suspension shall be reported to the very next general meeting for ratification or for any further action.

## 12. Dues and Levies:

- a) All member shall pay a monthly subscription of Rs 250/= subject to alteration by the Annual or Special General Meeting.
- b) The Committee shall have the power to call for special contributions as and when necessary.
- c) Receipts shall be issued by the Treasurer for all payments made to the union.

## 13. Fines and forfeitures:

- a) No fines shall be imposed on the members
- b) All members who have transgressed any of the rules of this union shall forfeit membership and cease to enjoy any or all the rights and privilege for which the union stands.

## 14. Rules:

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

## 15. Executive Committee:

- a) The Executive Committee shall consist of a President, Two Vice presidents, Honorary Secretary, Two Assistant Secretaries, Honorary Treasurer, Editor and 12 committee members at the Annual General Meeting.  
(Provided that not less than one half of the total number of officers and members of the union form among the members of the Union).
- b) No person under 21 years of age shall be elected to the Executive Committee.

## 16. Responsibilities of Officers:

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

## 17. Auditor:

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

## 18. Trustees:

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

## 19. Removal form Officer:

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

## 20. Funds:

- a) The General funds of the union shall be utilized only in furtherance of the object in rule 3 above, and shall not be applied directly or indirectly in payment of any fines imposed on any person by sentence or order of a court of Justice.
- b) The funds of the Union shall, subject to (d) below, be deposited in a bank so be decided by the Executive Committee in the name of the trustees under the signatures of the Treasurer and president or Secretary. No sooner a Bank account is opened the Registrar of Trade Unions shall be informed of the name of the bank and the number of the account.
- c) Withdrawals form the bank shall be under the signatures of the Treasurer and president or Secretary.
- d) The Treasurer shall be no time keep in hand more than Rs1000/= of the membership fees or other receipts and shall forthwith deposit any excess in the bank in the name of the Trustees.

## 21. Dissolution:

The Union shall be dissolved and the funds thereof, after meeting all debts and liabilities legally incurred on behalf of the Union, disposed of a decided by a resolution passed by two thirds of the members present and eligible to vote at special general meeting convened for the purpose. The Registrar of Trade Unions shall be duly notified in the appropriate form within 14 days of dissolution and the certificate of registration of the Union shall be returned to him by the Secretary together with the notice of dissolution.

If the registration of the Union is cancelled by the Registrar for trade Union, the Secretary of the Union shall summon the membership for the purpose of informing them such cancellation and consequent dissolution of the Union. If the action under Sec.16(1) of the Trade Union Ordinance is taken, the Union shall be dissolved and the funds thereof , after meeting all debts and liabilities legally incurred on behalf of the union, disposed of as decided by a resolution adopted by an ordinary majority. The certificate of registration of the union shall be returned by the Secretary of the Union to the Registrar of Trade Unions within 14 days of the meeting.

## 22. Restrictions:

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

Date:-

Signature of the Secretary

(Date of adoption of the rules)